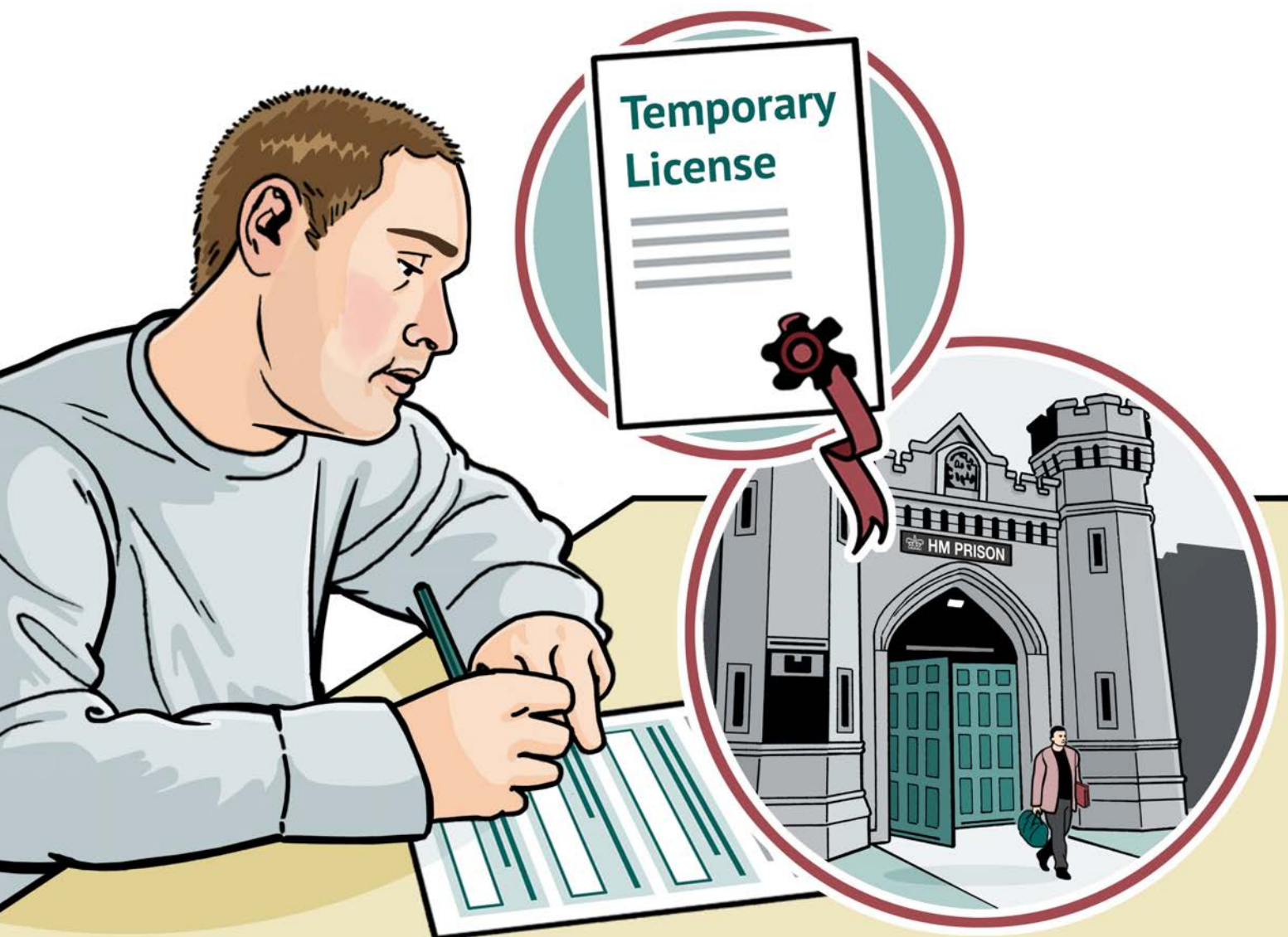


Release on Temporary License

Easy Read Self Help Toolkit



About this document



This document was made by CHANGE, a charity led by people with learning disabilities.

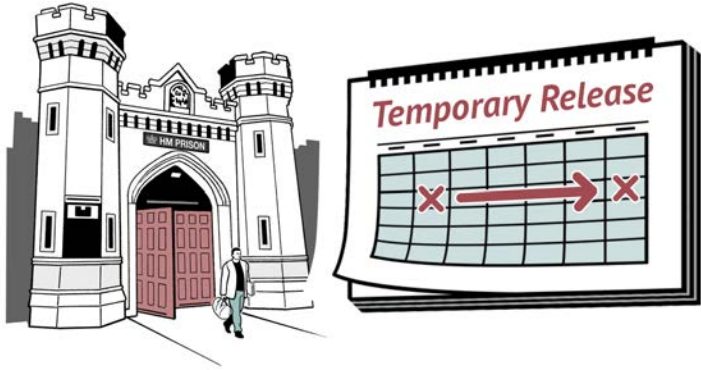


This document uses easy words and pictures to tell you about the categorisation and recategorisation of adult male prisoners.



You might want to read through it with someone else to help you to understand it more.

What is ROTL?



Sometimes you can be released for a short period from prison during your sentence. This is called a Release on Temporary License (ROTL).



The reason for a ROTL is to help you prepare for when you are released from prison and settle back in to the community.

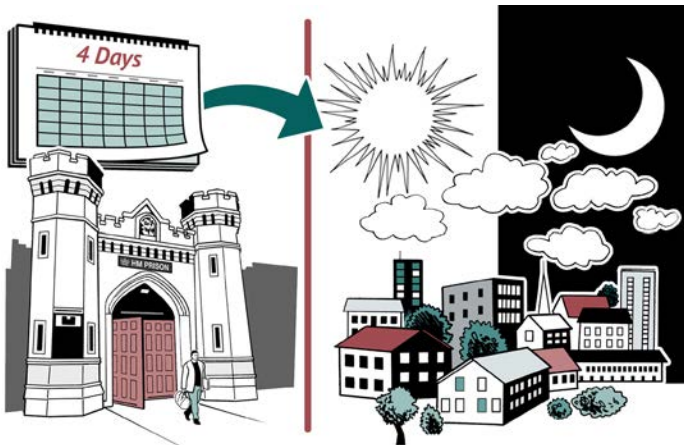


You must apply for a ROTL and you may not always be allowed to be released.

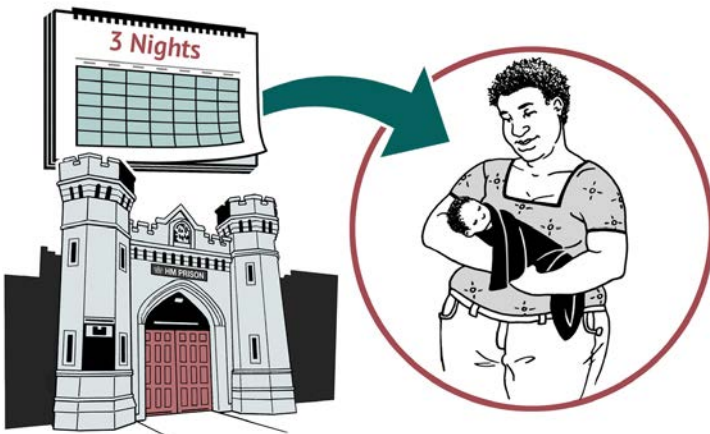


There are four types of temporary release.

