

RACE RELATIONS INFORMATION

RACE RELATIONS POLICY STATEMENT

HMP Manchester is committed to providing an environment that promotes a feeling of safety and security for all prisoners, staff and visitors regardless of culture or racial origins.

PRISON SERVICE RACE RELATIONS POLICY STATEMENT

The Prison Service is committed to racial equality. Improper discrimination on the basis of colour, race, nationality, ethnic or national origins, or religion is unacceptable, as is any racially abusive or insulting language or behaviour on the part of any member of staff, prisoner or visitor, and neither will be tolerated.

ROLE OF THE RACE RELATIONS LIAISON OFFICER

The Race Relations Liaison Officer (RRLO) and Assistant RRLOs provide information, help and advice about race issues to both staff and prisoners. They also record and investigate all racial complaints and incidents and report all incidents and complaints to the Chair of the Race Relations Management Team (RRMT) who is the Deputy Governor and the full RRMT

RRMT

The RRMT is made up of prisoners, governors, uniformed staff, chaplains, probation officers, teachers, civilian workers, Healthcare staff, psychology staff, a representative from RESPECT, a member of the Independent Monitoring Board (IMB formerly known as the Board of Visitors), independent advisors from outside agencies and the RRLO. Their job is to look at race relations in the prison and see what we need to change, to help the RRLO with his work and to tell the Governor about what's going on with race relations in the prison. Copies of the minutes from the RRMT meetings are held in the Library, on the wings by Wing Race Relations Reps and on the prisoner's information channel.

PRISONER RACE ISSUES GROUP

The Prisoner Race Issues Group is made up of prisoners who are Wing Race Relations Reps. This group meets once a month to look at race issues in the prison and to report race issues to the RRMT. You can speak to the Rep on your wing if you need help with any race issues. The list of Wing Reps is on the prisoner information channel.

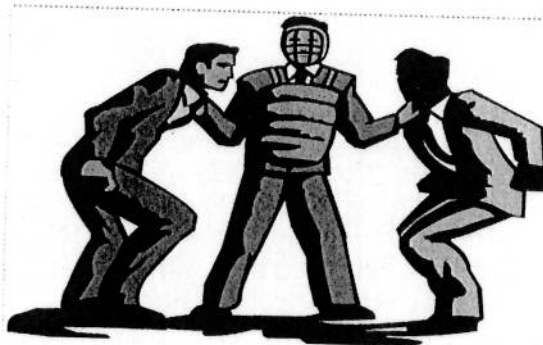
HOW TO REPORT A RACIAL INCIDENT

"A racist incident is any which is perceived to be racist by the victim or any other person."

You can report an incident in one of four ways:-

1. Fill in a Racist Incident Reporting Form R.I.R.F. Fill in section 1 and put the form in the yellow complaints box and the form will be returned to the Race Relations Officer. (The Forms and Envelopes should be with the normal complaint forms.)
2. Use the Prison's normal complaints procedure, detailing your racial complaint only and mark it "F.A.O. The Race Relations Officer."
3. Use a normal application form and ask to see the Race Relations Officer.
4. Report the incident to a member of staff and ask them to inform the Race Relations Officer. You can take your racial complaint to the Council for Racial Equality (C.R.E.) and the Prison's Ombudsmen, but they will only investigate your complaint once all local procedures have been exhausted.

██████████ is the Race Relations Liaison Officer



INCENTIVES AND EARNED PRIVILEGES

HMP Manchester has a system called the "Incentives and Earned Privileges" scheme or I.E.P. This system helps to encourage responsible behaviour, participation in constructive activity (work and education), ensure progress through your sentence and helps to provide a safer environment for yourself and staff.

When you arrive at Manchester, you will automatically be placed on a standard level of regime. If you choose to attend your allocated activity (work and education), be of good behaviour, remain drug free and are not placed on a Governor's report (a nicking), you will then have the chance to move to an enhanced level of regime. If you do the opposite of this you will be placed on an I.E.P. board where you could lose some privileges and be placed on a basic level of regime.

