



AN ROINN DLÍ AGUS CIRT AGUS ATHCHÓIRITHE DLÍ
DEPARTMENT OF JUSTICE AND LAW REFORM

Department of Justice and Law Reform

Report of the Implementation Group

**following an Investigation by Judge Michael Reilly into the
handling of the sentencing, release and post release
procedures in a criminal matter**

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SECTION 1

1.1 Introduction

The *Report of an Investigation into the handling of the sentencing, release and post release procedures in a criminal matter* was submitted to the Minister for Justice and Law Reform, Mr. Dermot Ahern, T.D., by Judge Michael Reilly on 11 May 2010. The investigation was commissioned by the Minister in January 2010 following the tragic death of Mr. Noel Keegan who was assaulted on 31 December 2009. It transpired that the assailant, Martin McDonagh, who was charged and subsequently convicted in relation to the assault, had been released from Castlerea Prison on 27 November 2009. However, Mr. McDonagh had in fact been convicted in Longford Circuit Criminal Court and sentenced to four years imprisonment in Tullamore Circuit Criminal Court on the 28 April 2009. He therefore should not have been at liberty in December 2009.

Judge Reilly's Report, which because of legal considerations could not be published until the criminal proceedings involving Martin McDonagh had concluded, clearly detailed failings on the part of the criminal justice agencies in relation to the systems and processes associated with the sentencing of Mr. McDonagh on 28 April 2009 as well as the post release procedures following his release on 27 November 2009.

The Report by Judge Michael Reilly (hereafter referred to as the Reilly Report) set out a series of recommendations to be implemented by the four criminal justice agencies, the Courts Service, the Irish Prison Service, An Garda Síochána and the Probation Service to address the issues identified in the report. The Report also includes a number of recommendations for the attention of the Judiciary. The recommendations are divided into those that should be implemented immediately and those which would bring greater enhancements to systems over the medium term linked, in part, to ICT developments across the relevant criminal justice agencies.

1.2 The Implementation Group

Following receipt of the report and the acceptance of its recommendations by the heads of the relevant agencies, the Minister appointed Mr. Pat Folan, former Director General of the Irish Naturalisation and Immigration Service, to chair a group to

oversee the implementation of the recommendations as quickly and effectively as possible and to report by the end of September 2010. The Implementation Group was representative at a senior level of the agencies concerned and of the related policy areas of the Department; details of its membership is set out at Appendix I.

The Group met in formal session on four occasions between 27 July and 20 September 2010 while a series of inter-agency meetings and discussions focusing on specific cross-agency issues identified at the Group meetings were also held.

The Group's objectives were to:

- examine the recommendations and plan and programme implementation;
- monitor progress and review on an ongoing basis; and
- provide a framework for enhanced inter-agency communication and working across the recommendations.

1.3 Implementation Approach

Judge Reilly in his Report divided his recommendations into those which should be implemented immediately and those to be implemented over the medium term. This acknowledged that several of the medium term recommendations could most effectively be implemented by the enhancement, development and linking, where appropriate, of information technology platforms within the relevant agencies. This would entail system design, the development of specifications and the undertaking of the necessary procurement processes. Consequently, the Implementation Group prioritised the action necessary to have those recommendations classified as immediate fully implemented as a matter of the utmost urgency and on ensuring that each of the agencies involved gave priority to a cohesive and planned development of the necessary frameworks to facilitate the implementation of the medium term recommendations as soon as practicable and having regard to available resources.

1.4 Structure of the Implementation Group Report

The Reilly Report focused on three main areas where it was found that processes across the agencies had failed in this instance. These related to:

- the process involved in issuing warrants;
- the notification procedures for temporary release of prisoners; and
- failures in communication between the relevant Justice sector agencies.

Section I of this Report addresses these three key areas and **details the changes that have now been implemented and those in an ongoing process of implementation.**

Section II of this Report sets out in tabular form the recommendations from the Reilly Report (for ease of reference using the same numbering sequence) and **identifies the agency/agencies responsible as well as the implementation status of each recommendation.**

The Appendices include copies of protocols and directives which have now been put in place by the relevant agencies on foot of this examination.

SECTION 2

2.1 Introduction

As outlined earlier, Judge Reilly identified three main areas where systems and processes had failed:-

- the process and procedures in relation to the issuing of warrants;
- the process and procedures relating to notifications of the temporary release of prisoners; and
- communications between the relevant Justice sector agencies.

Since the Reilly Report, each of the agencies, both individually and collectively, has examined their part in the processes concerned and has implemented changes in work practices and systems aimed at rectifying the identified failings.

The Implementation Group reviewed the Reilly recommendations and, following internal and cross agency consultation, **the recommendations requiring immediate action have now been implemented in full.** Details are set out in tabular format in Section II of this Report.

2.2 Warrants

Additional verification procedures have been included in the preparation, checking and issuing of warrants in court offices including *inter alia* a second official double checking the detail of any warrant prepared before it is signed by the relevant senior official and the issuing of warrants by registered post thus affording a record of postage and receipt; the introduction of a process to acknowledge receipt of a warrant in writing by a prison officer where a committal warrant is issued on the day of court and likewise acknowledgement by receipt by An Garda Síochána or the Irish Prison Service where a warrant is received directly by a prison or the Gardaí. An Garda Síochána and the Irish Prison Service have issued instructions within their respective organisations in relation to these new procedures.

The new Courts Service protocol which has issued to Circuit Court staff setting out the new processes and the joint protocol agreed between the Courts Service and the Irish Prison Service which deals specifically with warrants are included at Appendices II and III of this Report.

The Implementation Group is confident that the measures outlined above, together with others introduced in relation to warrants, will serve to increase efficiency and effectiveness and enhance the overall accountability requirements on agencies and individual officials to certify their specific element of the process, thereby reducing significantly the risk of a warrant being overlooked.

2.3 Temporary Release

The series of recommendations requiring immediate action in the Reilly Report relating to temporary release have been implemented and will enable the responsible agencies to more effectively manage the process.

The Irish Prison Service has examined the terms and conditions which are included on the temporary release form and, where appropriate, has amended the wording to provide an unambiguous and clear statement of the terms of a prisoner's release. This will facilitate each of the agencies involved in the temporary release process to more accurately assess when a breach of temporary release has occurred. Details of all temporary releases will be sent by the Irish Prison Service to all of the agencies concerned with the release of prisoners.

A joint protocol has been agreed between An Garda Síochána and the Irish Prison Service in relation to the co-ordination of the receipt and onward transmission of temporary release notifications and a copy is at Appendix VIII.