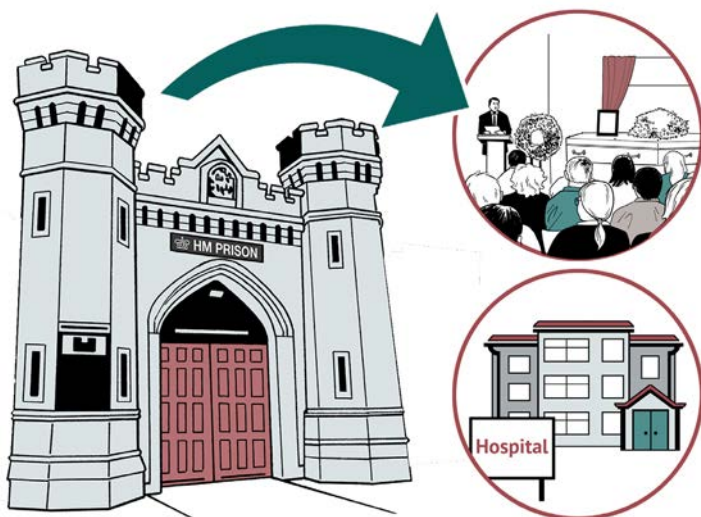
1 – Resettlement Day Release (RDR)



2 – Resettlement Overnight Release (ROR)

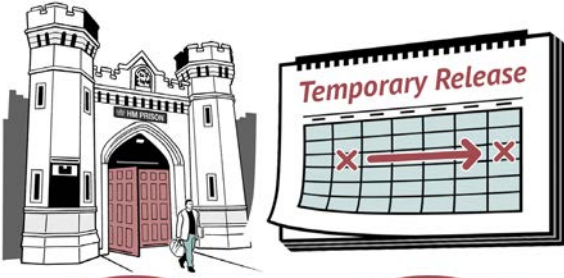


3 – Childcare Resettlement License (CRL)

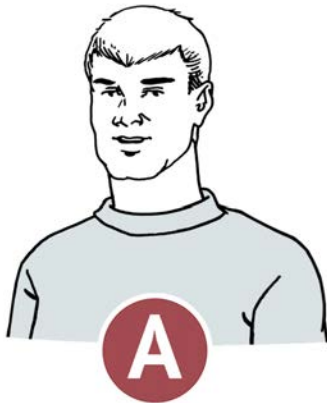
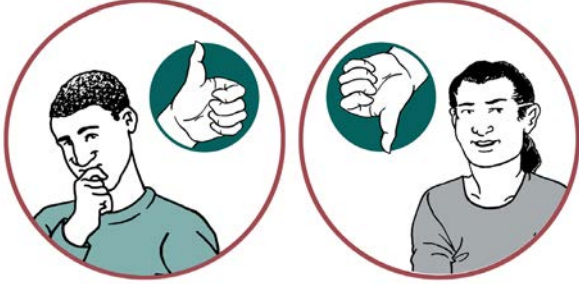


4 – Special Purpose License (SPL)

Will I get a ROTL?



Not every prisoner will get a ROTL.
You will not get a ROTL if you are:



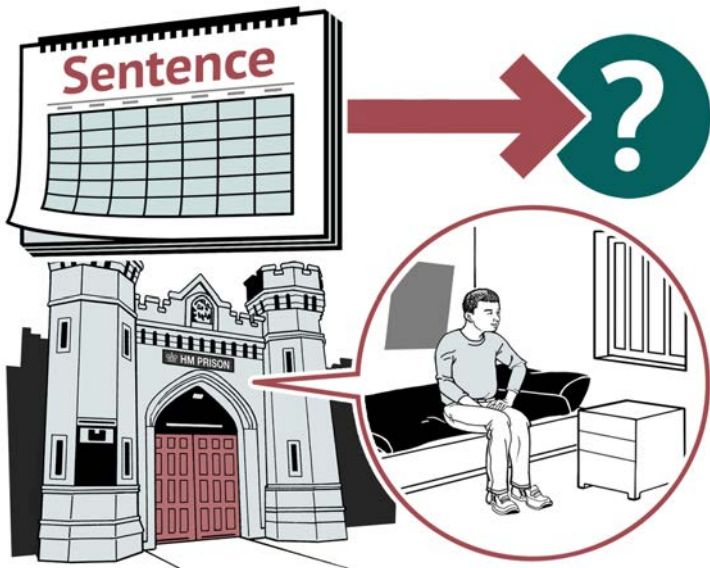
- Cat A prisoner



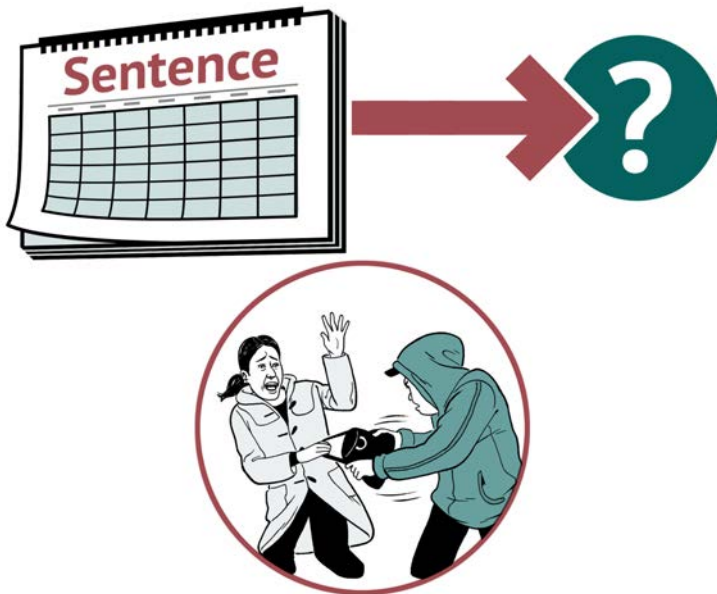
- On the escape list



- Subject to extradition proceedings
- These are proceedings to decide whether you are taken to another country to face criminal charges