THE DIFFERENCES IN LEVELS OF REGIME

Convicted Prisoners

Category	Basic	Standard	Enhanced
Private cash available to spend on canteen (weekly)	£4.00	£15.50	£25.50
Visits (every 4 weeks)	2 x 1 hr	4 x 1 hr (inc. 1 evening visit)	6 x 1 hr (inc. 2 evening visits)
Earnings	£4.00	Activity maximum	Activity maximum
Own clothes	Not Eligible	Eligible	Eligible
In cell television	N/A	Eligible	Eligible
Access to gym	1 hr per week	1 hr per week	2 hr per week

Un-Convicted Prisoners

Category	Basic	Standard	Enhanced
Private cash available to spend on canteen (weekly)	£22.00	£47.50	£51.00
Visits (weekly)	4 x 1 hr	4 x 1 hr	1 hr Daily
Earnings	£4.00	Activity maximum	Activity maximum
Own clothes	Eligible	Eligible	Eligible
In cell television	N/A	Eligible	Eligible
Access to gym	1 hr per week	1 hr per week	2 hr per week

As you can see there is a great difference between levels of privileges so it is up to YOU and your behaviour which decides how much or how little you get.



LEGAL SERVICES

The legal services department at HMP Manchester is located on K wing. A legal services officer will interview newly sentenced prisoners/convicted prisoners regarding appeals from either Magistrates Court or Crown Court.

Appeals from Magistrates Court to Crown Court

If you were sentenced/convicted at Magistrates Court and wish to appeal, you have 21 days in which to lodge your appeal at court. The legal services officer will provide you with a form 1060 Notice of Appeal to Crown Court, which you should complete and return to legal services department who will inform your solicitor of your intention to appeal then send the form to the relevant court. The legal services officer cannot advise you on whether you should appeal or what grounds you should present with your application. However, the legal services officer can offer information on how to find a solicitor.

Appeals from Crown Court to Court of Appeal Criminal Division

If you were sentenced/convicted at Crown Court and wish to appeal, you have 28 days to obtain advice from your solicitor on whether you have grounds to appeal. The legal services officer will help you fill in the form F1481 and then send it to your solicitor. The legal services officer cannot advise you on whether you can appeal. If it is over 28 days from which you were either convicted or sentenced and you still wish to appeal, you must make an application to see a legal services officer who will contact your solicitor and make them aware of your intention. If you are presenting your own appeal and are out of time, you must write to the court which convicted you stating the reason for the delay (the legal services officer will help you).

If your appeal has already been lodged and you have been transferred to HMP Manchester from another prison, you should inform the legal services department and they will notify your solicitor and notify the court of appeal on your behalf.

Legal services can help in the following matters: appeals, how to obtain a solicitor, change of solicitor, complain about your solicitor, further court appearances.

Legal services will assist you in any civil matters by providing information leaflets and a current list of legal service providers who specialise in the following areas; family problems, debt, housing, action against the police or any other proceedings not listed.

We can also provide you with the application forms and information on potential eligibility for public funding in any of the above areas.

If you require any additional information on how to appeal or the appeals procedure you are required to inform the legal services officer who will be happy to provide you with any guides/booklets they may have.



BAIL INFORMATION SCHEME

HMP Manchester takes an active role in supporting the courts by providing trained officers to deal with bail requests. The purpose of Bail Information Schemes is to ensure that courts have the information they need to make the right decision about bail.

We actively target all remand and trial prisoners for bail purposes and collate any information needed for an application. You do not need to apply for bail, a member of the team, as a matter of course, will look at you. When you are interviewed you should be as open and honest as you can because much of the information you give will be checked.

Bail Information Officers are expected to provide factual information which has been verified by independent sources and which falls into two categories:

1. Factors that address objections to bail and increase the courts confidence to grant bail (positive information).
2. Factors identified during the investigations that stand against bail (negative information), in which case the court may uphold a remand decision.

