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**Overview**

This standard is about preparing for adjudication processes and providing relevant evidence. It can cover offences both against people and property.

An adjudication is a procedure to hear allegations of breaches of Prison or YOI Rules by prisoners. Typically the first step is for a notice of adjudication that describes the charge being laid in accordance with the Rules. Following service of the Notice of Adjudication, Adjudications are then heard by the governor and they may delegate the responsibility to other managers in the prison who meet a strict set of criteria. Adjudications may also be heard by Independent Adjudicators, who are District Judges. The prisoner has no say at all in who hears the case.

**There are two elements**

- 1 Prepare for adjudication processes
- 2 Take part in adjudication processes

**Performance  
criteria**

**Prepare for adjudication processes**

- You must be able to:
- P1 identify offences that require adjudication in accordance with legal requirements and your organisation's procedures
  - P2 check charges are verified in accordance with legal requirements and your organisation's procedures
  - P3 obtain available evidence relevant to offences in accordance with your organisation's procedures
  - P4 deal with evidence in accordance with your organisation's procedures
  - P5 complete all required records in accordance with your organisation's procedures
  - P6 share information with relevant people throughout preparation for adjudication processes in accordance with your organisation's procedures

**Take part in adjudication processes**

- You must be able to:
- P7 provide evidence that meets the needs of adjudication processes in accordance with your organisation's procedures
  - P8 follow procedures for handling physical evidence in accordance with your organisation's procedures
  - P9 follow agreed conventions of adjudication processes in accordance with your organisation's procedures
  - P10 answer questions to assist adjudication processes in reaching fair decisions in accordance with your organisation's procedures

## SFJFF4

### Contribute to adjudication processes

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#### Knowledge and understanding

- You need to know and understand:
- K1 adjudication processes
  - K2 your role and responsibilities in relation adjudication processes
  - K3 the importance of adjudication processes being fair and impartial
  - K4 the records to be completed for adjudication processes
  - K5 the principles of natural justice
  - K6 how to deal with individuals objectively
  - K7 offences that require adjudication
  - K8 how to make sure charges are justified
  - K9 the appropriate way to inform people about charges against them
  - K10 relevant parts of adjudication processes that people involved must understand and how to make sure they do
  - K11 procedures for collecting and dealing with evidence
  - K12 ways to deal with witnesses
  - K13 conventions of adjudication processes
  - K14 procedures for handling evidence

**Additional Information**

**Glossary**

**Relevant people** refers to individuals, others relevant or significant to individuals, staff in your own agency or staff from other agencies.

**Organisational procedures** can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

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## Contribute to adjudication processes

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**Relevant occupations** Prison staff; Prison manager; Governor; Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers

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**Suite** Custodial Care

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**Key words** Witness; charges; conventions; preparation; individuals' rights; evidence