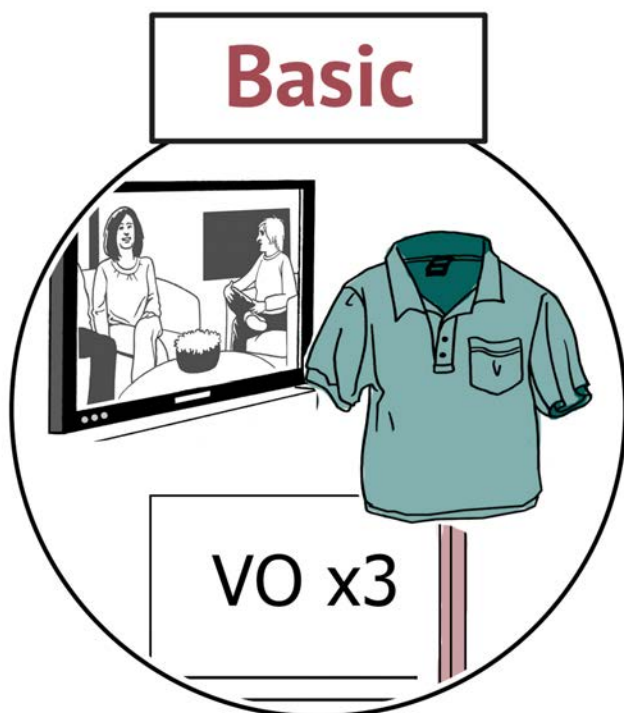


- Have not yet received your sentence



- Although you have been sentenced for one or more offences you are on remand for another offence or are still waiting for sentencing on another offence

You are very unlikely to get ROTL if:



- You are on the basic level of the IEP scheme except in exceptional circumstances



RDR

ROR



Standard

Restricted



Restricted



You will also not be able to apply for a RDR or ROR if you are a Cat B prisoner, if you have a history of escape attempts, or serious ROTL failure in current sentence except in exceptional circumstances.

If you are transferred to a lower category prison you cannot apply for a ROTL for three months except in exceptional circumstances.

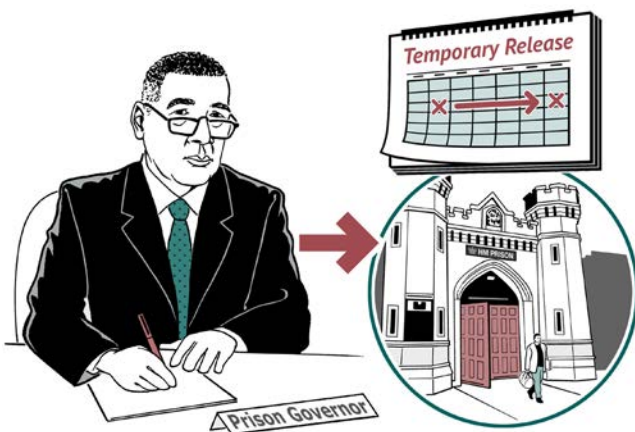
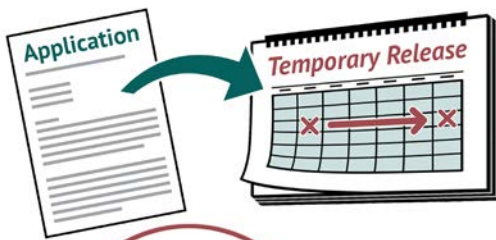
There are now two types of ROTL – Standard and Restricted.

Restricted ROTL is for prisoners who are more dangerous.

What does Restricted ROTL mean?

If you are on a Restricted ROTL this means:

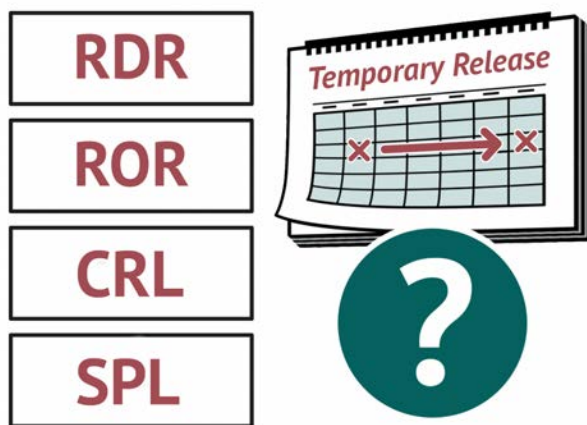
- You cannot apply for ROTL unless you are in or suitable for open conditions
- Your behaviour will be watched closely in open conditions, this is called Enhanced Behaviour Monitoring
- Your release on ROTL will have to be agreed by the Governor
- A staff member will go with you on your first three ROTLs



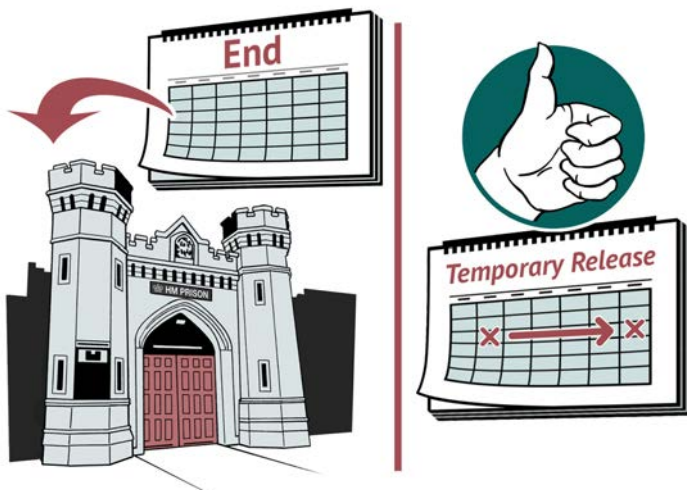


Some prisons don't allow prisoners to have a ROTL if they are under a Restricted ROTL.

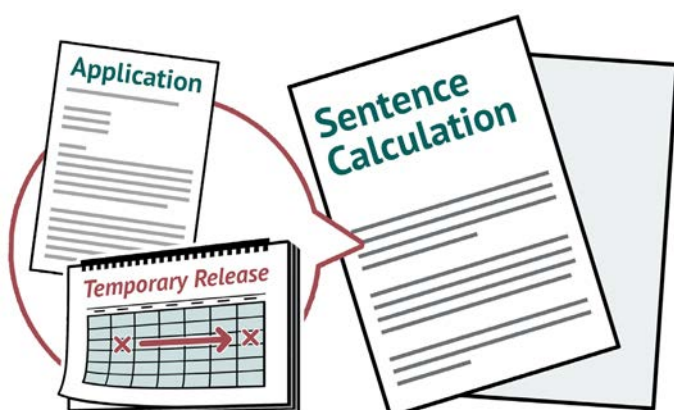
Which ROTL can I have and when can I apply for it?



When you can apply also depends on which of the four types you are applying for and whether you have a Restricted ROTL.



If you are allowed RDR and ROR it will usually happen towards the end of your sentence.



The date from when you can apply will be noted with all your other key dates in your sentence calculation sheet.

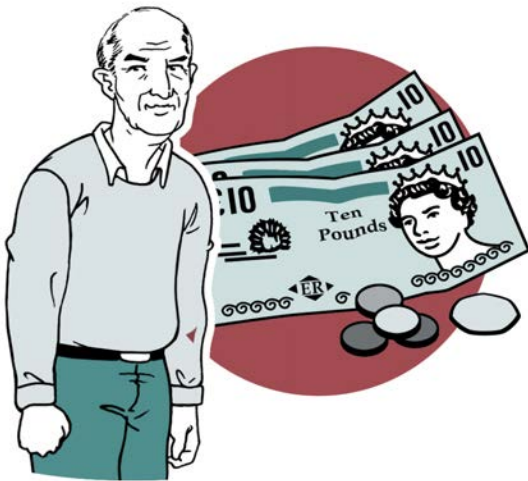
1 – If you are applying for a Resettlement Day Release (RDR)



The RDR allows you to spend time outside of the prison during the day but not at night.