Factors that are relevant to making the bail decision include the availability of suitable accommodation, family responsibilities and support, community ties, the availability of community resources to address specific needs (such as drug counselling services) and the reliability of the defendant in attending, for example, training, employment or treatment facilities. For defendants with previous offences, the court would also take into account their record of conforming to court orders.

Once we have all the information we need it is sent to the court dealing with you, they will then make a decision regarding your bail on your next appearance. Whether a person could safely remain in the community (sometimes with restrictions) or whether they need to be held in custody until the case concludes is clearly a difficult but very significant decision for the courts to make.

As well as our target remands and trials, we also get requests for bail pending JUDGE IN CHAMBERS, for individuals who require assessing for a bail hostel. A solicitor must make any request of this type.

The interview for JC bail is in a lot more depth and you will be asked some personal questions. When we have all the information we require, we send it to Central Bail Services who will try and tailor accommodation to your needs and circumstances. When they have done this, whether positive or negative, they pass the information to your solicitor and the court and a decision is made when you appear.

THE CRIMINAL CASE REVIEW COMMISSION

The Criminal Case Review Commission is an independent body responsible for investigating suspected miscarriages of justice in England, Wales and Northern Ireland.

The Commission is a last resort. It cannot normally consider any case until it has been through the appeal system. This means that applicants to the Commission should have already completed a notice of appeal. If that appeal fails, or if leave to appeal is refused, the Commission can become involved.

For more information about the Commission and qualification, ask a unit officer. Information forms are kept centrally.

Further information can be gained from the following Prisoner Information Booklets:

- For Life Prisoners
- For Male Prisoners & Young Offenders
- About Visiting & Keeping In Touch

HOME DETENTION CURFEW

You do not have to apply for this. This process will be automatic if you are eligible. You will know if you are eligible when you obtain your Earliest Date of Release (EDR) slip. Attached to it will be your (tagging) information. Although eligible, this doesn't mean that you will be successful. Your wing manager or group officer will assist you in completing your initial assessment.

If you wish to lodge your fines or claim back time spent in police custody, you will need to speak to your solicitor to do this.



FOREIGN NATIONALS

EARLY REMOVAL SCHEME (ERS)

The ERS is broadly similar to the Home Detention Curfew scheme.

If you are serving three months or more and are liable to deportation from the UK, you will be considered for early removal.

Some prisoners, for instance those serving an extended sentence are excluded, as are those who are serving a sentence for being unlawfully at large after a period of temporary release.

Prisoners convicted of a specified or violent offence must also undergo an enhanced risk assessment.

Under ERS you may be released up to a maximum of 135 days, though this period depends upon the length of sentence that you are serving.

In practice, you are only likely to be considered for the scheme if the immigration authorities can arrange your immediate removal.

You must be ready to co-operate with any documentation process.

For example—Providing your legal passport, Travel papers or I.D Card.

If these are not available it may not be possible to arrange your early removal.



REPATRIATION

If you are a sentenced prisoner, you may be able to apply to serve the rest of your sentence in your own country (repatriation).

For repatriation to be considered, there must be an international agreement between the UK and the country you wish to return to.

There is no automatic line to repatriation, but every case will be considered on its own merits.

