



HM Prison & Probation Service

HMPPS Operational Guidance

New Model of Fixed Term Recall: Prison Guidance

Version Control		
Version	Date	Reason for Issue
V0.1	23/01/2026	Draft issued to allow preparatory work
V1.0	02/02/2026	Final version published following the Commencement Order being signed into law. The following updates have been applied and are highlighted yellow in the document: • Para 3.3: Amended the definition of tranche 1 in the table. • Para 6.4: Added guidance on applying Additional Days Awarded. • Para 8.2: Added guidance on using the 56-day FTR NOMIS code <u>only</u> for converting Standard Recall cases to FTRs before 31 March 2026. • Para 8.3: Amended the calculation reason to be used for CRDS and added guidance on potential changes to the tranche date when the calculation is performed in CRDS. • Added 'Annex H – Sentence calculation examples'

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INTRODUCTION

This guidance is intended to support prisons in applying the new model of Fixed Term Recall (FTR) for existing prisoners. It is provided alongside equivalent probation guidance to support COMs.

Separate guidance will be published to support prisons with the management of FTR prisoners returning to custody from 31 March 2026 when the changes in law take effect.

(1) What is the new model of Fixed Term Recall?

1.1 The new model of FTR:

- Introduces the use of **Fixed Term Recall** and removes the option of Standard Recall for **most offenders serving adult Standard Determinate Sentences (SDS) and/or sentences of Detention in Young Offender Institutions (DYOI)** who meet the criteria.
- Replaces the Fixed Term Recall periods of 14 days and 28 days with a **fixed period of 56 days**.

1.2 These changes are permanent and will be applied to:

- Those who are on licence, recalled and returned to custody on or after 31 March 2026
- Existing prisoners serving SDSs and/or DYOs of 48 months or more on Standard Recalls who were already recalled and in custody before 31 March 2026
- Those who have been recalled on a Standard Recall but are unlawfully at large on 31 March 2026

However, the changes will not apply to those already in custody serving a 14-day or 28-day Fixed Term Recall at point of commencement (the length of the FTR period will remain unchanged for these cases).

1.3 The new model of FTR replaces the changes made in March 2024 under “FTR12” and September 2025 under “FTR48”.

From 31 March 2026, the criteria individuals must meet to be in scope for a Fixed Term Recall (as set out at para 2.1) will apply to all new recalls and the length of the FTR period will change to 56 days.

- 1.4 The actions outlined in this guidance are mandatory. Failure to implement them could result in unlawful detention. Preparation for this change must therefore be treated as an operational priority for both prisons and probation.

(2) Who is in scope?

- 2.1 An individual recalled on an adult determinate sentence will be subject to an FTR **unless** they meet any of the following criteria:

- **Under 18 years at the point of recall¹**
- **Is an extended sentence prisoner**
- **Is serving only youth sentences** (sentenced under section 250 of the Sentencing Code or serving historic sentences under section 91 of the Power of Criminal Courts (Sentencing) Act 2000)
- **Is serving a Sentence for Offenders of Particular Concern (SOPC)** (sentence imposed under section 236A of the Criminal Justice Act 2003 or under section 265 or 278 of the Sentencing Code)
- **Is a terrorist offender** (sentence imposed for an offence within section 247A (2) of the Criminal Justice Act 2003)
- **Is serving a sentence for a terrorist or national security offence** (offences listed in Schedule 19ZB and Part 3 of Schedule 13 to the Sentencing Code)
- **Identified as at risk of involvement in foreign power threat activity at the point of recall** (defined within Part 1, section 33 of the National Security Act 2023)
- **Identified as MAPPA Category 4 at the point of recall** (relevant terrorist offenders under paragraph (aa) or persons who may be at risk of involvement of terrorism activity under paragraph (c) of section 325(2) of the Criminal Justice Act 2003)
- **Managed at MAPPA Level 2 or 3 at the point of recall**
- **Recalled on account of being charged with an offence**
- **Is serving a sentence to which the release provisions of the Criminal Justice Act 1991 or 1967 apply** (Part 2 or 3 of Schedule 20B of the Criminal Justice Act 2003)
- **Is serving a determinate sentence for murder** (this applies to individuals who were sentenced in another jurisdiction and repatriated to serve their sentence in England and Wales)

¹ Point of recall is the date that a decision to recall is made by PPCS on behalf of the Secretary of State.