In addition, the Irish Prison Service and the Probation Service have put in place joint protocols for the management of prisoners on temporary release, who are also subject to Probation supervision. The new protocols, included in the Appendices to this Report, formalise the ongoing level of exchange of information between the two agencies and incorporate a high level of information transfer to facilitate checks on compliance.

An Garda Síochána will maintain a register of prisoners on temporary release in all relevant Garda stations. The register will include the terms of the prisoner's temporary release in addition to the signature of the prisoner and the times and dates of signing on. This is an enhancement of the existing practice.

The above measures, amongst others, have been implemented on foot of the Reilly Report and will, in the Group's view, contribute significantly to the reduction of risk in the management of temporary release.

2.4. Communications

Communication, information exchange and cohesion between the relevant agencies is identified by Judge Reilly as central to addressing the particular weaknesses identified in the agencies' systems and processes. A number of the recommendations will be most effectively implemented over the medium term through, as mentioned earlier, enhancements to achieve better linkages between the ICT platforms of the relevant agencies. Work on a project is now underway in the Department of Justice and Law Reform in collaboration with the relevant agencies to identify and progress the most effective and viable approach, mindful of resource needs, to take this work to full specification and on to rollout.

It is acknowledged that these developments will take time, in some instances several years, to put in place. Pending the development of the ICT improvements and flowing from the arrangements put in place to implement several of the recommendations listed for immediate implementation (A.1 to A.16.), significant improvements have now been rolled out in the communication and information exchange between the agencies. These include the enhancement of linkages between An Garda Síochána, the Irish Prison Service, the Probation Service and the Courts Service; the designation of a Garda contact point in each prison region; and cross checking of information between the Irish Prison Service and An Garda Síochána. The Implementation Group is confident that communications and improved systems of information exchange will also be strengthened by the arrangements now put in

place and set out in the particular protocols agreed between the Gardaí, Irish Prison Service, Probation Service and the Courts Service.

2.5 Conclusion

In the course of the group's examination of the Reilly report's recommendations it was clear there is a high level of interaction and close co-operation on a daily basis between the relevant justice agencies. However, Judge Reilly identified a serious breakdown in communications within these arrangements. The Implementation Group had a clear target to ensure that the recommendations contained in the Reilly Report were actioned as quickly as possible. The Group is satisfied that the recommendations from A1 to A16 identified for immediate action are all now implemented. Furthermore the Group is satisfied that an effective strategy to implement the longer term recommendations identified at B1 to B6 has been identified and will be progressed in as timely a manner as possible. Overall the Group is of the view that the combined implementation of the recommendations in the report will enhance and greatly assist the efficient and timely sharing of relevant information across and between the Justice agencies.

SECTION 3

Recommendations from the Judge Reilly Investigation for immediate implementation

	Recommendation	Agency Responsible for Action	Agencies/ Stakeholders to Action	Status	Current Position
A.1	Warrants, committal or remand, should be issued by appropriate court offices in all cases.	Courts Service	Court Service	Implemented	A new protocol has issued to Circuit Court offices regarding processes for the preparation, checking and issuing of warrants. The protocol provides the mechanism for implementation of the recommendations of the Reilly Report in relation to warrants.
A.2	A register of warrants should be maintained in all Circuit Court Offices which should show <i>inter alia</i> the name of the accused, particulars of the case, the time and date of the issue of the warrant and who it was given to (specifying if given by hand or sent by post).	Courts Service	Court Service	Implemented	A register of committal warrants will be maintained. Recording of the issue and receipt of committal warrants is provided for in the Courts Service protocol.
A.3	If a warrant referred to at recommendations A.1 and A.2 above is handed to a prison officer or a member of An Garda Síochána an appropriate receipt for same should be retained by the Circuit Court Office.	Courts Service	Court Service Irish Prison Service Garda	Implemented	The Courts Service protocol covers this recommendation. It provides that where a warrant is handed to either a prison officer or a member of An Garda Síochána, a receipt is obtained and retained in the Circuit Court Office. A copy of the warrant is placed on the court file. The Irish Prison Service and An Garda Síochána have issued instructions within their respective organisations - all warrants received are now acknowledged.
A.4	If a warrant referred to at recommendations A.1 and A.2 above is posted to the appropriate prison it	Courts Service	Court Service Irish Prison Service	Implemented	The Courts Service protocol provides for the issue of warrants by registered post and notification that the

	should be posted by registered or recorded post. It should be accompanied by a covering letter, a copy of which should be retained on the Court File. The appropriate prison should also be notified in electronic form.				warrant has issued to the prison by email. A joint protocol has been agreed between the Courts Service and the Irish Prison Service which includes provision for the issue and receipt of warrants by registered post. Email notification will also be sent by Courts Service to an agreed list of designated contact addresses provided by the Irish Prison Service.
A.5	Copies of all warrants referred to at recommendation A.1 above should be maintained on the Court File.	Courts Service	Courts Service	Implemented	The Courts Service protocol specifically requires that a copy of all warrants issued are retained on the court file.
A.6	If a 'deferred sentence' is imposed the appropriate Circuit Court Office should notify the appropriate prison of this fact.	Courts Service	Court Service Irish Prison Service	Implemented	The Courts Service protocol now in place specifically provides for the implementation of this recommendation for persons in custody. This together with the joint protocol between the Courts Service and the Irish Prison Service specifically details the methodology for notification to the prison in accordance with the recommendation.
A.7	Except in exceptional circumstances prisoners in custody should always be in Court when sentenced.	Judiciary	Judiciary Courts Service Irish Prison Service Garda	Implemented	The making of Orders for the production of prisoners in custody is a matter for the judiciary who are independent in the exercise of their judicial functions. The President of the Circuit Court has brought the recommendation and its importance to the attention of the judges of the circuit court. The agencies involved will comply with the directions of the judge. It should be noted that a defendant appearing by video-link is considered to be "in Court" within the meaning of this recommendation.