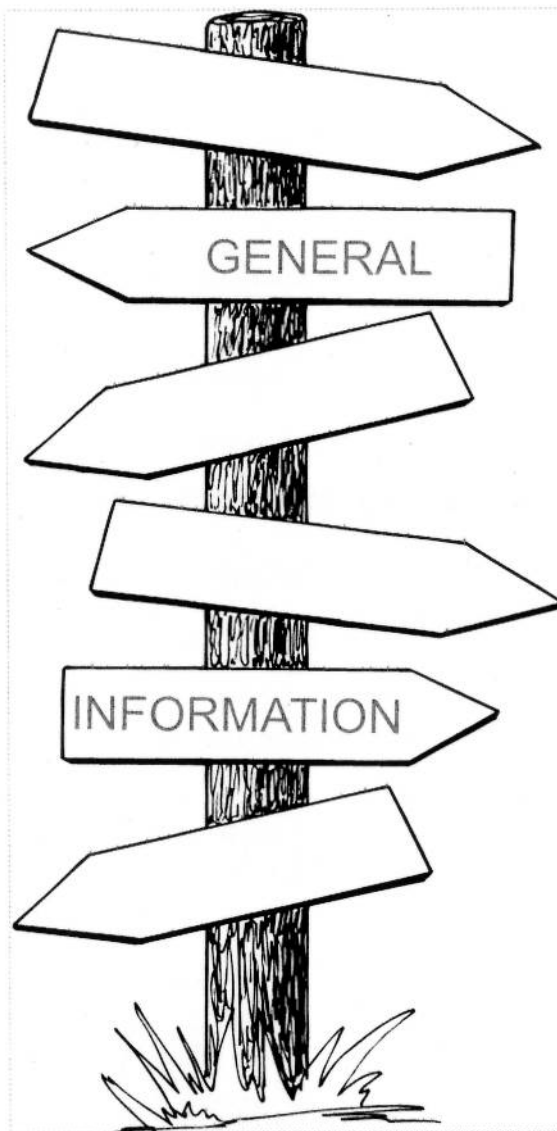
The UK government will give the reasons for its decision if it refuses your request. If you want to be repatriated, you will need to complete a general application form and return it to a member of staff.

The following conditions must be met to enable you to be repatriated:-

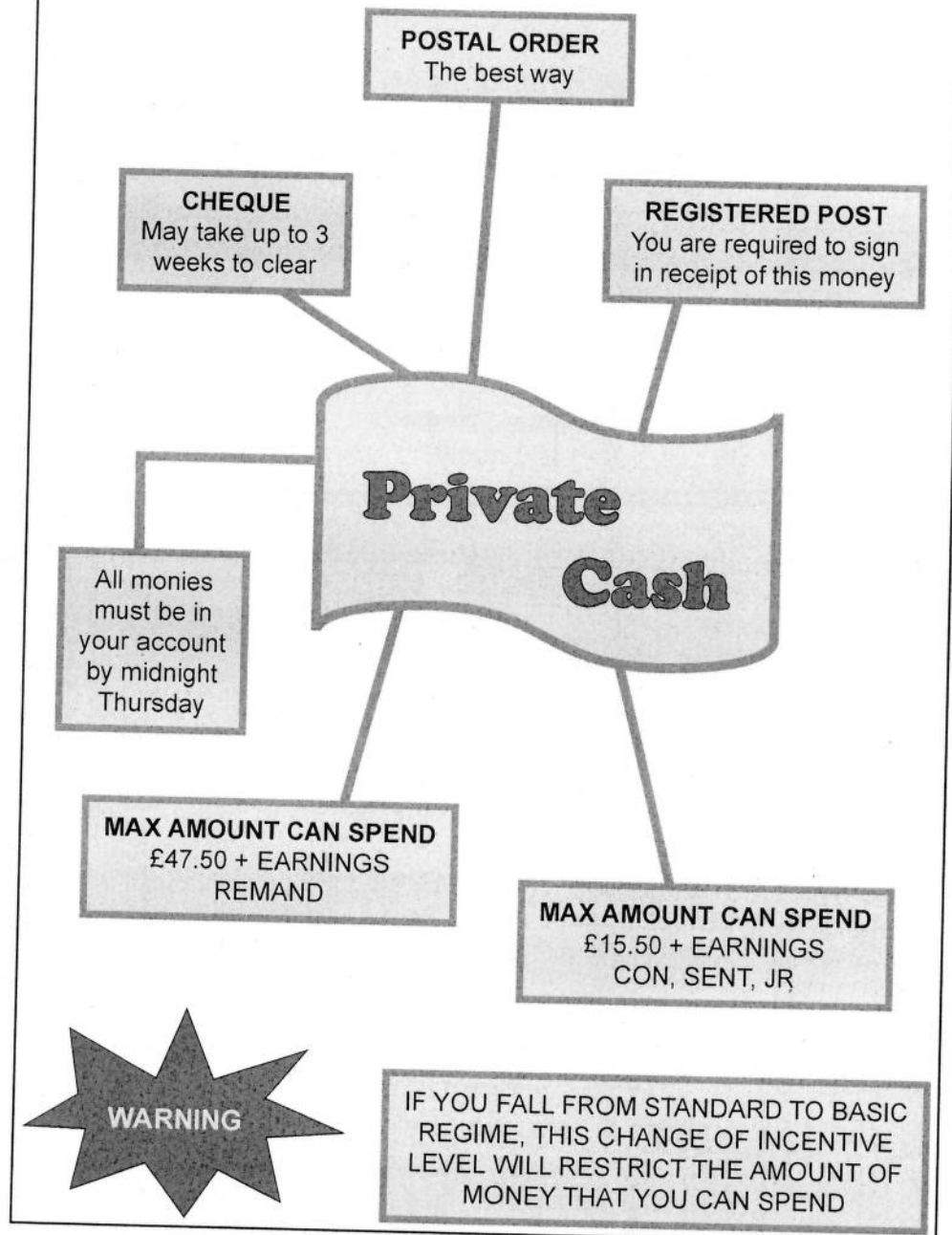
- You must have a least six months of your sentence remaining.
- You must be a citizen of the country you want to be repatriated to.
- You must not have any outstanding appeals against your sentence.
- The offence for which have been convicted must also be an offence in your country.
- Both the UK government and your own country must agree to your repatriation.