- **Previously referred to the Parole Board under section 244ZB of the Criminal Justice Act 2003** (this is known as the Power to Detain and applies to individuals referred to the Parole Board prior to their Conditional Release Date, to determine whether they should remain in custody due to posing a significant risk of serious harm to the public)

Children and young people

- 2.2 The new model of FTR will also apply to individuals serving both a youth sentence² **and** a current SDS imposed as an adult, regardless of which sentence they were recalled on. To be in scope, the Sentence and Licence Expiry Date (SLED) of the adult SDS must not have expired.

(3) Application of FTR changes to existing recalled prisoners

- 3.1 Prisons and probation will be required to screen men and women serving adult SDSs and/or DYOLs of 48 months or more on Standard Recalls already in custody to identify who is in scope to be converted to an FTR, recalculate their new re-release date (known as Post Recall Release Date) and complete pre-release planning.

This work will focus on individuals with SDSs and/or DYOLs of 48 months or more because anyone with a sentence of less than 48 months will have already had the changes applied under “FTR48”.

- 3.2 Screening, sentence recalculations, and pre-release planning must begin before the law takes effect to ensure cases can be prepared ahead of re-release and prevent unlawful detentions.
- 3.3 All prisoners in custody who meet the criteria will be allocated to a tranche. Each tranche will have a different commencement date, meaning that the conversion to an FTR will only apply to those prisoners once they reach this point.

The tranche that a prisoner falls into is determined by their sentence length. This is defined as the longest sentence length (or consecutive aggregate) for which a person was recalled at point of revocation in days.

See the table below showing the list of tranche release dates and the amount of pre-release planning time for probation.

Tranche	Release Dates	Tranche Definition Prisoner's sentence length is:	Pre-release Planning Time
1	31/03/26	1701 or less days	6 weeks
2	14/04/26	1702 days to 2128 days	8 weeks

² Individuals sentenced under section 250 of the Sentencing Code or serving historic sentences under section 91 of the Power of Criminal Courts (Sentencing) Act 2000.

3	21/04/26	2129 days to 2576 days	9 weeks
4	28/04/26	2577 days to 3304 days	10 weeks
5	05/05/26	3305 days to 4438 days	11 weeks
6	12/05/26	4439 or more days	12 weeks

3.4 All prisoners in scope to be converted to an FTR will be re-released on whichever of the following provides the **later** date:

- End of the 56-day Fixed Term Recall period, calculated from the date of return to custody following revocation of licence or from the date of recall if already in custody when the recall was issued.
- Tranche release date.
- From 03 February 2026, where a prisoner is found unsuitable for release by the Parole Board (*either at an oral hearing or Member Case Assessment paper review*), 56 days after the date the decision is emailed to the prison by the Parole Board (*not the date of the oral hearing or MCA paper review*).

The 56-day period starts the day after the decision is emailed by the Parole Board so re-release can take place on the 57th day, unless the SLED falls before then.

- Where a Standard Recall³ took place during the Home Detention Curfew (HDC) period, the Conditional Release Date (as adjusted for any time unlawfully at large).

PRE-RELEASE WORK FOR TRANCHE RELEASES

(4) Summary of work

4.1 Prisons will have 2 weeks from 03 February 2026 to:

- Identify existing prisoners on Standard Recalls serving adult SDSs and/or DYOIs of 48 months or more who are in scope for FTR
- Identify their new provisional Post Recall Release Dates (PRRD)
- Send Annex Bs for these cases to Community Offender Managers (COM) as soon as the new provisional PRRD is identified.

