

Action Plan – Benjamin Long. HMP Preston. NC. 04/02/2017

No	Recommendation	Accepted/Not Accepted	Response	Target date for completion and function responsible
1	The Governor should ensure that all documentation relating to a prisoner is stored securely and able to be retrieved as necessary during the course of the investigation.	Accepted	Systems are in place to ensure that a prisoner's documentation, particularly where he/she has returned to prison after a movement, must be stored/filed securely and immediately. A staff information notice will be published and all functional heads are reminded at the Senior Management team meeting that all documentation relating to a prisoner must be stored securely in the prisoner's core record.	30 September 2017 Head Of Safer Prisons