For further information and a list of countries participating in the repatriation scheme contact the Triple "A" Office on G Wing.

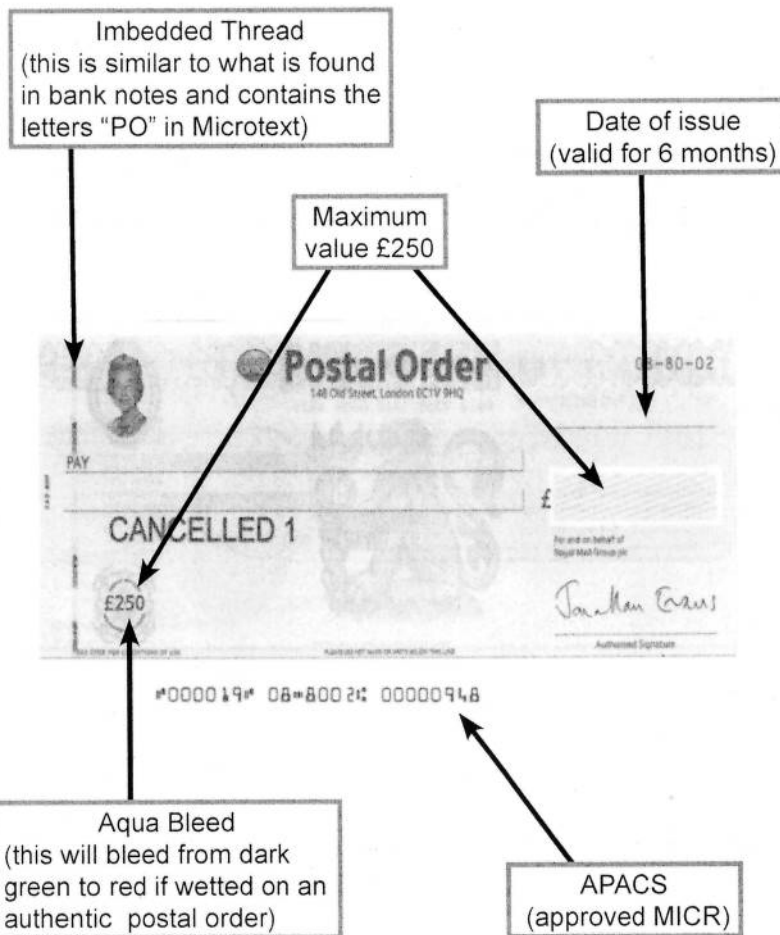




CANTEEN — PRISON SHOP



POSTAL ORDERS



New postal orders must be made payable to "NOMS" and have the prisoner's name and number written on the reverse.