This will allow probation time to confirm eligibility and complete pre-release work before the changes come into effect on 31 March 2026.

4.2 When the COM confirms a prisoner's eligibility for FTR using the Annex B, prisons can update NOMIS and CRDS, notify the prisoner of their new PRRD, and begin pre-release planning.

³ This only applies to those recalled under section 254 as a Standard Recall during the HDC period.

- 4.3 This activity will also have to be applied to any new Standard Recall cases serving adult SDSs and/or DYOLs of 48 months or more who return to custody until 30 March 2026.

(5) Identification of existing recalled prisoners in scope for FTR

FTR Trackers

- 5.1 Each prison will be assigned a pre-populated FTR Tracker. The Tracker will be updated each morning to ensure new cases entering custody are screened. It will remain in use until the final tranche of existing prisoners to be converted to an FTR have been released.

- 5.2 OMUs must allocate at least two SPOCs who will administer the FTR Tracker.

SPOCs must contact [REDACTED] to request access to their FTR Tracker for both them and any staff who will be using the Tracker.

No access requests will be granted unless they come via the OMU SPOCs and to the OISG Functional Mailbox.

- 5.3 Using data from NOMIS, the FTR Trackers will list prisoners in custody at each prison who:

- Are subject to a Standard Recall and serving an adult SDS and/or DYOL of 48 months or more (1461 days)
- Have a Sentence Expiry Date (as adjusted for any time Unlawfully At Large) on or after 31 March 2026
- Have a licence revocation date before 31 March 2026 if one is recorded on NOMIS (prisoners without a revocation date will be included)

- 5.4 If a prison identifies a prisoner not listed on their FTR Tracker who should be converted to an FTR, staff should check that the prisoner's recall type, SLED and Licence revocation date are correctly recorded on NOMIS.

Any queries or requests to update the Trackers should be sent to [REDACTED] for further support. **OISG manage the FTR Trackers and can action these requests.**

- 5.5 When a prisoner transfers to another establishment, their information will be centrally transferred to the new establishment's Tracker. The prisoner will be marked as a transfer case, and their information must be reviewed and confirmed to ensure it remains accurate and up to date.

Identifying eligibility

- 5.6 From 03 February 2026, OMU SPOCs must work through the list of prisoners on their Trackers to identify cases for conversion to an FTR.

Where any of the below criteria applies to the prisoner, they will be excluded from FTR and remain a Standard Recall.

Exclusion criteria to be checked on the FTR Tracker⁴

- **Under 18 years at the point of recall⁵**
- **Is an extended sentence prisoner**
- **Is serving a sentence for offenders of particular concern**
- **Identified as MAPPA Category 4 at the point of recall**
- **Is serving a sentence to which the release provisions of the Criminal Justice Act 1991 or 1967 apply**
- **Managed at MAPPA Level 2 or 3 at the point of recall**
- **Recalled on account of being charged with an offence**
- **Is serving a sentence for an offence involving or connected with terrorism or a threat to national security** (offences listed in Schedule 19ZB and in Part 3 of Schedule 13 to the Sentencing Code – **see Annex A**)
- **Is serving a determinate sentence for murder**

5.7 For a small number of cases, prisons will be notified separately if a prisoner is excluded for the following reasons:

- The prisoner has been removed under the Early Removal Scheme during a recall period and subsequently returned to the UK. These cases must be treated as a new Standard Recall in respect of their sentence. They are excluded from FTR and are liable to serve until their SLED, unless the Parole Board authorises re-release at an earlier point.
- The prisoner was previously referred to the Parole Board under section 244ZB of the Criminal Justice Act 2003 (known as the Power to Detain).
- The prisoner has been identified as at risk of involvement in foreign power threat activity (i.e. national security risk).