<p>A.8</p>	<p>Temporary Release Forms should contain all terms of such release as discussed at a pre-release meeting by all relevant agencies in clear and unambiguous terms.</p>	<p>Irish Prison Service</p>	<p>Irish Prison Service</p>	<p>Implemented</p>	<p>The Irish Prison Service has arranged that temporary release forms will clearly set out the terms and conditions of a prisoner's release as determined internally by the Irish Prison Service and where appropriate, following consultation with the various agencies concerned, in particular cases.</p>
<p>A.9</p>	<p>A copy of all Temporary Release Forms should be sent to all agencies having an interest in the temporary release of a prisoner particularly An Garda Síochána. (Such notification should be in electronic and hard copy form. Where appropriate notification should be conveyed by telephone. Verification of the transmission of such notification and the receipt of such notification should be maintained).</p>	<p>Irish Prison Service</p>	<p>Irish Prison Service Garda Probation Service</p>	<p>Implemented</p>	<p>The Irish Prison Service will transmit copies of all temporary release forms by email and hard copy to nominated contact persons in An Garda Síochána. The Garda authorities will ensure that designated points of contact are available to the Irish Prison Service.</p> <p>The Irish Prison Service will also transmit by email copies of all temporary release forms in cases with a condition of probation supervision to a central Probation Service designated contact point.</p> <p>Joint Probation Service-Irish Prison Service protocols on the management of prisoners on temporary release, who are also subject to a condition of probation supervision are in place. They incorporate a high level of information transfer and checks on compliance. The need for the Probation Service to receive copies of all temporary release sheets (with applying conditions) has been incorporated into these protocols, as has the need for clarity regarding the prisoner's temporary release status (e.g.</p>

					compliance/ if unlawfully at large etc.).
A.10	A Register of prisoners on Temporary Release should be maintained in all relevant Garda Stations. This Register should contain the terms of the temporary release and where appropriate the signature of the relevant prisoner obliged to sign on with the dates and times of such signing.	Garda	Garda	Implemented	An Garda Síochána will maintain a register of prisoners on temporary release as set out in the recommendation.
A.11	If prisoners do not sign on at a nominated Garda Station as required by the terms of the temporary release the appropriate prison should be notified. Appropriate protocols should be put in place to provide for such notification.	Garda	Garda Irish Prison Service	Implemented	A joint protocol has been agreed between the Irish Prison Service and An Garda Síochána which includes the methodology for dealing with this recommendation. This includes contact details for all prisons to enable the Gardaí to notify the appropriate prison when a prisoner fails to sign on at the nominated Garda station. The Garda designated contact point will be responsible for contacting the Irish Prison Service when such a failure occurs.
A.12	Appropriate protocols should be established by the relevant authorities to ensure that all terms of temporary release are being adhered to in order that the appropriate prison will be aware if any such terms are breached.	Irish Prison Service Garda Probation Service	Irish Prison Service Garda Probation Service	Implemented	As at A.9 above. Joint protocols on the management of prisoners on temporary release subject to a condition of probation supervision have been agreed between the Probation Service and the Irish Prison Service. The protocols will ensure that accurate, timely and quality information exchange is in place and governed.
A.13	As soon as is practicable after a prisoner has breached a term of his/her	Irish Prison Service	Irish Prison Service	Implemented	The joint protocol between the Irish Prison Service and An Garda Síochána which includes the methodology

	temporary release the relevant prison should deem that prisoner as being 'unlawfully at large'				for dealing with this recommendation has been agreed. The Irish Prison Service has put in place arrangements whereby prisoners declared 'unlawfully at large' (UAL) will be notified to a designated Garda contact point. Similar arrangements are to apply to record where prisoners are no longer UAL. Notification will be by email and hard copy and the Gardaí will disseminate the information as required.
A.14	As soon as a prisoner has been deemed 'unlawfully at large' the Garda Síochána should be notified. In particular the relevant Garda Station should be so notified. Appropriate protocols should be in place to provide for such notification, which should at a minimum, provide that such notification should be in both electronic and hard copy form. The appropriate Garda Station should also be notified by telephone. The protocol should provide for a verification process of such notification.	Irish Prison Service	Irish Prison Service Garda	Implemented	As at A.13 above - a joint protocol has been agreed between the Irish Prison Service and An Garda Síochána which includes the methodology for dealing with this recommendation.
A.15	All notifications as provided for in Recommendation 14 above should be addressed to the Superintendent of An Garda Síochána for the appropriate Garda District. It should be the responsibility of such Superintendent to ensure that all members in his/her District are aware of the contents of such notification.	Irish Prison Service Garda	Irish Prison Service Garda	Implemented	As at A.13 and A.14 a joint protocol between the Irish Prison Service and An Garda Síochána which includes the methodology for dealing with this recommendation has been agreed. District officers will be responsible for overseeing the effective operation of the contact arrangements.
A.16	Periodic reviews of	Irish Prison	Irish Prison	Implemented	A bi-annual meeting will be

	<p>prisoners deemed 'unlawfully at large' should take place and should involve <i>inter alia</i> the Irish Prison Service and An Garda Síochána.</p>	<p>Service Garda</p>	<p>Service Garda</p>		<p>held between the Garda authorities and the Irish Prison Service to review all prisoners deemed unlawfully at large.</p>
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Recommendations from the Judge Reilly Investigation to be implemented in the Medium Term

	Recommendation	Agency Responsible for Action	Agencies/ Stakeholders to Action	Status	Current Position
B.1	When a criminal case is 'adjourned' in the Circuit Criminal Court it should be made clear by the Court as to whether an accused is 'remanded in custody', 'remanded on bail' or that his/her case is simply 'adjourned'. This order should be noted and if appropriate should form part of the transcript. (This might be dealt with in the Rules of the Court or by direction of the President of the Court.)	Courts Service	Judiciary Courts	Implemented	<p>This is a matter for the judiciary who are independent in the exercise of their judicial functions. The President of the Circuit Court has brought the recommendation and its importance to the attention of the judges of the circuit court.</p> <p>The Courts Service protocol provides that where a case is adjourned and it is not immediately clear whether the defendant is remanded in custody or remanded on bail, the registrar in court should seek clarification from the presiding judge on the adjournment status.</p>
B.2	Information relating to important directives to all members of An Garda Síochána which presently appears on the Portal of the Garda Síochána website should be incorporated into a specific section of the PULSE System.	Garda	Garda	See comments	<p>The internal Portal (intranet) on the Garda website is used to communicate information on Garda policy issues to members whereas Pulse provides details of crime and criminal tracking. Both systems are used daily by individual Gardai for different aspects of their day to day work. The two systems are designed to work in parallel with each other for different but complementary purposes. It is not practical to populate either system with information from the other but Gardaí are continually aware of the</p>

					importance of using both of the information systems in parallel.
B.3	There should be an interface between the Irish Prison Service computer system, particularly the 'Prisoner Log' and the PULSE System operated by An Garda Síochána. Appropriate protocols should be introduced.	Irish Prison Service Garda	Irish Prison Service Garda	Work in Progress	<p>The implementation of the recommendations in the Reilly Report designated as 'immediate' has provided for greatly enhanced sharing of information between An Garda Síochána and the Irish Prison Service in relation to prisoners and this has been formalised in a protocol between the organisations.</p> <p>It is recognised, however, that this recommendation requires an ICT solution in the medium term and this is dealt with at B.4 below in the context of an integrated approach across the relevant Justice agencies.</p>
B.4	Relevant information should be shared between appropriate sections of all State agencies.	Courts Service Irish Prison Service Garda Probation Service	Courts Service Irish Prison Service Garda Probation Service	Work in Progress	<p>The implementation of the recommendations in the Reilly Report designated as 'immediate' has significantly advanced the sharing of data and information across the relevant Justice sector agencies and has greatly improved the timeliness and efficiency of those processes.</p> <p>The next step in further improving information sharing will require more sophisticated ICT solutions which by their nature take time. The existing Criminal Justice Interoperability Project (CJIP) already operates successfully between the Gardaí and the Courts and planning work has now commenced on enhancements to include links with the Irish Prison</p>