HMP Manchester Canteen Order Form

Here is a rough guide as to what the canteen form looks like, together with a selection of items available for you to purchase. The actual canteen form has many more items on it.

Please check to see if your NAME, NUMBER and LOCATION are correct.

Name Smith		
Number LD 0114	Wing A	Landing 2 Cell 32
Spends £ 33.58		

It should also advise you as to how much you have to SPEND.

Mark the boxes clearly with the **quantities** you wish to order using a black or blue pen. DO NOT mark with a cross.

Turner's Virginia 12.5g		Only Natural Gel 250ml		Palmer's Coconut Shampoo 250ml	
858		909		967	
Turner's Virginia 25g		Imperial Leather Talc 150g	1	African Queen Beeswax	
859		910		969	
Golden Virginia 12.5g	2	Gentelle Hand/ Body Cocoa Butter		Hair Fruits Conditioner 500ml	
860		914		970	

Order form valid October 2005 - January 2006	Signature	J. Smith	A330
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When completed, make sure that you sign your name where it says **'SIGNATURE'**.

Please ensure that you do not exceed the amount you have to spend. If you do, the last marked item(s) will be deleted.

DO NOT fold or crease this canteen form, as it is electronically scanned and any creases will affect the scanning result.

Turner's Virginia 12.5g		Only Natural Gel 250ml		Palmer's Coconut Shampoo 250ml	
858		909		967	
Turner's Virginia 25g		Imperial Leather Talc 150g		African Queen Beeswax	
859		910		969	
Golden Virginia 12.5g		Gentle Hand/Body Cocoa Butter		Hair Fruits Conditioner 500ml	
860		914		970	
Old Holborn 12.5g		Dove Soap 100g		Suma Vegan Aloe Vera Shampoo	
861		915		984	
Rodeo 50g		Imperial L. Roll-on Deodorant		Eucryl Smoker's Toothpaste 50ml	
867		927		917	
Golden Virginia 5g		Johnson's Baby Lotion 200ml		Colgate Whitening Toothpaste 50ml	
871		929		918	
Sphinx Papers – Cut Corner Green		Johnson's Baby Oil 200ml		Ultrabrite Toothpaste 50ml	
872		930		919	
Sphinx Papers – Standard Red		Nivea Cream 50ml		Sensodyne Toothpaste 45ml	
873		932		920	
Rizzla Papers		Sponge		Wisdom Toothbrush (Medium)	
874		940		923	
G. Hoggarth Gilter Tips		E45 Cream 50g		Aquafresh Toothpaste 125ml	
875		943		933	
Lighter (Long Life)		Radox Shower Gel 250ml		Steradent Tablets (30)	
876		949		939	
Safety Matches		Symba Soap 80g		Dentiplus Mouthwash 500ml	
878		955		944	
Lambert & Butler's 10's		Palmer's Cocoa Butter/Lotion 250ml		K/Fisher Vegan Toothpaste 50ml	
884		960		982	
Benson & Hedges 20's		Palmer's Cocoa Butter Soap 100g		Palmolive Shaving Cream	
886		962		928	
Superkings 20's		Lynx Shower Gel 250ml		Gillette Aftershave Balm 75ml	
889		972		971	