5.8 For all cases:

- The FTR Tracker will indicate if a prisoner is serving both a youth sentence and an adult SDS. When highlighted, check the SLED of the adult SDS to confirm that it does not expire before the tranche date and that the prisoner is in scope for FTR. If the SLED of the adult SDS expires before the tranche date, the prisoner will not

⁴ A full list of the exclusions is at para 2.1. Some exclusions are not listed in the FTR Trackers, including individuals serving only youth sentences, as they will be automatically screened out from the NOMIS case list, and those with a sentence imposed for an offence under section 247A (2) of the Criminal Justice Act 2003, as they fall under MAPPA Category 4, and prisons will be notified of some exclusions separately (see para 5.7).

⁵ Point of recall is the date that a decision to recall is made by PPCS on behalf of the Secretary of State.

be in scope for FTR (see para 2.2). If the SLED of the adult SDS falls on the tranche date, the changes will apply to the prisoner, and they will be converted to FTR.

- Use the warrant file and recall paperwork to identify whether any of the exclusion criteria apply to the prisoner.

The Manage Offences tool is updated with the excluded offences listed in Annex A.

Please note, staff do not need to screen cases for offences highlighted in yellow in Annex A, as these refer to offences where the ‘foreign power condition’ is met. This condition is determined at sentencing and will not be identifiable from the paperwork. Prisons will be notified separately if a prisoner is excluded for these offences.

- To exclude a prisoner for being recalled on account of being charged with a new offence (even if the charge was subsequently dropped), it must be a charge and form part of the reasons for recall.

Any further charges listed on NOMIS but not recorded in the recall paperwork should be checked to confirm whether they were the reason for the recall.

If a prisoner is charged after recall (even if it is for an alleged offence that formed the basis for the recall), this exclusion does not apply but see para 7.4.

- If it is unclear whether the prisoner meets the exclusion criteria or further clarification is required, keep the prisoner in scope for FTR, identify their new provisional PRRD, and use the Annex B to confirm their eligibility with the COM.

(6) Identification of the new provisional PRRD

Tranche determination

- 6.1 All existing prisoners in custody with active cases on NOMIS who meet the criteria will be allocated to one of six tranches (as set out in the table at para 3.3).

The tranche that a prisoner falls into is determined by their sentence length. This is defined as the longest sentence length (or consecutive aggregate) for which a person was recalled at point of revocation in days.

- 6.2 For each prisoner in the FTR Trackers, the tranche is automatically identified from the longest sentence or consecutive chain of sentences on the current recall in NOMIS.

To show how the tranche is identified, the following information is provided on the longest sentence or consecutive chain of sentences on the current recall for each prisoner:

- The ‘case’ and ‘line’ number as it appears on NOMIS for the longest sentence or for each sentence in the consecutive chain
- Sentence start date
- Sentence length in days

- 6.3 For a small number of cases, the tracker will highlight where the sentence length in days must be manually recalculated, and the tranche verified.

This is because the prisoner has consecutive sentences recorded using mixed units (e.g., one sentence in weeks or days and another in years and months), and the calculation places them near the boundary between two tranches. In these cases, the sentence length must be checked to ensure it has been calculated in the order the sentences were imposed, and the correct tranche is identified.

New provisional PRRD

- 6.4 **The PRRD will be whichever of the following provides the later date:**

- End of the 56-day Fixed Term Recall period, calculated from the date of return to custody following revocation of licence or date of recall if already in custody when the recall was issued.
- Tranche release date.
- From 03 February 2026⁶, where a prisoner is found unsuitable for release by the Parole Board (*either at an oral hearing or Member Case Assessment paper review*), 56 days after the date the decision is emailed to the prison by the Parole Board (*not the date of the oral hearing or MCA paper review*).

The 56-day period starts the day after the decision is emailed by the Parole Board so re-release can take place on the 57th day, unless the SLED falls before then.

- Where a Standard Recall took place during the Home Detention Curfew (HDC) period, the Conditional Release Date (as adjusted for any time Unlawfully At Large).