					Service and the Probation Service in the system. The planning phase involves consideration of issues such as scope, business requirements, functionality and cost and though it will be progressed as a matter of priority it is likely to take a number of years to implement in full.
B.5	The 'Personal Details Screen' on the Pulse System should be extended to indicate whether a suspect is "in custody", "unlawfully at large", "on day release", "attending court while in prison custody", "in hospital while in prison custody" or "on temporary release". (If legislation is required to overcome obstacles such as data protection it should be enacted).	Garda	Garda	Work in Progress	The PULSE system will be amended to include a mechanism to indicate when a suspect is "unlawfully at large" (UAL). The issue of temporary release notifications has been dealt with in the short term recommendations at A.11 to A.16. The other categories referred to in the recommendation have more relevance to persons in prison custody and are included, as appropriate, on the Prisons IT system.
B.6	The Criminal Case Tracking System that operates in the District Court should be rolled out in the Circuit Criminal Court.	Courts Service	Courts Service	Work in Progress	The Courts Service plans to extend the Criminal Case Tracking System to the Circuit Criminal Court. This will represent a significant enhancement to the system and detailed planning and design for this will commence in 2011. It is planned that this system will be aligned with the integrated approach outlined at B.4 above.

APPENDIX I

Membership of the Implementation Group

Mr. Pat Folan (Chair)

Mr. John Coyle, Director of Circuit and District Operations, Courts Service

Mr. Vivian Geiran, Deputy Director, Probation Service

Mr. Brian Murphy, Principal Officer, Operations, Irish Prison Service

Assistant Commissioner Noirín O'Sullivan, An Garda Síochána

Ms. Mary Burke, Principal Officer, Prisons and Probation Policy Division, Dept of Justice and Law Reform

Ms. Oonagh McPhillips, Principal Officer, Courts Policy Division, Dept of Justice and Law Reform

Mr. Fergus O'Callaghan, Principal Officer, Garda Division, Dept of Justice and Law Reform.

Ms. Martina Colville and Ms. Fiona O'Sullivan, Courts Policy Division, Dept of Justice and Law Reform - secretariat to the Group.

Note: Other representatives of the Justice agencies attended meetings as required.

COURTS SERVICE

Protocol for preparation, checking and issuing of warrants in Circuit Court

Warrants are among the most important documents that are issued by the Circuit Court as they impact directly on the liberty of the person named on the warrant. It is absolutely vital, therefore, that the procedures followed for the preparation, checking and issuing of warrants are beyond reproach and will stand up to any scrutiny and audit.

The most frequently issued types of warrant in the Circuit Court are remand, committal and bench warrants.

Remand Warrants

A Remand Warrant is issued when an accused is remanded in custody to a future court date for the hearing of the case or the imposition of a sentence.

A Remand Warrant must be issued for each defendant who is being remanded in custody, even if the defendant is already in custody serving a sentence on other charges. It is not sufficient to rely on the prison officer taking a note of the remand date. A remand warrant must issue.

Where an accused has been remanded in custody (with or without consent to bail) a remand warrant must be prepared and issued in respect of all charges before the court.

Committal Warrants

A Committal Warrant is the order of the court committing a person to prison where he has been sentenced to a term of imprisonment by the Judge.

In the first instance it is important to ensure that a committal warrant has been issued in respect of all sentences of imprisonment imposed. In this regard therefore after court, the County Registrar or nominated officer must check all files/court sheets to ensure that the appropriate warrant(s) have actually been issued.

The following steps should be taken in preparing and checking a committal warrant.

- 1 When the Judge passes sentence, a careful note of the sentence should be taken by the registrar in court.
- 2 The registrar in court should give the sentencing details to a colleague to have the warrant prepared.
- 3 When it has been prepared, the warrant should be carefully checked by the registrar who was (or is) in court.

- 4 Alternatively, the registrar should prepare the warrant and give it to a colleague to check.
- 5 If in doubt, both the person preparing the warrant and the person checking the warrant should listen to the Digital Audio Recording of the sentence to ensure that the Judge's order is accurately reflected in the warrant.
- 6 When the warrant has been checked, it should be given to the County Registrar or nominated officer for signature.
- 7 Where possible, the person signing the warrant should check the warrant against the court sheet before signing the warrant.

A similar approach, where possible, should be taken in relation to the preparation of remand and bench warrants.

In normal circumstances there can be no question of any warrant being prepared, checked and signed by the same individual. It is appreciated that in some locations, e.g. Nenagh, Donegal it would not be possible to follow the above procedure as there may be no other official from the Circuit Court Office available other than the Court Registrar. In such instances, the following procedure should be followed:

- a. *Where the Court is sitting at a location which also encompasses a Courts Service office i.e. District Court Office, the warrant as prepared and signed should be photocopied and a copy of the warrant retained on file. Once the Registrar returns to the Circuit Court Office, the file together with the photocopied warrant and the Court Sheet should be brought to the attention of the County Registrar or nominated officer who should carefully check the photocopied warrant against the Court sheet to ensure that the order of the Judge is accurately recorded on the warrant. Where inaccuracies or mistakes are detected, a replacement warrant should be prepared immediately and issued to the relevant prison.*
- b. *Where the court is sitting at a location where there is no court office, the warrant should be prepared and signed by the Registrar. On return to the Circuit Court Office, the Registrar should immediately contact the relevant prison and obtain a faxed copy of the warrant or a scanned copy of the warrant by email. On receipt, the Registrar should bring the file together with the warrant and the Court Sheet to the attention of the County Registrar or nominated officer who should carefully check the warrant against the Court sheet to ensure that the order of the Judge is accurately recorded on the warrant. Where inaccuracies or mistakes are detected, a replacement warrant should be prepared immediately and issued to the relevant prison.*

Issuing of Warrants to the Prison Service or Gardai

Warrants signed and issued in court

In many offices, particularly outside Dublin, committal warrants are signed on the day of court and given to the Prison Officer who is in court.

For security and audit purposes, it is essential that a record is kept of the warrants that are given to the Prison Officer and that the Prison Officer acknowledges receipt of them.