RATES OF PAY

ACTIVITY	Rate per week
Kitchen Workers (basic 35 hr week)	£13.30
Library Orderlies	£14.92
All Orderlies (7 days)	£8.60
Industrial Workshops (9 sessions)	£8.62
VOCATIONAL TRAINING	
BICS Industrial Cleaning (9 sessions)	£8.62
ECDL (9 sessions)	£8.62
CONSTRUCTION INDUSTRIAL TRAINING	
CIT Bricklaying (9 sessions)	£8.62
CIT Painting & Decorating (9 sessions)	£8.62
CIT Plastering & Wall Drying (9 sessions)	£8.62
Full Time Education & PE (9 sessions)	£8.62
Accredited Offending Behaviour Courses (9 sessions)	£8.62
Wing Cleaners (7 days)	£6.84

NB. The above are calculated by taking the amount minus £2.50 then divided either by the number of days or sessions. There are 2 sessions on Mon – Thur and 1 session on Fri

e.g. a wing cleaner should get $£6.84 - £2.50 / 7 = 0.62p$ per day

ACTIVITY	Rate per week*
Retired Prisoners and Long Term Sick	£4.50
Induction	£2.50
Unemployed (50p per week day)	£2.50
Sick Pay ** (rest in cell)	Activity rate
Enhanced Status (IEP). Plus an extra	£1.00

**Sick pay is only allowed where a Doctor has authorised 'Rest in Cell'.

TELEPHONE SYSTEM

The first thing you need to do to keep in touch with your family and friends is to complete a telephone list, which should be issued in reception on a green form. If you do not receive one, go to the applications office on the 3's landing in the morning.

Next you will receive a PIN number, which is for your use only. No other prisoner has access to your PIN number.

SO KEEP IT A SECRET

Within 2 to 3 days from your initial reception or when you handed in your telephone number application form, your numbers should be up and running on the phone system.

You are allowed to have 20 personal numbers and 5 legal phone numbers on your account. **THAT IS YOUR LIMIT**

All PIN phone calls are recorded and may be monitored but does not apply to telephone calls to legal representatives, or other privileged calls as may be specified.



When making a call you must not engage in abusive, criminal, threatening or intimidating conduct, etc.

Abuse of the system will lead to withdrawal of this facility from prisoners.

Certain prisoner's calls will be subject to routine monitoring.

TELEVISIONS

All cells have a television. If you are located in a cell on your own you will be charged £1.00 per week for the television. This will be reduced to 50p if you share your cell. Whilst you are living in that cell the television is your responsibility, make sure that it is switched off if you leave the cell. All terrestrial and information channels are available and selected free view channels.

VISITS

All visits to be booked a minimum of 24 hours in advance. A reception visit for all new prisoners can be taken within the first 28 days of your arrival.

Standard Entitlements

Convicted Prisoners	1 visit per week
Unconvicted Prisoners	4 visits per week

(Visiting Orders not required)

Entitlements may vary depending on your IEP level

Please Note:- It is your responsibility to check the Wing Visits list

Booking a Visit

Visits Booking Tel No. 0161 817 5655
Monday - Friday: 07:30 - 18:00
Saturday: 08:00 - 12:00



Convicted Prisoners

Convicted prisoners must use Visiting Orders (V.O.s), which are automatically issued to you once you are convicted.

Information requested on the Visiting Orders must be fully completed before being sent to your visitors (examples are posted on the wing notice boards).

Unconvicted Prisoners

Visiting Orders are not required. Your visitor can phone the above number to book visits.

Length of visit

Your visit will last approximately 1 hour with the last visit being admitted 30 minutes before visits close.

Visitors Identification

All visitors (including new born babies) must be able to provide proof of identity. N.B. All prisoners are entitled to exchange a Visiting Order for receipt of an Ordinary Letter.

Family Visits

Only prisoners on enhanced regime are eligible to apply for family visits. You need to complete the relevant application

Extended Visits

If your family are travelling a long distance to visit you, you can apply for an extended visit. This is subject to approval of the Visits Manager.

Category "A" Prisoners

Only approved visitors may visit and will be identified by a check against an official photograph held by the prison.