This only applies to those recalled under section 254 as a Standard Recall during the HDC period. For these cases, use the CRD from the original sentence.

PLEASE NOTE:

- A prisoner cannot serve beyond their SLED (as adjusted for UAL/unused remand) of the recall sentence.
- **Additional Days Awarded (ADAs) must be served before release and should be added to the PRRD.**

- 6.5 Where a prisoner has a parallel sentence⁷, they must be released on the Conditional Release Date (as adjusted for any time Unlawfully At Large) for that sentence **if** it is later than the PRRD.

⁶ Any 'no release' Parole Board decision before 03/02/26 is not relevant and does not need to be considered.

⁷ A parallel sentence refers to a new sentence imposed when a prisoner is recalled. These are parallel rather than concurrent to the recalled sentence because they come from a different sentence envelope and do not share adjustments, such as remand and tagged bail.

- 6.6 Re-release will follow current processes and the 'Friday Release' policy will apply ([Discretionary Friday/Pre-Bank Holiday Release Scheme Policy Framework - GOV.UK](#)).
- 6.7 **Sentence calculation examples, including the application of unused remand and ADAs, are available at Annex H.**

(7) COM confirmation of FTR

- 7.1 After identifying a prisoner's eligibility and new provisional PRRD, prisons must complete and send the proforma at Annex B to the allocated COM, copying in the PDU functional mailbox.

The COM and PDU contact details should be available in the allocation information for each prisoner record under 'POM Cases' on Digital Prison Services.

- 7.2 The COM must confirm that the prisoner meets the criteria for FTR and report any new information since recall. A copy of the Annex B should be retained in the prisoner's warrant file.

If confirmation is not received from the COM within 2 working days, OMU staff must send a follow up email. If confirmation is not received within 3 working days, contact must be made via telephone to urgently confirm the information in the Annex B.

- 7.3 Once the COM confirms that the prisoner meets the criteria for FTR, this will constitute the authority to override the Standard Recall paperwork and release the prisoner on the new PRRD.

New information since recall

- 7.4 During the period after recall and before a prisoner's PRRD, if the COM confirms that a prisoner:

- has been charged with a new offence
- will now be managed at MAPPA level 2 or 3 on release
- is now identified as MAPPA Category 4
- is identified as at risk of involvement in foreign power threat activity (i.e. national security risk)

It is the COM's responsibility to refer the case to PPCS and provide a recommendation for converting the prisoner to a Standard Recall, using a completed Annex B and copying the prison on the email to PPCS.

- 7.5 PPCS will notify both the COM and the prison of the decision on whether the prisoner should be converted to a Standard Recall. PPCS will aim to respond to Annex B referrals from the COM within 5 working days.

PLEASE NOTE: Prisoners must be released on their new FTR PRRD **unless** a decision has been made by PPCS to convert the FTR back to a Standard Recall. A case cannot be converted back to a Standard Recall after the PRRD.

If a prison does not know whether a decision has been made:

- Check the OMU functional mailbox for any emails to PPCS from the COM or responses from PPCS.
- Contact PPCS before the planned FTR PRRD by sending an email with the subject line 'Urgent – PPCS decision on FTR case required,' marked as high importance, to [REDACTED] to confirm this.

7.6 When PPCS notifies the prison of the decision, prisons should:

- Update the FTR Trackers to show the outcome of the decision.
- Add a copy of the PPCS decision to the prisoner's file so that it is accessible to other establishments if the prisoner is transferred before release.

Significant Risk Test

7.7 The Significant Risk Test is an additional public protection measure to ensure that individuals who present a significant risk of harm and do not meet the exclusion criteria for FTR can be converted to a Standard Recall.

7.8 This measure will affect a small number of cases, and PPCS will confirm whether they must be converted from an FTR to a Standard Recall following the completion of an application by the COM. This process is separate from the Annex B and does not require any action from prisons.

Probation will copy the prison on their email to PPCS with the application, and PPCS will notify the prison if a prisoner is excluded from FTR as a result of the Significant Risk Test.