In this regard, a suggested template for the receipting process is attached at Appendix “A” incorporating an acknowledgement for the Prison Officer to sign saying that he/she acknowledges receipt of the warrants listed.

Warrants signed and issued after court

- Where warrants are being sent directly to the Prison or to the Gardai by post, they must be sent by **registered post**. Such warrants must be accompanied by a covering letter, a copy of which must be retained on the Case file. An acknowledgement must be included with the warrant(s) which can be returned by the Prison/Gardai to the relevant Circuit Court Office. Procedures should be in place within each Circuit Court Office to ensure that acknowledgements for committal warrants issued are received.
- In some provincial locations where committal warrants are being issued to the Gardai, it may be easier and simpler to deliver them by hand to the local Garda station. Where this is done, a receipt for the warrants delivered should be obtained from the Garda Station. This could be similar to the receipt described above for signature by the Prison Officer in court.
- If a “deferred sentence” is imposed i.e. a sentence which will commence on a later date, the following process must be followed:
 - Where the sentence is to commence at a later date but the Judge has not made an order that “the warrant not issue until the commencement date”, the warrant should be issued immediately to the Prison/Gardai and the appropriate receipting process implemented. **In such instances, it should be clearly indicated and highlighted on the warrant that the sentence is not to commence until a particular date.**
 - Where the sentence is to commence at a later date but the Judge has directed that “the warrant shall not issue until the commencement date” or other specified date, considerable care and attention must be exercised by offices to ensure that the relevant warrants are issued on the date as directed by the Judge. Where the defendant is in custody in prison, the warrant should be issued to the prison on the specified day by registered post. Where the defendant is on bail and the committal warrant is being issued to the Gardai for execution, the Circuit Court

office should contact the relevant Garda Superintendent indicating that the warrant will be ready for collection on the designated date. The Gardai may then collect the warrant or alternatively, at the discretion of the Superintendent, the warrant may be issued to the Superintendent by registered post on the designated issue date.

- Regardless of which of the above processes is applicable, where a deferred sentence is imposed, the relevant prison must be informed on the court date or as soon as possible thereafter, either by email or fax, that a deferred sentence has been imposed and details provided. The prison should also be notified that the appropriate warrant, if the defendant is in custody, will be issued in due course, if it cannot be issued immediately.

Recording of Committal Warrants

A copy of all committal warrants prepared and issued must be retained on the Court file.

A Register of all committal warrants issued must be maintained in all Circuit Court offices. The register should include:

- *The name of the accused*
- *Particulars of the case*
- *Date of issue of warrant*
- *Form of issue i.e. by hand or by post*
- *If by hand, name of recipient*
- *Date of signed receipt when received from the Prison or Garda authorities.*

Bench Warrants

A bench warrant is an order of the court for the immediate arrest of a person. The most common occurrence of a bench warrant is in relation to the failure of a person who is on bail to appear in court on the appointed day. A bench warrant may also be ordered by the court for a witness who fails to appear to give evidence in a case. In view of the serious nature of many offences dealt with in the Circuit Court, **it is imperative that appropriate procedures are in place in all Circuit Court Offices to ensure that Bench Warrants ordered by the Court are actually prepared, signed and issued.**

Bench warrants should be addressed to the relevant Superintendent of An Garda Síochána. A receipt should be obtained for all bench warrants issued to the Gardai. A procedure similar to that outlined above for *Warrants signed and issued after court* should be implemented including transmission by registered post (if warrant being sent by post).

Again procedures should be in place within each Circuit Court Office to ensure that acknowledgements for bench warrants issued are actually received.

A register of all bench warrants issued should be maintained by the office. When receipt of a bench warrant is acknowledged, or when a bench warrant is executed or cancelled, this should be duly noted in the register.

General

Where warrants are sent by registered post to a prison, an email should also be sent to the Prison Service central email address notifying them that the warrants have been sent.

All receipts obtained for warrants either committal, remand or bench should be retained in the office on a specific warrant receipt file and available for inspection as part of future audits.

Offices should ensure that where the PULSE NO is available, it should be clearly indicated on all warrants issued.

The importance is again stressed of appropriate procedures being in place in offices to ensure that receipts for all warrants issued are actually received. Where receipts are not received within a short reasonable timescale from issue of the warrant by post, the matter should be taken up immediately with the appropriate prison/Garda Superintendent.

Copies of all warrants issued, remand, committal and bench, should be retained on the relevant files.

In the Circuit Criminal Court a practice seems to exist that when a case is “adjourned”, it may not be immediately clear in some instances whether the defendant is remanded in custody or remanded on bail. In the event of any uncertainty in this regard, the registrar in court should seek clarification from the presiding Judge on the adjournment status. .

These Procedures must be implemented immediately in all offices.

J. Coyle
Head of Operations
Circuit & District Courts



COURTS SERVICE

Protocol between the Irish Prison Service
and the Courts Service
on the
Issue and Receipt of warrants.

A Protocol between the Irish Prison Service and the Courts Service arising from a number of recommendations contained in a report of an investigation by Judge Michael Reilly, Inspector of Prisons, into the handling of the sentencing, release and post release procedures in a criminal matter. This protocol to specifically incorporate the following:

- **The issue of warrants to the Irish Prison Service by the Courts Service**
- **Acknowledgement of the receipt of warrants by the Irish Prison Service to the Courts Service**
- **Notification of the imposition of deferred sentences in respect of prisoners in custody.**
- **Production of prisoners in IPS custody in court for the purpose of having sentence imposed.**

General Undertakings

1. The Courts Service undertake to ensure that Pulse ID numbers (specifically the body pulse ID of the person named in the warrant), where made available to the Courts Service is included (either printed or in handwritten form) on all warrants issued by courts offices from the date of this agreement.
2. The Irish Prison Service has provided the Courts Service with the following e-mail addresses of the General Offices within prisons for e-mail notification purposes:

Prison	E-mail Address (omitted from this Report for operational reasons)
Arbourhill	
Castlerea	
Cloverhill	
Cork	
Limerick	
Loughan House	
Midlands	
Mountjoy	
St Patricks	
Portlaoise	
Shelton Abbey	
Training Unit	
Wheatfield	

Issue and Receipt of Warrants

3. Warrants handed to Prison Officers.

The Irish Prison Service has directed that warrants handed to Prison Officers should be acknowledged on the appropriate receipt form provided for this purpose by Circuit Court Offices.

4. Warrants posted to Prisons.

The Courts Service will ensure that all warrants posted to the appropriate prison will be posted by registered post.

5. In respect of all warrants referred to at 4 above, the Courts Service will ensure that the appropriate prison is also notified by e-mail at the appropriate e-mail address provided at 2 above.

