

Referral Guidance for Integrated Offender Management

Introduction

The information contained in this guidance is designed to help and inform partner agencies about whether an individual or client should be considered as a referral for identified interventions to the Richmond upon Thames Integrated Offender Management Panel.

If you want to know more about IOM in Richmond and the IOM Panels please refer to the **IOM in Richmond** document.

IOM Referral Process

1. Who can make a referral?

A referral can be made by any of the partners or agencies represented on the IOM Panel, as well as other recognised voluntary organisations and bodies who have signed up to the Information Sharing Protocol.

IOM in Richmond upon Thames encourages referrals from as wide a group of partners and recognised agencies as possible to ensure that IOM in Richmond is effective and fully realises our expectations of reducing the wider impact of offending in Richmond upon Thames.

2. What is the purpose of referring someone to the IOM Panel?

The purpose of IOM simply put is to reduce the impact of offending behaviour on the wider community in Richmond upon Thames by reducing or eliminating targeted individuals offending behaviour. This is to be achieved by closer partnership working and pooling reduced resources to make an appropriate and timely intervention that will help an individual to stop offending.

The intervention should be based on the knowledge of the referring officer/agency about the individual and on the basis that a short and specified intervention, at that particular time, is likely to help the individual desist from future offending.

IOM is intended to be a short term intervention, for the majority of referrals, and should be considered as an additional intervention to any support or interventions that the referring agency or partner is already delivering.

IOM Referral Criteria and Characteristics

3. What are the criteria of an individual who should be considered for referral?

The focus of IOM in Richmond upon Thames will be to target resources on individuals who meet one or more of the following criteria

- 1) **An individual with an “OGRS” score of 60 or more** should be considered and screened
- 2) **An individual who is committing one or more of the priority crime types that have been identified in Richmond upon Thames.** Any offences should be considered in their context to local concerns.
- 3) **Professional judgement** taking into account the individual’s behaviour in the community and their impact on others in terms of offending.

Please note all referrals to the IOM Panel must be 18 years of age or older. Referrals who are under 18 years of age can be considered for referral to the Deter Young Offenders Panel and referrals of all ages to the ASB Panel.

4. What is an OGRS score?

OGRS score- OGRS stands for Offender Group Reconviction Scale and is a probation database, which predicts a score based on the possibility of reoffending between 1 and 100. The higher the score the higher the risk is considered to be that the individual will reoffend. The OGRS score that will be used is the 2 year conviction % rate.

An OGRS score can be provided or added to a referral form by Probation.

5. What is a priority offence?

Priority Offences are offences that have been identified by the local police service in Richmond upon Thames as either being volume crimes or being a priority. These are reviewed annually as part of the strategic assessment.

The priority offences that have been identified by the Richmond upon Thames Community Safety Partnership, through the strategic assessment are as follows

Tier One

Burglary
Drug offences/
Drug Related Offences
Robbery
Violence Against the
Person (except DA)

Tier Two

Motor Vehicle Crime
Theft from Person
Theft from Shops
Theft of Pedal Cycle

Tier Three

Criminal damage
Fraud and Forgery
Other theft offences
ASB

The priority offences have been tiered, and the type and level of offences, will be used to assess whether an individual should be considered for referral to the ASB panel or to the IOM panel as an IOM or PPO/Top Ten referral.

6. What do we mean by professional judgement?

Professional judgement-Practitioners or agencies can make a referral based on their professional judgement and knowledge of an individual. The decision to refer an individual should be on the basis that an appropriate identified intervention could reduce or stop that individual's offending behaviour. The panel when considering the referral will also look at the individual's OGRS score, the type and frequency of their offending behaviour and the risks associated with their offending.

7. What are the characteristics of an individual being considered for referral to a particular panel?

To determine whether the individual should be referred to the ASB Panel, the Deter Panel or the IOM Panel we have listed the characteristics that would be typical of referrals for each panel.

Anti-Social Behaviour Panel

This is not exhaustive and should be used as a guide:

- There are vulnerability issues that require intervention by another agency such as adult social care, children's social care, mental health team etc.
- Despite previous interventions, the issue is not resolved.
- There have been a high number of complaints about the case which have not reduced despite action that has been taken.
- There is a case history for more than one member of the family.
- After putting the case through an assessment matrix, the case or issues within it can be defined as "high level ASB". High level ASB in this context means:
 - (a) It poses significant risks to the wider community
 - (b) It is or may turn into criminal behaviour
 - (c) There is racial and/or sexual harassment
 - (d) It is substance misuse related
 - (e) Domestic Violence is known or suspected
 - (f) Violence is used or threats of violence are reported

Cross Borough Issues - In the case of cross borough boundary interest, the Community Safety ASB team will liaise with the relevant local authority and Police to hold a joint ASB meeting on that individual or issue to decide what action should be taken. This will then be fed back to the relevant case panel.

The Panel also uses a Police Risk Assessment Matrix.