(8) NOMIS and CRDS updates

Unlawfully At Large (UAL)

8.1 For a small number of cases, the Tracker will highlight where the number of UAL days may have been entered incorrectly into NOMIS and must be checked. The reason for the potential error will be highlighted and will be one of the following:

- UAL "from" date is more than 1 day after the revocation date.
- UAL "to" date is more than 4 days before the latest admission date⁸.
- UAL "from" date is equal to or before the revocation date.
- Latest admission date is before the revocation date.
- There is a difference of more than 4 days between the revocation date and the latest admission date, and no UAL days are recorded.

⁸ The admission date refers to the date the prisoner was booked into the establishment, which can be found in NOMIS movements. This date has been used because a 'return to custody' date is not entered for Standard Recalls.

NOMIS

- 8.2 The Standard Recall (Licence Recall - LR or ORA Licence Recall - LR_ORA) should be deleted in NOMIS and replaced with the correct 56-day FTR⁹. Instructions for updating NOMIS are available at Annex G.

Until 31 March 2026, the 56-day FTR NOMIS code must only be used to convert existing Standard Recall cases to an FTR and must not be used for new FTRs. CRDS assumes that any case with a 56-day FTR code and a revocation date before 31 March 2026 is a converted Standard Recall, and it applies tranche and defaulting rules accordingly. Therefore, if the 56-day FTR code is used for new FTRs before 31 March 2026, CRDS will treat them as a converted Standard Recall and there is a risk of unlawful detention.

CRDS

- 8.3 Release dates should be calculated in CRDS. Manual overrides for Parole Board cases should also be performed in CRDS (*see below*). NOMIS overrides should not be used. In CRDS, select '**legislative changes**' as the calculation reason and add '**FTR56 calculation**' in the text box to explain the reason for the change.

Parole Board cases

CRDS cannot calculate release dates for cases with a 'no release' decision from the Parole Board. For these cases, if the new provisional PRRD is based on 56 days after the date the 'no release' decision is emailed to the prison by the Parole Board, complete a manual override in CRDS to change the release dates.

A quick guide to performing an override in CRDS is available here: [Overriding release dates in DPS](#)

PLEASE NOTE: For a small number of cases, the tranche date may change when the calculation is performed through CRDS. This is because the tranche calculation on the Prison Tracker can only apply a partial calculation, using the UAL-adjusted SLED for each sentence, whereas CRDS determines the tranche using a full calculation. If the CRDS calculation produces a different tranche from the one shown on the Prison Tracker, the CRDS tranche and release dates will be accurate and take precedence.

If the PRRD changes, notify the COM and inform the prisoner of the new re-release date.

- 8.4 Both steps (NOMIS and CRDS) must be completed for each case at the same time. If there is a gap between completing these actions and it covers the period when the Tracker is refreshed, it could lead to the case being archived due to the PRRD showing as an incorrect defaulted date from NOMIS.

⁹ The FTR NOMIS code is: FTR_56ORA - ORA 56 Day Fixed Term Recall

Adult SDS and youth sentences

- 8.5 The FTR Tracker will indicate if a prisoner is serving both a youth sentence and an adult SDS. For these cases, the PRRD in CRDS must be checked to confirm that the date is not later than the SLED of the adult SDS.

This is because when NOMIS is updated with the 56-day FTR, CRDS cannot differentiate between the PRRDs on an adult SDS and a youth sentence, and it defaults to using the latest PRRD. This can potentially result in the calculated PRRD in CRDS being later than the SLED of the adult SDS.

In these cases, the prisoner must be released on the SLED of the adult SDS and the PRRD must be changed by completing an override in CRDS.

Risk Assessed Recall Review (RARR) and Parole Board decisions

- 8.6 If a prisoner eligible for FTR is also approved for release by the Parole Board or through RARR before their tranche release date, this must take priority and go ahead as directed.
- 8.7 If an Oral Hearing is planned before a prisoner's tranche date, it will still go ahead. The prisoner's PRRD should be reviewed following the Parole Board's decision.