Deferred Sentences

6. In instances where a ‘deferred sentence’ is imposed in respect of a prisoner in custody, the Courts service will undertake to notify the appropriate prison of same by email at the email address provided at 2 above.

Court Productions

7. The Irish Prison Service undertake to escort all prisoners in its custody to court, for the purpose of having a sentence imposed, once the appropriate production order has been sought and granted. However, both services jointly acknowledge that the requirement to have a prisoner in custody in the court when his/her sentence is being imposed, is entirely a matter for the Judge concerned and outside their direct control. For the purpose of this agreement both services consider appearance by video link to court (i.e. between the prison and the court) as being ‘in court’.

William Connolly

Director of Operations

Irish Prison Service

John Coyle

Director of Operations

The Courts Service

Dated: _____

Dated: _____

Appendix IV

AN GARDA SIOCHANA

Summary of H.Q. Directive “Procedure for Receiving Warrants from the Circuit Court”.

This H.Q. Directive sets out the procedure to be adopted by the Garda Síochána for all warrants issuing from Circuit Court Offices.

It puts in place a receipting system to cater for warrants which are sent directly to the Garda Síochána by post, (registered post), or by hand. Such warrants will be accompanied by a covering letter. An acknowledgment will also be included with the warrant(s) which will be completed by the Garda Síochána and returned to the Circuit Court Office issuing the warrant.

Note: Full text of the Garda directive not included for operational reasons.

Appendix V

IRISH PRISON SERVICE

To All Governors

Circular Reference: OPS/6/2010

Re: New Court Service Guidelines in relation to the issuing of warrants in the Circuit Court.

The Courts Service has recently undertaken a review of the procedures in place in the provincial Circuit Court in relation to the issuing and handling of warrants, both committal and bench warrants.

As you are aware, in most provincial courts, warrants are handed to the Prison Officers in court to enable the defendant to be taken to prison or they are given to the Gardaí for execution. Occasionally, warrants are sent to the prison where, a defendant is already serving a sentence and the warrant is not required immediately for his imprisonment.

A review was undertaken by the Courts Service and as a result of this, guidelines have been drawn up which have been circulated to all Circuit Court offices. These guidelines will have an impact on the interaction between the Courts Service staff and the Prison Service staff.

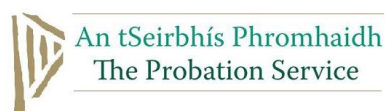
In particular, there is a new requirement that when our officers receive warrants from the Courts Service, either in person or by post, the officer will be required to acknowledge receipt of such warrants, i.e. Prison Officers in court will be asked to acknowledge receipt of any warrants presented to them in person and any warrants which issue to the prison via registered post will require to be acknowledged to the relevant court office.

It is expected that these new arrangements will be put in place in each Circuit Court office in the very imminent future.

I would appreciate if you would make all relevant staff aware of these new guidelines at your earliest convenience. It is essential that all Prison Officers who receive warrants from the Circuit Court either in the court or by post are aware of the new procedures.

Yours sincerely

Brian Murphy
Deputy Director
Operations Directorate



Protocol between the Probation Service and the Irish Prison Service

The Management of Life Sentenced Prisoners

1. On Committal:

- 1.1 The Irish Prison Service will supply a list of life sentenced prisoners and their location to the Probation Service Lifers Unit (HQ, Navan) on a quarterly basis.
- 1.2 Each Life Sentenced Prisoner will have a nominated prison based Probation Officer while in custody.

2. Pre-Release:

- 2.1 Once the Life Sentenced Prisoner is approved for periods of Temporary Release, the Irish Prison Service will inform the Probation Service Lifers Unit in writing and copy this to the Senior Probation Officer (SPO) for the relevant prison.
- 2.2 The Probation Service will appoint a community based Probation Officer (PO) to engage with the prisoner and his/her family/significant other. This officer will jointly manage the case, with the prison based Probation Officer retaining responsibility for the case until Reviewable Temporary Release is approved, at which point full responsibility will transfer to the community based officer.

2.3 The Irish Prison Service will liaise with the Probation Service via prison based Probation personnel concerning periods and conditions of release as part of a pre-release programme.

3. On Reviewable Release:

3.1 The Probation Service will provide Progress Reports to the Irish Prison Service. The frequency and content of update reports will be, as a minimum:

- First two years – reports every six months
- Thereafter – annual reports

3.2 Progress Reports will outline the resettlement/reintegration progress in each case, and will report on any risk management concerns.

3.3 The above frequency and content can be amended on a case-by-case basis by agreement of both parties.

3.4 Progress Reports will be submitted by the supervising community based Probation Officer to the Irish Prison Service (Operations Lifers Liaison Person) through the Probation Service Lifers Unit.

3.5 Additional reports will be submitted to the Irish Prison Service by the Probation Service (through the Probation Service Lifers Unit) if:

- i. It appears likely that the safety of the public may be at risk
- ii. The supervising PO loses contact with the Life Sentenced Prisoner
- iii. There has been a breach of any conditions
- iv. The Life Sentenced Prisoner's behaviour suggests that further serious offences may be committed
- v. The Life Sentenced Prisoner has been charged with any further offence (with the full details of the nature of the charge)
- vi. The Life Sentenced Prisoner's domestic circumstances appear to be unsatisfactory and are a cause for risk management concerns.
- vii. There are significant changes in the Life Sentenced Prisoner's personal relationships (e.g. marriage, cohabitation, breakdown of relationships, arrival of children) especially where such changes repeat earlier offending patterns or relate in any way to the original offence.
- viii. The Life Sentenced Prisoner's health or mental condition give cause for concern
- ix. The Life Sentenced Prisoner requests permission to leave the

jurisdiction for a period, whether on holiday, work or relocation (minimum of one months notice required).

x. The Life Sentenced Prisoner requests permission to change address.

xi. If a life sentenced prisoner dies while on TR in the community.

3.6 In the event of an emergency, in relation to the above or otherwise, telephone contact is to be made by the Probation Service directly to the Irish Prison Service (Operations Directorate). A report is then to be provided via the Probation Service Lifers Unit on the following working day.

4. Recommitments

4.1 The Irish Prison Service will inform the following personnel in writing in the Probation Service of any recommitments:

(i) Lifers Unit,

(ii) Relevant prison based SPO

4.2 The Irish Prison Service will inform the Probation Service Lifers Unit in writing should approval for further periods of Temporary Release be granted and copy this to the SPO for the relevant prison. (as per 2 above).

5. Information Exchange

5.1 The Irish Prison Service and Probation Service will share information on the cases under supervision based on the list of life sentenced prisoners released from the custody of the Irish Prison Service and supplied to the Probation Service by the Irish Prison Service.

