

# RECALL

The London Criminal Justice Board (CJB) launched 'Recall' to deliver on its commitment to ensure the timely recall of those offenders released on licence who breach the conditions of their licence.

The Board considers the timely recall of such offenders a priority for the criminal justice service and an important contribution to a safer London.

This desk note sets out the core components of 'Recall' – Accountabilities, Expectations, Required practice and Escalation.

## Accountabilities

The London CJB Executive Group is accountable to the Board for delivering 'Recall'.

- Tony Eastaugh, Commander, Metropolitan Police Service
- Ken Stewart, Chief Superintendent, City of London Police
- Mary McFeely, Director, London Probation

are accountable for the performance of their agency against the constituent parts of the 'Recall' process.

The Superintendent (Operations) and Assistant Chief Probation Officer are accountable for local borough activity contributing to 'Recall'.

The Offender Manager retains accountability for the case management of any offender on licence.

## Expectations

The London CJB has set challenging targets for detaining people who have been recalled to prison:

- 80% of emergency licence recalls to be detained in 74 hours
- 75% of standard emergency licence recalls to be detained in 144 hours.

To meet these targets, constituent agency processes need to be completed in the following timescales:

- applications for emergency licence recall completed and submitted within two hours (this is a London only target)
- applications for standard licence recall completed and submitted in 24 hours
- arrests in the case of an emergency licence recall to be effected within 48 hours
- arrests in the case of standard licence recall to be effected within 96 hours.

While not a formal part of 'Recall', the Public Protection Casework Section (PPCS) at the Ministry of Justice has had a long standing commitment to the following timescales:

- PPCS will issue the revocation order within two hours of receipt of all the relevant paperwork for emergency recalls
- PPCS will issue the revocation order within 24 hours of receipt of all the relevant paperwork for standard recalls.

## Required practice

The London CJB has agreed that the following actions are necessary to support the delivery of 'Recall' and that, as such, they should be considered required practice.

- Assistant Chief Probation Officers must have arrangements in place to deal with requests for approval of a licence recall in time. These arrangements should be published, kept up to date and include named officers with their contact details.
- On submitting a request to the PPCS, the Offender Manager must immediately alert the appropriate police Integrated Borough Operations (IBO) office of the request (the appropriate police borough, that which owns the prison licence recall, remains responsible even if the person has no fixed address or resides in another borough or area).
- On being alerted of an application for a licence recall, IBO office should record the time of the application and, in the case of emergency licence recalls, inform the duty officer who should plan for an arrest on receipt of the warrant.
- If the PPCS does not respond within time (two hours for emergency licence recalls, 24 hours for standard licence recalls), the Offender Manager should contact the London Team Manager on 020 8774 0264 (out-of-hours phone: 020 7217 3000).
- The Superintendent (Operations) or on-call superintendent should review all emergency licence recalls that are outstanding after 24 hours. The duty officer should review all standard licence recalls that are outstanding after 48 hours.
- When an arrest is not made within the target timescales, the case will be subject to a further superintendent review at five, 10 and 14 days. Thereafter every 14 days by the Wanted Offender Manager.

## Escalation

In addition to their own escalation processes, agencies should follow these inter-agency arrangements:

- Recall Liaison Officer will provide details of any late responses from the PPCS, cases which have been directed to the wrong borough or cases where it is found that the subject of the recall is a serving prisoner to the London CJB Executive Group via email at: [lcjb.performance@cps.gsi.gov.uk](mailto:lcjb.performance@cps.gsi.gov.uk).
- Operation Emerald will provide a quarterly report summarising all outstanding 'out of time' licence recalls to the London CJB Executive Group. This will include a breakdown by risk and location.