If an Oral Hearing is planned after the prisoner's tranche date, the prisoner must be re-released on their tranche date as the FTR changes are mandatory. Reports are still required to share any new information between recall and release and may be used by PPCS to re-release prisoners under RARR before their tranche dates.

Sentence changes

- 8.8 Where there is a change in a prisoner's sentence, the prison should check whether it affects the sentence length and tranche date, and consequently the PRRD.

If the PRRD changes, the prison must update CRDS, notify the COM and inform the prisoner of the new re-release date.

After updating CRDS, the prison tracker must be checked to ensure the change to the sentence length, tranche and PRRD have been applied.

- 8.9 If a prisoner receives a new sentence, check the Conditional Release Date of that sentence. If it falls before the FTR PRRD, the prisoner remains in scope for FTR and should be released on the PRRD.

Prisoners on remand, or subject to an IS91 or any other form of imprisonment or detention, including detention in hospital under the Mental Health Act

- 8.10 Prisoners who are on remand for other matters, subject to an IS91 or any other form of detention, including detention in hospital under the Mental Health Act, should be screened for FTR. For those detained in hospital, the sending prison is responsible for screening the case.

Where these cases are identified as in scope, the recall type and PRRD should be updated. Prisoners should remain in custody/detention at the end of the recall, as they

ordinarily would if subject to an FTR (unless there is a change in their remand / detention status).

Prisoners detained or sentenced in other jurisdictions

- 8.11 For cases detained or sentenced in other UK jurisdictions, the new model of FTR will apply to those subject to an unrestricted transfer¹⁰.

The releasing prison in England and Wales is responsible for processing the recalls of unrestricted transfer prisoners who are recalled and returned to custody in another UK jurisdiction (e.g., Scotland or Northern Ireland).

The transfer warrant should specify whether the prisoner is subject to a restricted or unrestricted transfer. If further assistance is needed to confirm the type of transfer, prisons should email [REDACTED] with the case details.

- 8.12 In these cases, the releasing prison in England and Wales must screen the prisoner for FTR and where a prisoner is in scope for FTR:

- Update NOMIS with the recall type and new PRRD. This should be completed by a member of staff with UPDATE_INACTIVE_INST role on their NOMIS account.
- Record the new PRRD in CRDS. The staff member running the calculation in CRDS must have the 'Released Prisoner Viewing' role assigned to them in Digital Prison Services. Local System administrators in each prison can grant users access to this role.
- Inform the holding prison of the new PRRD and provide any further documents/information that may be required.
- Where necessary, create a licence and provide a signed copy to the holding prison in time for the prisoner's release.

(9) Foreign National Offenders

- 9.1 If a prisoner being released under FTR is a Foreign National liable for deportation, the prison must send a completed referral form at Annex D to the Home Office to advise them of the new release date.

The prison should mark the email subject as "Urgent Fixed Term Recall Release" and contact Home Office FNO Returns Command Criminal Casework on [REDACTED] (between the hours of 9am - 4pm) or [REDACTED] (between the hours of 4pm – 7pm) to advise as to the urgency.

- 9.2 The Home Office FNO Returns Command will then decide whether to issue the prisoner with an IS91 under immigration powers to detain an individual beyond their release date or proceed with their release under FTR. Prisons will be notified of the decision by the Home Office as per business-as-usual practice.

¹⁰ If a case is a restricted transfer, they will be subject to the release and recall legislation of the jurisdiction in which the sentence was imposed.