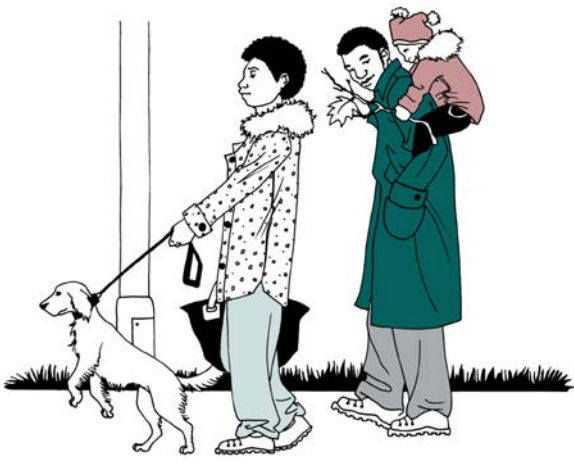
You are allowed out on day release if it fits with your sentence plan. Your activity outside of the prison must be linked to:



- Paid / unpaid work



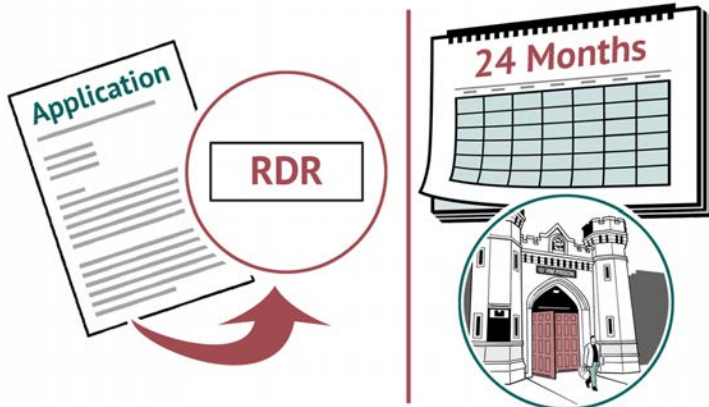
- Training or Education



- Being with your family



- Other activities linked to your plan

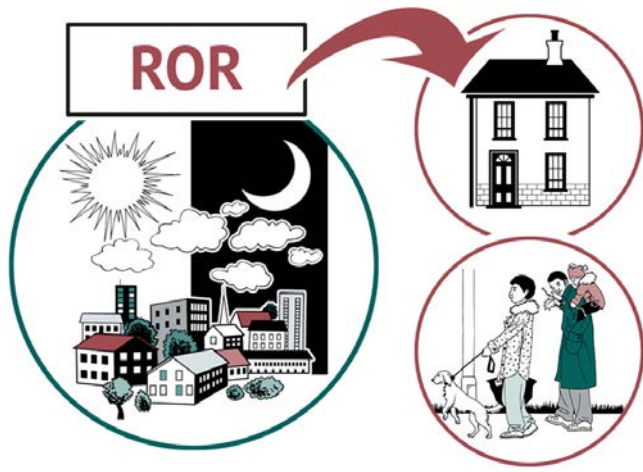


You can apply for RDR 24 months before your release date.

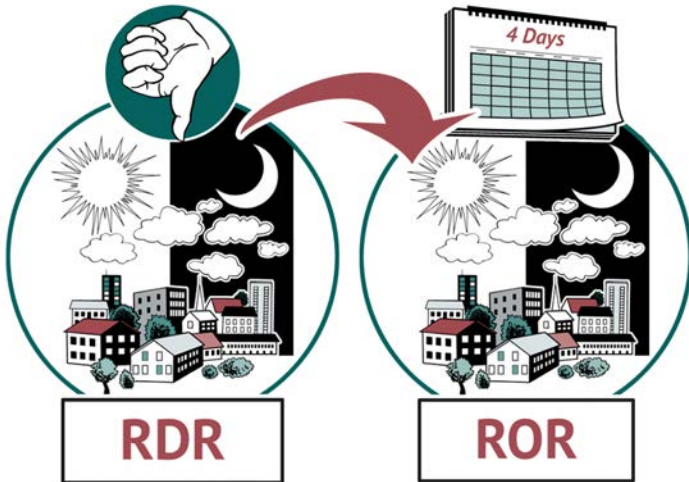
2 – If you are applying for Resettlement Overnight Release (ROR)



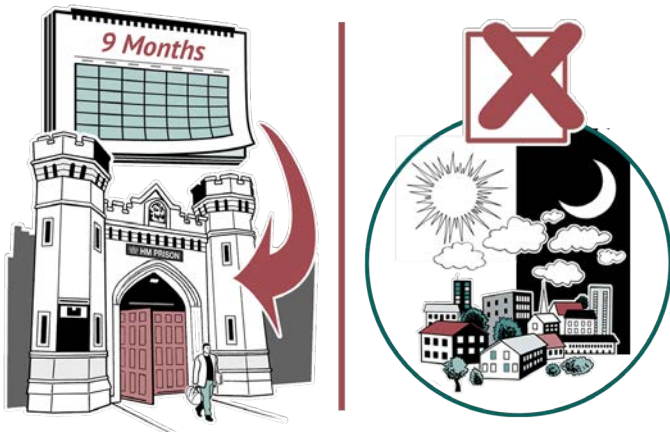
The ROR allows you to spend no more than four nights in a row at a release address.



The ROR is to help you connect with your family and the community, work, or to organise accommodation for your release.

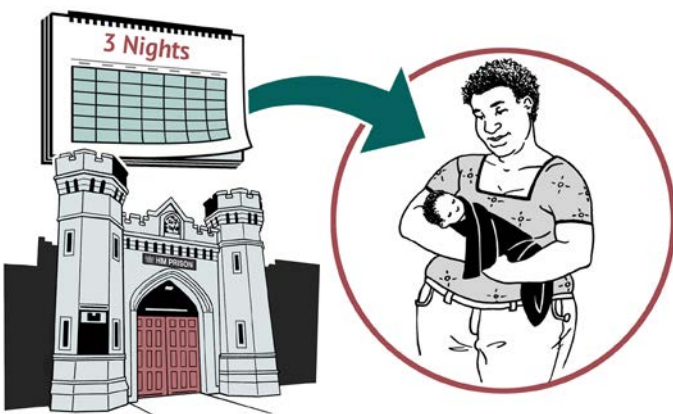


You are usually only allowed an ROR after having a successful RDR.



Usually ROR will not take place more than 9 months before your release date.

3 – If you are applying for Childcare Resettlement License (CRL)



A CRL allows you to spend up to 3 nights at a time away from the prison with your child or children.