5.2 The Irish Prison Service and Probation Service agree to meet bi-annually to ensure that all cases are reviewed and that the above protocol is effective.

6. Review

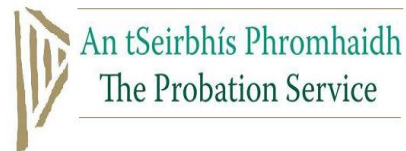
6.1 This protocol will be reviewed no later than eighteen months from the date of signing or at the request of either party and thereafter as agreed by the two services.

Director of Operations

Date:

Director of Operations

Date:



Protocol for the Management of
Section 99(4)
of the Criminal Justice Act 2006

A Protocol between the Irish Prison Service and the Probation Service regarding Section 99(4) of the Criminal Justice Act 2006 and other such orders incorporating:

- **A period of imprisonment and**
- **A suspended period of imprisonment which is subject to a condition of supervision by the Probation Service.**

Information Sharing:

8. The Prison Service (Operations Directorate) when the new version of PRIS is live, will identify the offenders currently in custody who are affected by Section 99(4)¹. This information will be shared in written form with the Probation Service. In the interim period, the Probation Service will continue to supply a list of PSSSO's on their records to the Irish Prison Service.

Risk Assessment

9. The Probation Service will complete risk assessments on all Section 99(4) prisoners 12 months prior to his/her remission date.
10. Section 99(4) prisoners will be reviewed as required at the Prison Review Meetings.
11. The Prison Service (Operations Directorate) will inform the Probation Service of the likelihood that individual prisoners may be released early.
12. For identified cases (at 4 above) the Probation Service will indicate to the Prison Service the following:
 - a. Any risks that may be attached to releasing the prisoner at this time and whether these risks can be reasonably managed in the community.
 - b. The Temporary Release (TR) conditions required to manage the risks posed by the offender in the community.
 - c. The earliest date that supervision can be arranged.

Release Process

13. The Prison Service (Operations Directorate) will inform the Probation Service when a decision has been made to release a Section 99(4) prisoner by email to the SPO for the relevant prison.

¹ Projected completion date 1st March 2011

14. Such a release will be subject to written confirmation from the Probation Service to the prison General Office, and copied to Operations Directorate, that supervision arrangements have been put in place and the date on which such arrangements can commence.
15. On confirmation from the Probation Service, the Prison Service (Prison General Office) will inform the Probation Service in writing:
 - a. the date on which the section 99(4) prisoner will be released from prison on TR.
 - b. Additional conditions attached to the release (including those recommended by the Probation Service).
 - c. Any information pertinent to the effective supervision of the prisoner and the protection of the public.
16. The Prison Service will provide a copy of the TR form and indicate in writing the date and place of return to prison for review of TR.

Risk Management

17. Any breach of specified TR conditions or unacceptable increase in risk level will be communicated expediently in writing to the relevant prison Governor by the Probation Service and copied to the Operations Directorate.
18. The Prison Service will notify the Probation Service should a prisoner subject to section 99(4) of the CJA 2006 be deemed to be Unlawfully at Large.
19. In this instance the Probation Service will communicate this knowledge to the prisoner and request he/she clarify their status with the Prison Service.
20. Probation Service supervision will discontinue unless and until the Prison Service confirms in writing that the status of the prisoner has been rectified.

Further Consideration of TR

21. Any Section 99(4) offender returned to custody, for any reason, will not be considered for full or reviewable TR without prior agreement with the Probation Service.

22. This protocol will be reviewed no later than twenty-four months from the date of signing but can be reviewed at any time at the request of either party.

William Connolly
Director of Operations
Irish Prison Service

Vivian Geiran
Director of Operations
The Probation Service

Dated: _____

Dated: _____

Appendix VIII

AN GARDA SIOCHANA

Summary of H.Q. Directive “ Procedure to be adopted for persons:

- (1) Released on “Temporary Release”
- (2) Persons released on “Temporary Release” who later are deemed “Unlawfully-At-Large”

This H.Q. Directive sets out the procedure to be adopted to receipt notifications from the Irish Prison Service of persons released from Prisons on Temporary Release, and persons deemed “Unlawfully-at-Large”.

It addresses the notifications to the Garda Siochána of persons so released and the conditions upon which their temporary release is based.

It also addresses the procedure to be adopted when a person breaches any of the conditions of their temporary release and the appropriate action to be taken by Garda members who become aware of any such breaches.

Note: Full text of the Garda directive not included for operational reasons.



An Garda Síochána



Protocol between the Irish Prison Service

and

An Garda Síochána,

on the notification of prisoners granted temporary release and
being deemed Unlawfully at Large (UAL) from prison.

A Protocol between the Irish Prison Service and An Garda Síochána on the handling of the sentencing, release and post release procedures in criminal matters. This protocol specifically incorporates the following:

Notification of prisoners temporary release terms and conditions to An Garda Síochána by the Irish Prison Service.

Notification of a breach of a prisoners temporary release condition, in particular the requirement to sign-on at a nominated Garda Station, to the Irish Prison Service by An Garda Síochána.

The procedures to be followed in order for a prisoner, who has allegedly breached his/her temporary release conditions, to be deemed ‘unlawfully at large’(UAL).

Notification and review of all prisoners deemed unlawfully at large (UAL) by the Irish Prison Service to An Garda Síochána.

General Undertakings

1. The Irish Prison Service (IPS) undertake to ensure that the Person Pulse ID (PID) number is included (in printed form) on all temporary release and unlawfully at large notifications issued by them from the date of this agreement. The Garda Síochána undertakes to provide the Person Pulse ID for all such persons.

2. An Garda Síochána has provided the Irish Prison Service with the following contact details, which will be updated as required, for each prison as a point of contact to directly source PID numbers for such notifications:

Prison	Garda Contact Name*	Phone Number*	E-mail Address*
Arbourhill			
Castlerea			
Cloverhill			
Cork			
Limerick			
Loughan House			
Midlands			
Mountjoy			
St Patricks			
Portlaoise			
Shelton Abbey			

Training Unit	
Wheatfield	

* Details omitted from Report for operational reasons.

3. The Irish Prison Service has provided An Garda Síochána with the following e-mail addresses and contact phone numbers of the prisons for notification purposes as outlined in this protocol:

Prison	Phone Contact Number*	E-mail Address*
Arbourhill		
Castlerea		
Cloverhill		
Cork		
Limerick		
Loughan House		
Midlands		
Mountjoy		
St Patricks		
Portlaoise		
Shelton Abbey		
Training Unit		
Wheatfield		

*Details omitted from Report for operational reasons.