(10) Prisoner notification and pre-release planning

- 10.1 Prison Offender Managers (POMs) must ensure that prisoners confirmed as being in scope for FTR are notified and receive a copy of their new PRRD using the form at Annex C.
- 10.2 To support the COM's risk assessment, risk management and release preparations:
- Where required by the COM, the POM, or the Pre-Release Team (*where available*), must speak with the prisoner to ask about their accommodation plans upon release and notify the COM.
 - The POM should provide any new risk- or security-related information, such as updates on the prisoner's behaviour in custody, if it has not already been shared with the COM.
 - Where there are new licence conditions that the prisoner has not previously been subject to, the POM should explain these to the prisoner ahead of release.
- 10.3 Prisons should provide the new re-release date as soon as CRDS has been updated to:
- Health and social care providers to ensure that continuity of care can be provided to prisoners being released under these arrangements. Please refer to Annex E for information related to health and social care release planning.
 - Prison Work Coaches, Prison Employment Leads, ID and Banking Administrators to prepare benefit claims and support with employment plans.
 - Strategic Housing Specialists (SHS) to enable them to arrange pre-release panels to consider accommodation needs

If required, there is a letter for partners at Annex F to explain the changes to FTR.

Electronic Monitoring

- 10.4 Where prisoners receive Electronic Monitoring licence conditions, Electronic Monitoring Services (EMS) should be notified by the prison OMU as soon as possible (rather than waiting until 48 hours before release) using the online EM Order service.

A longer notice period enables the supplier to plan and prepare for fitting the tag within the required timeframes.

- 10.5 For **Install at Source Pilot Prisons**, where tagging at the prison is being requested, the OMU must notify EMS **by 4pm 2 working days** prior to release.

For example, for a Wednesday morning install at the prison, the order must be submitted by 4pm on Monday, using the online EM Order Service. If the order is submitted after this deadline for Wednesday release, do not select the 'install at prison' option on CEMO. Instead, choose 'install at home address' or 'at Probation Office', if appropriate.

- 10.6 Where prisoners subject to electronic monitoring are due to be tagged at an Install at Source Pilot prison:

- If the EMS Field Officer is unable to attend, they will attempt to tag the prisoner at their approved release address.

(11) Home Detention Curfew (HDC)

- 11.1 To minimise the impact on probation and key partners, and to manage FTR release numbers, HDC releases should not be scheduled on tranche release dates (unless there are exceptional circumstances).

This should only delay the HDC release by a maximum of 1 day. Prisons should continue to process HDC and ensure that suitable prisoners are released as soon as possible.

(12) Discharge

- 12.1 As per BAU discharge processes, prisons should complete the **Release (Final Discharge) Checklist**. This includes confirmation that nationality checks have been completed and, where an FNO is to be detained under immigration powers, they are flagged as 'Not For Release' on NOMIS and an IS91 is in place.
- 12.2 Releases should be arranged in the morning to support the prisoner's travel to the probation office and, where applicable, to Approved Premises on the day of release. Consideration should be given to those who pose a high-risk or are vulnerable when prioritising releases.

(13) Prisoners recalled before 31 March 2026 and returned to custody after this date

- 13.1 If a prisoner serving an SDS is recalled on a Standard Recall before 31 March 2026 and returned to custody on or after this date, following an Unlawfully at Large period:
- The case will be assessed by PPCS to determine whether they meet the criteria for FTR. PPCS will send prisons and probation the recall dossiers (also known as 'Reps Packs') for these cases.
 - If the criteria for FTR are met, the prisoner will be released after serving the 56-day Fixed Term Recall period. They will not be subject to the tranche releases nor appear on the FTR Trackers and Dashboard.

KEY POINTS OF CONTACT

- **Sentence calculation queries:** contact OMU Specialist Support at [REDACTED]
- **FTR Tracker or general prison queries about the new model of FTR:** contact the OISG SPOC for your prison, or the OISG Support Line by telephone on [REDACTED], or by email at [REDACTED]

The OISG Support Line is open every day (including bank holidays and **out of hours**):

- **Monday to Friday:** 9am to 1pm and 2pm to 10pm

- **Saturday and Sunday:** 9am to 10pm
- **PPCS:** [REDACTED]

DRAFT