You can only apply for a CRL if:

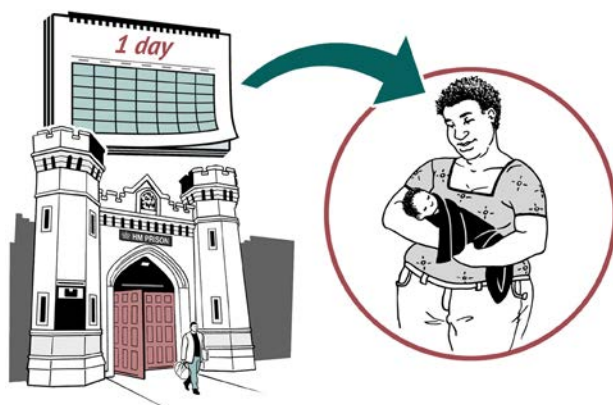
1 – You look after a child on your own and will look after them again after you leave prison



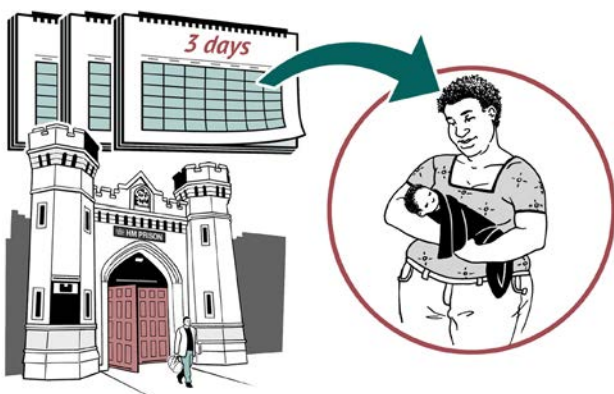
2 – Your child is under 16



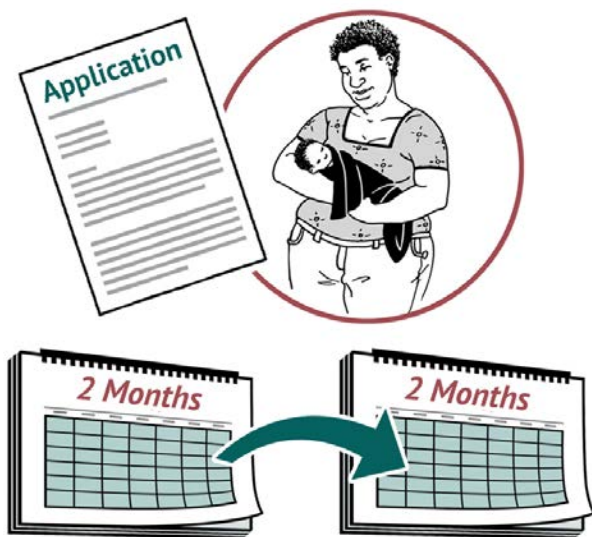
You can apply for a CRL at any time. But if you are under restricted ROTL you have to be in open conditions to get CRL if you are a man and if you are a woman you have to be assessed as suitable for open conditions.



Usually your first CRL release will be a short day release.

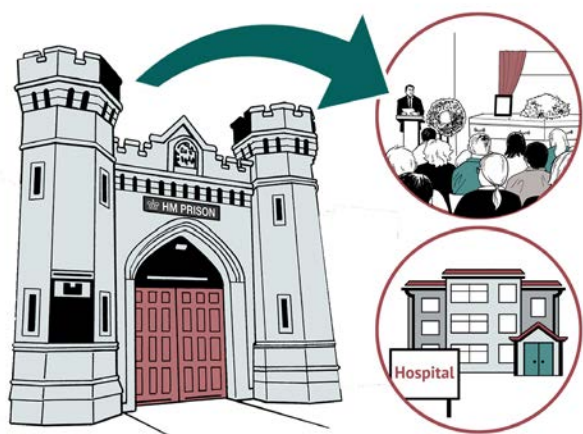


Your releases after this may be up to 3 days away from prison.



You may apply for CRL once every two months.

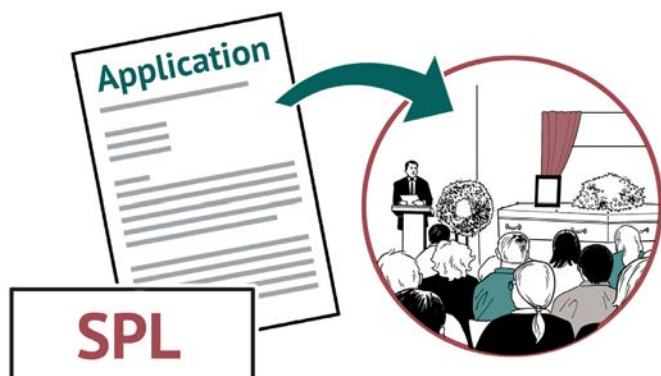
4 – If you are applying for Special Purpose License (SPL)



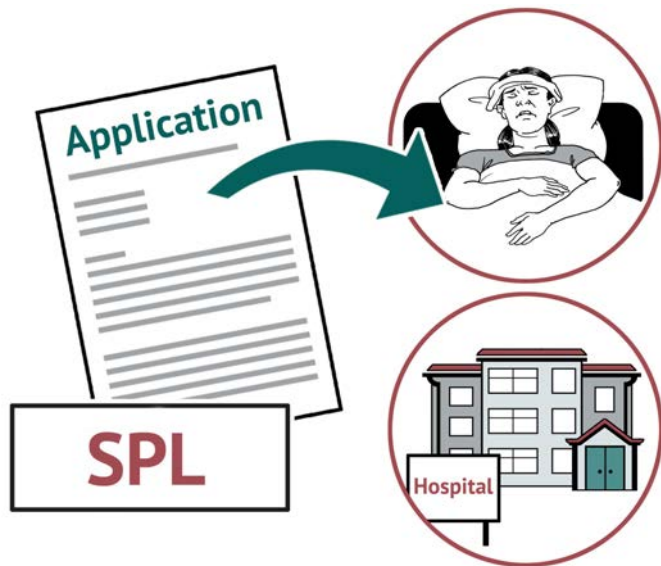
A SPL allows you to spend a short period of time outside of the prison.