4. An Garda Síochána has provided the following contact details (e-mail addresses, phone contact numbers and mail addresses) of Divisional HQ and District HQ offices for the receipt of e-mail Temporary Release notifications issued by IPS.

Notification of Temporary Releases

5. The Irish Prison Service (appropriate Prison) undertake to issue a hard-copy of all temporary release notifications detailing full particulars of the terms and conditions of each prisoner's temporary release to the Chief Superintendent of the appropriate Garda Division by ordinary post.
6. The Irish Prison Service (IPS HQ) undertakes to issue an e-mail notification, detailing full particulars of the terms and conditions of each prisoner's temporary release requiring the person to sign-on at a nominated Garda Station, to the appropriate Garda Divisional HQ Office (Designated point of contact), and verification of the transmission/receipt of this email transmission will be maintained by both parties. Appendix 1.
7. An Garda Síochána (Designated point of contact) undertakes to inform the nominated Garda Station where the prisoner is mandated to sign-on daily of the terms and conditions of the prisoner's temporary release.
8. An Garda Síochána undertake to maintain a Register of prisoners on Temporary Release in all relevant Local Garda Stations. This Register will contain the terms of the temporary release and the signature of the relevant prisoner obliged to sign on with the dates and times of such signing.
9. The Irish Prison Service will provide An Garda Síochána with a full list of prisoners granted temporary release from the 1st November 2010 including the terms and conditions of same. This procedure will apply to all prisoners released on temporary release from 1st November 2010.
10. A list of those prisoners granted temporary release prior to 1st November 2010 will be supplied to the Garda Síochána as they are reviewed by the Irish Prison Service.

Alleged Breaches of Temporary Release conditions

11. Where a prisoner does not sign on at a nominated Garda Station as required by the terms of the temporary release, An Garda Síochána (Divisional Office) undertakes to notify the appropriate prison by e-mail using the agreed standard notification form at Appendix 2.

Once an alleged breach of the prisoner's conditions of temporary release is brought to the Governor's attention, an inquiry must be held by the Governor at which the prisoner is afforded due process before his/her temporary release is revoked, by the governor. The status of the prisoner will not change until this inquiry is held and the prisoner is found to be in breach of the conditions of his/her temporary release or if the period of temporary release expires.

Unlawfully at Large (UAL) Notification

12. As soon as it has been established, The Irish Prison Service (relevant Prison Governor) will make a declaration that a prisoner is 'unlawfully at large' by updating the Prison Record Information System (PRIS) to denote this status and this will automatically inform the electronically generated report, set out at 12 below.

13. The Irish Prison Service (IPS HQ) undertakes to issue an e-mail notification on a daily basis, giving details of all prisoners deemed UAL, at 4.30 p.m. on the previous date, to the Garda District HQ Office wherein the prison is situated and verification of the transmission/receipt of this e-mail transmission will be maintained by both parties. Appendix 3.

14. An Garda Síochána (Designated point of contact) undertakes to inform the nominated Garda Station, where the prisoner is obliged to sign-on daily, that the prisoner is deemed to be "Unlawfully at Large" (UAL). An Garda Síochána undertakes to update the prisoner as 'unlawfully at large' on PULSE.

15. The Irish Prison Service (IPS HQ) undertakes to issue an e-mail notification on a daily basis, giving details of all prisoners who have returned to their relevant prison in the previous 24 hours and are no longer deemed UAL, to the Garda District HQ Office wherein the prison is situated and verification of the transmission/receipt of this e-mail transmission will be maintained by both parties. An Garda Síochána will undertake to remove the 'ALERT' of UAL status from PULSE. Appendix 4.

16. Both parties undertake to carry-out quarterly reviews in March, June, September and December of this Protocol as well as reviewing prisoners deemed 'unlawfully at large'.

Brian Purcell
Director of
Irish Prison Service

M.F. MURPHY
Commissioner of
An Garda Síochána

Dated: _____

Dated: _____



Temporary Release Report

This report lists details of all temporary releases in the last 24 hours from the Irish Prison Service, with a condition to sign on daily at Garda Stations in your Division. Please disseminate this information as soon as possible to the relevant Garda Stations. Hard copies of TR forms will issue by post, to the Superintendent of the relevant Garda Districts.

The Standard conditions of temporary release for all these prisoners include the following:

1. Shall reside at the address specified in the report below.
2. Shall not enter a pub, club or other licensed premises or off-license premises
3. Shall be of Sober Habits
4. Keep the peace
5. Do not convey messages in or out of the prison
6. Be of good behaviour
7. Report to the prison on the date specified as finish date of Temporary absence in report below.
8. Report daily to the Garda Station listed in the report below.

Any extra conditions are included in column entitled "Extra TR conditions" in the report below.



Prisoners on Temporary Release

Prison	Prisoner Number	Surname	Address	Date Of Birth	Pulse ID	Garda Station	Temporary Absence Start Date	Temporary Absence End Date	Extra TR Conditions
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**NOTICE OF FAILURE TO SIGN-ON AT GARDA STATION
WHILE ON TEMPORARY RELEASE**

TO: The Governor of _____ Prison

NAME: _____

PRIS NO: _____ BODY PULSE NO: _____

ADDRESS: _____

This notice is to inform you that the above named offender failed to meet the condition of his temporary release to sign-on at _____ Garda Station on _____.

This notice is to inform you that the above named offender was in breach of his/her temporary release conditions, namely;

_____.

Signed: _____ Date: _____

Station: _____ Phone: _____



Appendix 3

Prisoners Unlawfully at Large

Chief Superintendent
Divisional HQ

This report lists details of all prisoners in the last 24 hours who have been deemed unlawfully at large by the Governor of the prison from where they have been approved a period of temporary release.

1. Please disseminate this information as soon as possible to the relevant District and Local Garda Stations; and
2. Amend the prisoners status accordingly on the Pulse System

It would be appreciated if the Gardaí would give advance notification to the relevant prison if/when they intend to return the named prisoner to custody.



Prisoners Unlawfully at large

Prison	Prisoner Number	Prenome	Surname	Date Of Birth	Address	Pulse ID	Garda Station	Previous Absence Start Date	Previous Absence Description
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Prisoners Returning from UAL

This report lists all Prisoners returning from a period of UAL in the previous 24 Hours. The report also includes the start date and description of the prisoners absence prior to the UAL absence and the start date and return date of the UAL absence.

Prison	Prisoner Number	Prenome	Surname	Date Of Birth	Pulse ID	Garda Station	Previous Absence Description	Previous Absence Start Out	UAL Start Date	UAL Return Date	UAL Return Time
--------	-----------------	---------	---------	---------------	----------	---------------	------------------------------	----------------------------	----------------	-----------------	-----------------