



National Offender  
Management Service



HM PRISON  
SERVICE

Public Sector Prisons

**National Offender Management Service**

Paul Baker

Deputy Director Custody – London & Thames Valley

E-mail: paul.baker01@hmps.gsi.gov.uk

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To: Governors of London Public Sector Prisons (Brixton, Coldingley, Downview, High Down, Holloway, Isis, Pentonville, Send, Wandsworth, Wormwood Scrubs); Director HMP Thameside and the Court Custody Manager, London Courts

**PRISON SERVICE INSTRUCTION (PSI) 10/2012 CONVEYANCE AND POSSESSION OF PROHIBITED ITEMS AND OTHER RELATED OFFENCES: AUTHORISATION FOR CONVEYANCE OF IT EQUIPMENT IN TO LEGAL AND PROFESSIONAL VISITS**

On behalf of the Secretary of State, under Section 40E of the Prison Act 1952, authorisation is given to legal advisers to convey a lap top or tablet device into legal visits areas of prisons and courts in London. They can bring the item in for the sole purpose of conducting legal or related professional proceedings with their client who is being held in a London prison or court.

The holder of this letter must present it, together with personal or professional photographic identification (passport or photographic driving licence) as an accepted condition of entry. The prison or court reserves the right to refuse the bearer of the letter entry whilst in possession of the device if the conditions of entry are not fully met.

Please note:

- Compliance with the attached restrictions at Annex A is mandatory.
- This authority only applies to London courts and prison establishments listed above and explicitly, their legal visits area. The authority does not extend to HMP Belmarsh. Information about the most up to date regulations applying to Belmarsh can be obtained by calling 0208 331 4769 or emailing [legalvisits.belmarsh@hmps.gsi.gov.uk](mailto:legalvisits.belmarsh@hmps.gsi.gov.uk) ).
- The attention of visitors affected by this authorisation must be drawn to the legal and/or civil consequences resulting from any breach of the conditions of entry set out in this authorisation.
- Where prison or court custody staff have reasonable grounds to suspect that a breach of the conditions of entry has occurred, they may suspend or cancel the visitor-client consultation or otherwise prevent such access, after which the facts are to be reported in writing to the Governing Governor.

**Paul Baker - Deputy Director of Custody, London and Thames Valley Public Sector Prisons**

**Summary of PSI 10/2012 Restrictions Imposed on Legal Advisers Bringing IT equipment into Prison Legal Visits**

Computers should be small, self-contained portable devices such as laptop computers or tablets. Computer equipment which has built in Wi-Fi, 3G or other networking capabilities is allowed provided that the network capability is switched off and any external 3G dongle or SIM card is removed where practical, and no attempt is made to transmit or receive images, sound or information in or out of the prison by electronic communications. USB/DVD or external hard drive devices are permitted for the purpose of enabling counsel to show their clients evidence or material that has been served in this way by the Prosecution.

Computer equipment may contain built in cameras but if so fitted the camera may not be used to take photographs or video within any prison.

Computer equipment may contain a sound recording device. Legal advisers are authorised to make or play sound recordings of their clients for the purposes of advising them on the matter for which they are so engaged (and to take such recordings out of the prison with them), and in doing so may use computer equipment for this purpose rather than bringing in a separate sound recording device.

No data or items of equipment may be passed to the prisoner with the intention of this remaining in the possession of the prisoner. Separate procedures exist under "Access to Justice" arrangements to enable the prisoner to have possession of IT equipment and legal documents in electronic format.

All items must be checked in and out of the prison at reception. Legal Advisers remain responsible for the safe keeping of items taken into a prison. All losses must be reported to the prison immediately.

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**LEGAL REPRESENTATIVE'S CREDENTIALS (to be completed by Head of Chambers or Senior Clerk)**

This is to confirm that this letter has been issued to:

*(Insert Name):*

The holder is a barrister in practise at:

*(Insert name of chambers):*

Date:

These credentials will remain in place for up to 12 months from the date of issue unless rescinded by chambers.