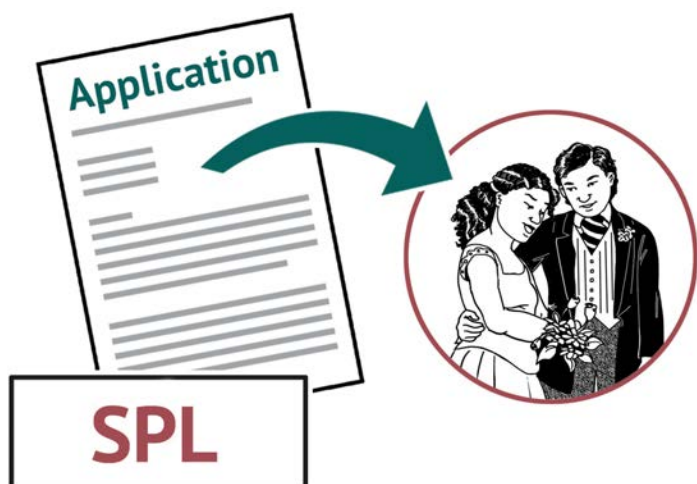
You can apply for this if you have unusual circumstances.
These will be:



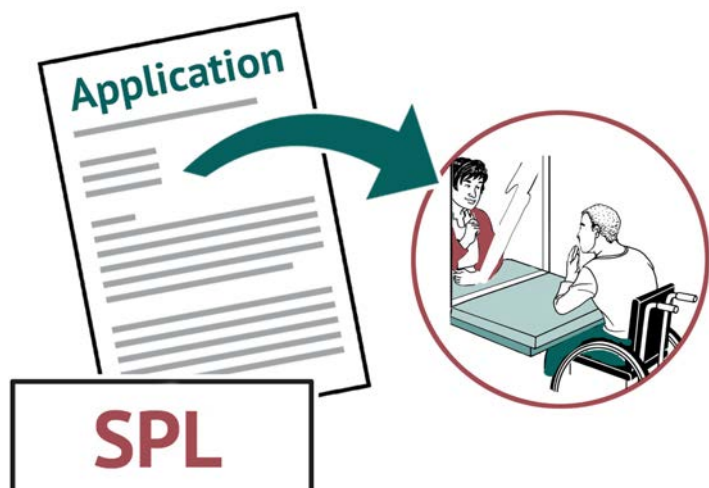
Compassionate grounds – for example this could be a funeral or to visit dying relatives, or dealing with crises connected to caring responsibilities for children under 16 or elderly relatives.



Medical grounds – this could be if you have a hospital appointment or medical emergency



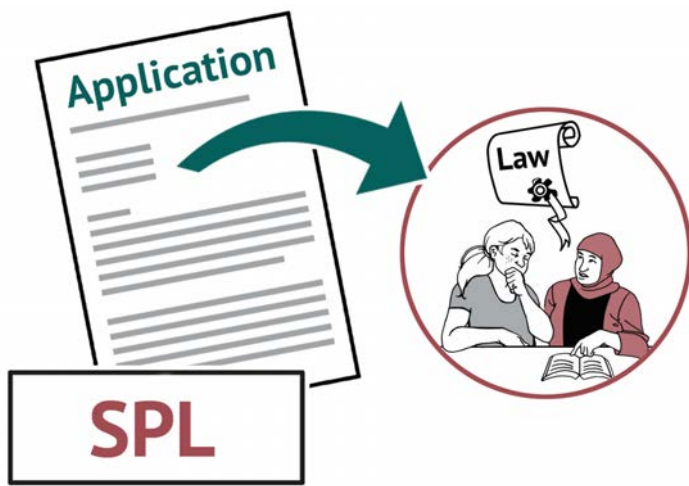
Marriage or civil partnership – you can use a SPL to be released for marriage or a civil partnership



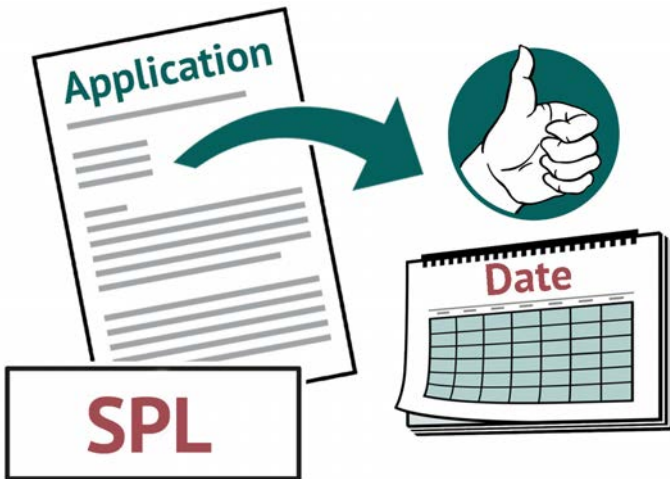
Inter-prison visits – this would be for a visit to a close relative in another prison



Court proceedings – this would be to go to court



Conferences with legal advisors –
only in very limited circumstances

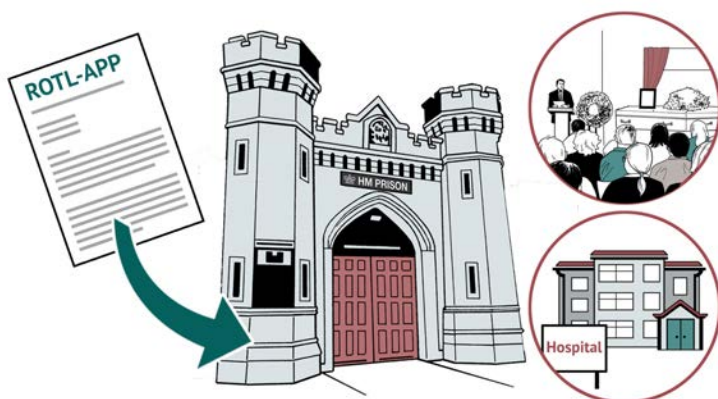


You can apply for a SPL at any time.



A SPL would not normally be for more than a few hours but can last for up to 4 nights. In exceptional circumstances the governor can approve back to back licenses for longer periods.

How do I apply for a ROTL?



If you want to apply for a ROTL you use an application form called a ROTL-APP.



Each type of ROTL has its own application form.



You may be able to get help with your ROTL from your personal officer or offender supervisor.