All Other Prisoners

Identification can be proved by producing 1 (one) of the following items:

- Passport
- New style driving licence
- Employers or Student photographic Identification card
- Inland Revenue registration card
- Senior Citizens public transport card
- Home Office Immigration issued ID card

If your visitors are unable to produce any of the above they will be asked to produce any 2 (two) of the following items:

- Birth or Marriage Certificate
- Cheque Book with credit or debit card
- Young persons proof of age card
- Trade or Student Union membership card
- Rent book card or statement

General Information

You should be aware that no articles can be taken into the visits hall except your ID card and cell key. You are not to wear slippers, flip flops or vest type tops.

All visitors will be searched on entering the prison and the presence of an active or passive drug dog is standard practice at the prison.

If any of your visiting party are indicated by the drugs dog you will be offered a visit under "closed" conditions (Monday to Friday only).

If any unauthorised or illegal items are discovered during searching procedures your visitors may be asked to leave the prison or in certain circumstances the Police called.

Exchanging VOs for Letters or Phone credit

If you are receiving no visits, you are entitled, as a sentenced prisoner, to forfeit 1 VO (Visiting Order) in exchange for 1 prison letter. Once you have been in custody for 28 days, you can forfeit your VOs in exchange for phone credit.

(applies only to those prisoners whose family lives over 100 miles from the prison)

(Subject to visits booking confirming no visits being taken)

ASSIST PRISON VISITORS SCHEME

WHAT IS IT?

A project to assist family members with travel costs in relation to visiting relatives in custody.

WHO CAN HAVE IT?

If you have a close relative – i.e. wife, partner (partner must have proof that they have lived together for at least 4 months), daughter, son, mother, father, sister, brother or adopted/step/half brother or sister, step child or step parent, who receives income support, Job Seekers allowance, working family tax credit or disabled persons tax credit not exceeding £70 or holds a HC2 or HC3; they may be able to apply.

HOW TO APPLY

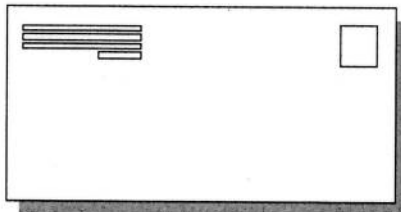
Your visitors can claim for payments in advance or after they have visited (within 28 days) to:

Assisted Prison Visits Unit (APVU)
P.O. Box 2152, Birmingham B15 1SD

PRISONER'S MAIL

On your reception you will be issued with an reception letter (RL). You will also receive 2 ordinary letters (OL) every week - your entitlement is dependent on your level of regime; i.e. basic, standard or enhanced. These letters are distributed at weekends. You are also entitled to a SL (Solicitor's letter) to assist you in keeping in contact with your "brief" or any other legal correspondence.

All correspondence must have the prison address and your name and number on it. The envelope should have your name and number written on it. Do not seal your envelopes.



LEGAL MAIL PROCEDURE

If you wish to send legal correspondence i.e. a solicitor's letter, you should follow the procedure below:

- Legal mail can now be sealed, you must use an SL letter, if not using your own envelopes
- The front of the envelope must clearly state your solicitor's address
- Your prison number and name must be written on the back of the envelope

Failure to comply with this procedure will result in mail being returned to you and consequent delays.

CHAPLAINCY

There are chaplains available to visit any prisoner that applies to see them. They will visit you shortly after your arrival into Manchester prison. If you wish to attend your relevant religious service, you are required to give your name, number and which service you wish to attend to either your group officer, the wing manager or the visiting chaplain.

The different religious services that are provided at Manchester are on the following days and at the following times:

- Roman Catholic Sunday 09.00a.m.
- C of E and Free Church Sunday 11.00a.m.
- Muslim Friday afternoons.

Attendance to Religious Services are by application only and the completed application must be placed in the Black box on the wing

(G wing's is situated outside the Laundry)