Deter Young Offenders [DYO] Panel

The following characteristics are intended to act as guidance for an agency or organisation when considering an individual for referral as a Richmond upon Thames Deter Young Offender

- A young person under 18
- Coming to notice due to their level of offending or the seriousness of the offending
- On an Intensive Supervision and Surveillance Order

Integrated Offender Management Panel

Repeat Offender

The following characteristics are intended to act as guidance for an agency or organisation when considering an individual for referral as a Richmond upon Thames Repeat Offender

- There should be at least 3 indications of offending (convictions and/or reliable intelligence) in the previous 12 months
- The offender should be involved in crimes that have been identified locally as a priority offence
- Substance or alcohol misuse may be a motivating factor for their offending behaviour
- An offender should reside in Richmond upon Thames, but does not have to be committing offences within Richmond upon Thames Borough
- They should be 18 years or older

PPO or “Top Ten”

The following characteristics are intended to act as guidance for an agency or organisation when considering an individual for referral as a Richmond upon Thames Offender PPO or “Top Ten”

- There should be 6 indications of offending (convictions and/or reliable intelligence) in the previous 2 years
- The offender should either be involved in one of the locally identified top tier priority crimes, or is a prolific offender for any of the top/second tier crimes or in exceptional circumstances is a prolific offender for third tier crimes
- Substance or alcohol misuse will, in the majority of cases, be a motivating factor for their offending behaviour
- An offender should reside in Richmond upon Thames, but does not have to be committing offences within Richmond upon Thames Borough
- They should be 18 years or older

Pathways to reduce re-offending behaviour

The pathways to reduce re-offending are based on research that demonstrates re-offending can be reduced by helping individuals to deal with factors such as homelessness, drug addiction and unemployment. These are known as the 7 pathways to reduce re-offending. The seven pathways are as follows

- accommodation
- education, training and employment
- health
- drugs and alcohol
- finance, benefit and debt
- children and families
- attitudes, thinking and behaviour

We have also added an eighth pathway entitled “other” for any other identified specific risk factor that you might be aware of as the referrer that is not covered by the 7 pathways.

On top of these are 2 additional specific pathways for women around domestic violence and prostitution, although it should be noted that if these pathways are relevant to a male referral (e.g. male prostitution or male victims or perpetrators of domestic abuse) these fields should be completed.

In the referral form you will be asked to assess the risk factors under each of these pathways using a traffic light system with red being significant, amber being some impact and green being little impact.

The correct identification of the risk factors in regards to your referrals offending will be crucial in identifying the actions/interventions that you believe should be considered by the IOM Panel in regards to them being accepted as an IOM referral.

8. What do I do if I want to make a referral?

If you have identified an individual who you believe meets one or more of the criteria, and you have identified an intervention that could help them to stop offending, you should complete the **IOM referral form** and if appropriate or necessary an **IOM client consent form**.

The responsibility for completing the referral form lies with the individual or organisation who is making the referral, and you should seek to ensure that all sections of the form are completed.

Ownership of the referral will remain with the individual or agency making the referral, unless the IOM Panel decides to re-allocate responsibility to an alternative organisation. The power to re-allocate responsibility for a referral only lies with the IOM Panel.

Agencies and partners can also consider having a “gatekeeper” within their organisation who will review any referral prior to submission.

The IOM Panel will meet on a monthly basis.

9. How do you submit your referral?

You should submit your completed referral form by secure e-mail to IOM@richmond.gcsx.gov.uk . If you are unable to send the referral form by secure e-mail you should contact Alistair Brown from Kingston and Richmond Probation on 0208 939 4130 or e-mail him at alistair.brown@london.probation.gsi.gov.uk or David Noakes in the Community Safety Partnership team at Richmond upon Thames Council on 0208 891 7777 or e-mail him at david.noakes@richmond.gcsx.gov.uk to agree how to securely pass the information.

10. What happens next?

Your referral will be considered at the next scheduled monthly IOM Panel and you or your organisation’s gatekeeper will be invited to attend. Once the IOM Panel has considered your referral they will complete a **panel referral form**, which will detail the interventions that have been agreed, who will have responsibility for carrying out those interventions and by what date those interventions should be actioned by. If they decide not to accept the referral they will give the reasons why and any suggested alternative actions.

De-selection criteria

11. How does a referral get deselected?

When an individual has been accepted as an IOM referral their suitability to remain on the scheme should be reviewed continually/every 3 months. The partners represented on the monthly IOM Panel, when reviewing a referral, should assess the current situation and consider whether an IOM referral should be de-selected.

Recommendations for removal can be received outside of the monthly meetings, but these must be discussed and considered by the panel at the next IOM meeting for decision.

De-selection of a referral can be considered for the following reasons

- **The IOM referral has stopped offending**
An IOM referral can be de-selected if they have not been arrested or been the subject of an adverse intelligence report and there is clear evidence their offending has significantly reduced and is likely to remain so, for a minimum of 6 months
- **The IOM referral has moved out of the area**

Where an IOM referral has moved out of Richmond upon Thames, and that move is considered to be permanent or a long-term move, a referral should be considered for de-selection. The area where the referral is moving to should be informed, so that they can consider whether or not to adopt that referral as an IOM in their own borough.

➤ **An IOM referral is assessed as requiring MAPPA supervision at Level 2 or 3**

Where a referral is identified as requiring MAPPA supervision at level 2 or 3 they should be de-selected from the list and managed exclusively by MAPPA

➤ **An IOM referral receives a significant custodial sentence or an Indeterminate Public Protection Sentence**

Where an IOM referral receives a sentence where it is likely they will be in custody for more than 2 years they should be considered for de-selection. There should be a full assessment of risk undertaken by partners before any decision is made; those who pose the greatest risk to communities should not be de-selected. If an individual is de-selected as an IOM referral, contact should be maintained with the prison so that the individual can be considered for re-selection 3 months prior to the end of their sentence. Where an individual in custody remains an IOM referral they should have appropriate interventions put in place at the start of their sentence with regular reviews throughout to reduce the risk of re-offending on release.

➤ **An IOM referral completes the agreed interventions**

Where an IOM referral completes the interventions identified for them, and there are no further opportunities, at this point in time to positively impact on their offending, they should be removed from the scheme.

➤ **Professional judgement**

The panel members can use their professional judgement when considering whether to recommend whether to de-select an existing IOM referral.

The removal of an IOM referral does not mean they cannot be referred again at a later date.