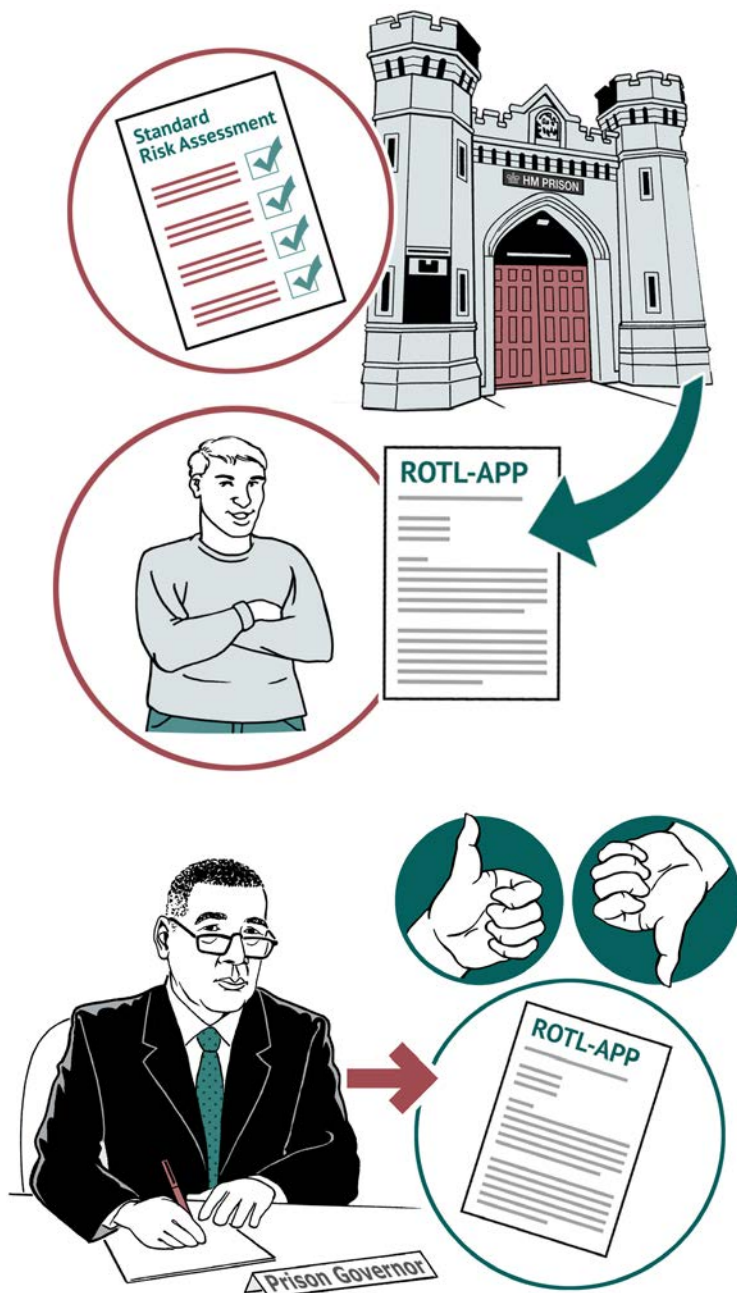
Your offender manager may also help you.



There is no legal aid to fund advice or help with your application.

What happens next? Who decides?

Once the prison receives your application they must carry out a risk assessment. This is to make sure the public are not at risk if you are released.



The final decision will be made by the Governor on behalf of the Secretary of State.



The risk assessment will be carried out by a ROTL board. You may be invited to attend all or part of this.

How is the decision made?

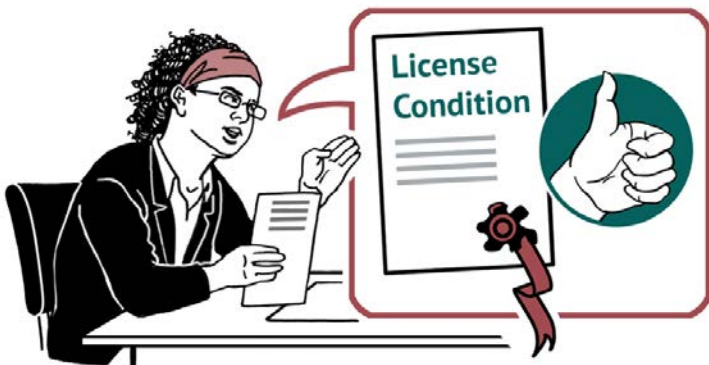


The board collects a lot of information about your case. This can include: records of any previous sentences, your sentence plan, your behaviour and progress in prison, and your proposed accommodation.



Once the governor has made the decision you will be sent a letter with the decision and full and clear reasons for any refusal.

If my application is successful what happens?



If you are allowed to be released on temporary license the prison will make a license which you will sign.



The license will tell you what you are allowed to do and what you are not allowed to do while on release.



You may have to pay for some of the costs of your release e.g. travel costs.



You will be given a timetable for your release including details and the route of your travel and where you should be at certain times.

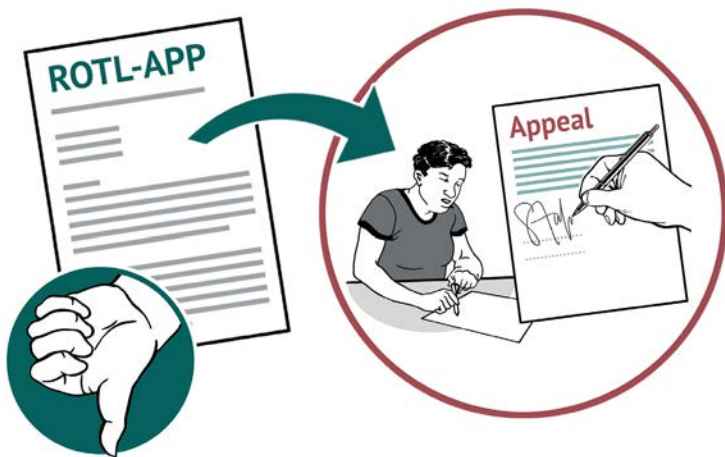


You will be asked to fill in feedback form.



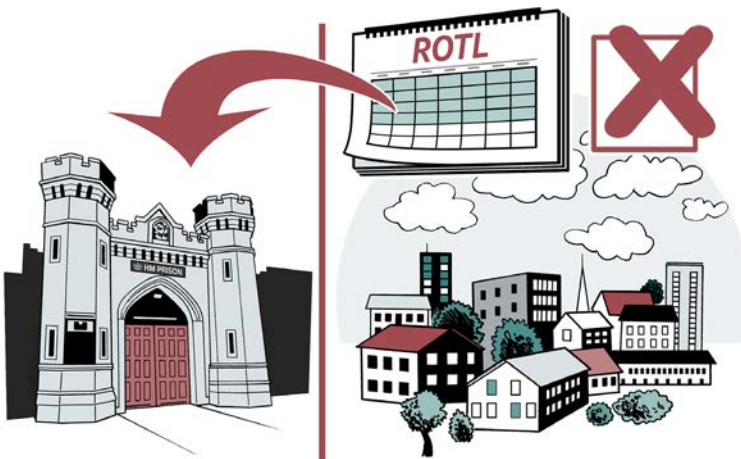
You will be monitored. Sometimes this may be electronic monitoring.

What if my application is refused?



If you are not happy with the decision you can appeal using the complaints procedure.

Can I be recalled from ROTL and what are the consequences?



You can be recalled from ROTL. This means you must come back to prison early.



There are four sets of reasons on why your ROTL has failed and why you are recalled.



1 – Failure to return to prison



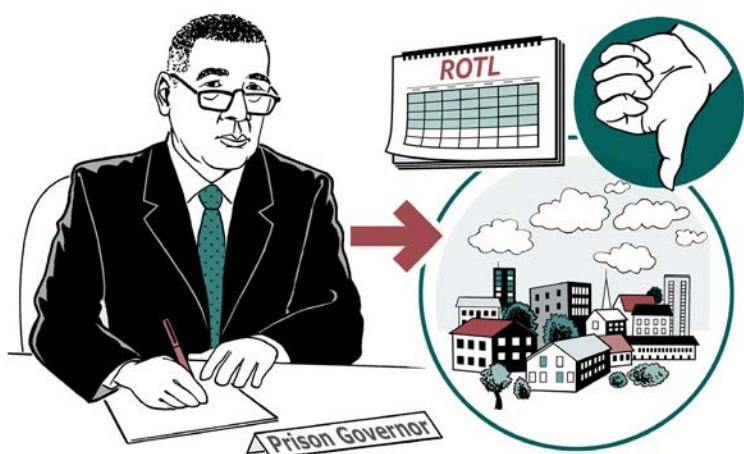
2 – Late return to prison



3 – Offending whilst on ROTL



4 – Other breaks of your license conditions e.g. alcohol or drug use



You can also be recalled if the Governor does not think it safe for you to stay on license.



