

Conduct report

Charge number

Name of establishment

Prison number

Key worker

Prisoner’s full name

This conduct report should be completed by an officer with good knowledge of the prisoner, but **not** the officer who placed the prisoner on report.

The report should be about the prisoner’s behaviour, on the wing or other unit, during their current sentence. Include any relevant dates and any comments on:

- open ACCT
- CSIP
- mental health referrals
- debt
- positive or negative incentive comments on Digital Prison Services (DPS)
- case notes
- engagement in work or education (while in prison).

The report must be based on facts and not opinion. It should not include details about criminal history, adjudication history or employment.

Signature of officer

Name (BLOCK CAPITALS)

Date (DD/MM/YYYY)

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