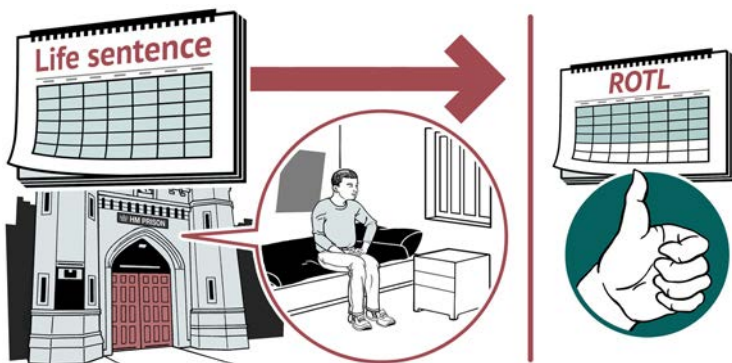
If you are recalled you will be put on report when you get back to prison.



There will be a review of what happened.



What if I am serving an indeterminate sentence?



If you are serving a life or other indeterminate sentence you can still apply for ROTL.

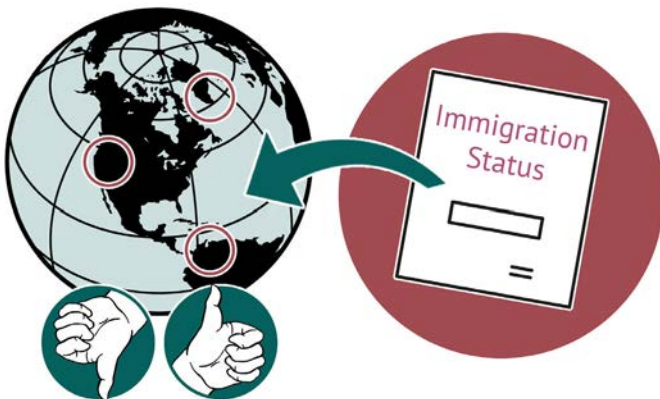


You will be on Restricted ROTL which means you cannot apply until you are suitable for open conditions and in a prison which can offer Restricted ROTL.

What if I am a foreign national?



If you are a foreign national the prison must confirm your immigration status before you can apply for ROTL.



Your immigration status is about what right, if any, you have to stay in this country if you are not a British Citizen.



You will not get ROTL if you have exhausted your appeal rights and are subject to a deportation order.



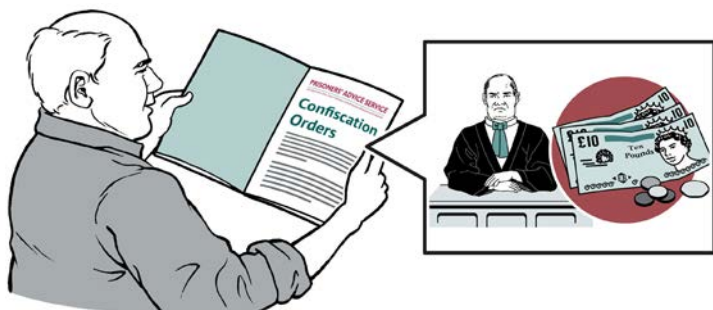


A deportation order means you may be forced to return to the country you came from. You should get legal advice about whether you can challenge this.

What if I have or had confiscation proceedings?



If you have confiscation proceedings this may affect your application for ROTL although you may still be allowed release.



A Confiscation Order is when you owe money to the Court.

What if I have been recalled?



If you have been recalled you may still be able to apply for ROTL.

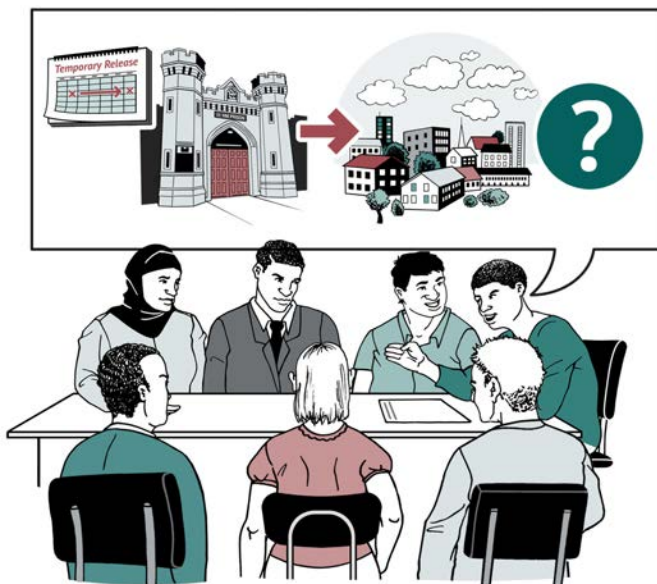


This will depend on what the ROTL board decide after looking into why you were recalled.

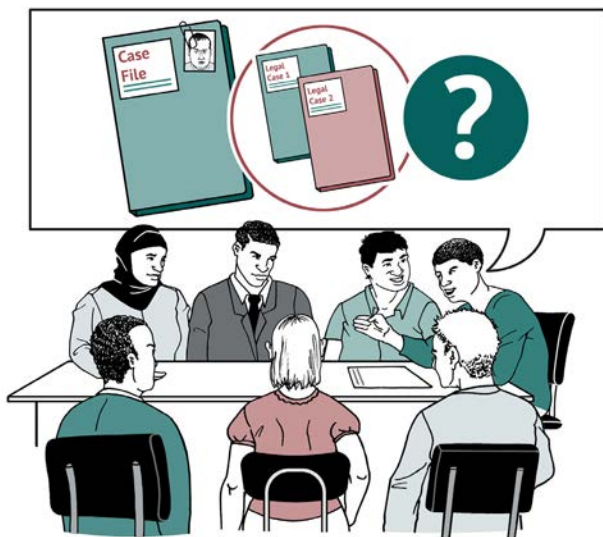
What effect will a knockback by the Parole Board have?



If the Parole Board considered your case and did not recommend your release or transfer to open conditions.



Then the prison must bring together a new ROTL board to see whether you can have ROTL.



The new board must look into your case and make a decision.

What if I am appealing my conviction or sentence?



You may still be able to apply but the Governor will have to think about whether you will be needed for the hearing.

What if I have a history of absconding?



The general rule is that you will not be able to apply for a ROTL if you have a history of absconding.



Absconding is when you have tried to escape and avoid arrest.

PRISONERS' ADVICE SERVICE

THE INDEPENDENT LEGAL CHARITY PROVIDING INFORMATION AND REPRESENTATION TO PRISONERS



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www.changepeople.org