SFJFO1
Manage corruption procedures within custodial environments

Overview	This standard is about the procedures that are utilised when dealing with corruption within custodial environments.

It includes publicising the support available to staff who feel manipulated by others or who would like to report suspicions of corruption within the wider team.

There are three elements

1 Implement corruption prevention and deterrence procedures
2 Develop intelligence of corruption within custodial environments
3 Implement tactical options to deal with corruption

SFJFO1

Manage corruption procedures within custodial environments

Performance criteria	**Implement corruption prevention procedures**
You must be able to:	P1 provide information to staff and non-directly employed staff about corruption and ways to prevent it in accordance with your organisation's procedures
	P2 provide advice on how to report corruption and who to report it to in accordance with your organisation's procedures
	P3 liaise with appropriate personnel to confirm sessions for corruption prevention training are given during induction within organisational timescales
	P4 deliver relevant training for those working in custodial environments in accordance with your organisation's procedures and timescales, including:
	P4.1 conditioning training
	P4.2 manipulation training
	P4.3 corruption prevention training
	P5 liaise with unions about corruption prevention procedures used with staff in accordance with your organisation's procedures
	P6 display throughout custodial environments corruption prevention materials with contact details listed in accordance with your organisation's procedures
	P7 advise visitors on how to report suspected corruption in accordance with your organisation's procedures
	P8 arrange reminders and news updates in staff communications regarding corruption prevention within organisational timescales
	P9 reinforce messages regarding corruption prevention using staff development processes in accordance with your organisation's procedures
	P10 promote corruption prevention function as a support service to protect staff in accordance with your organisation's procedures
	P11 provide ongoing advice and guidance to staff on avoiding conditioning, manipulation and corruption in accordance with your organisation's procedures
	P12 speak with staff coming forward to report suspected corruption in

accordance with your organisation's procedures, and:

P12.1   explain confidentiality of systems used

P12.2   explain corruption reporting processes

P12.3   offer ongoing support to vulnerable staff

P12.4   deal with their queries

Develop intelligence of corruption within custodial environments

You must be able to:

P13   receive intelligence regarding suspected corruption within custodial environments in accordance with your organisation's procedures

P14   register corruption cases on relevant systems within organisational timescales

P15   evaluate intelligence received for credibility and factual evidence in accordance with your organisation's procedures

P16   categorise intelligence as breaches of corruption, professional standards and boundaries using process maps in accordance with your organisation's procedures

P17   source further intelligence throughout the course of investigations in accordance with your organisation's procedures

P18   co-ordinate intelligence tasking process within custodial environments in accordance with your organisation's procedures

P19   disseminate relevant intelligence to managers and other agencies in accordance with your organisation's procedures

P20   send intelligence for specialist interrogation in accordance with your organisation's procedures

P21   interpret specialist intelligence to identify links with other aspects of intelligence in accordance with your organisation's procedures

P22   complete subject profile record within organisational timescales, and:

P22.1   keep this updated throughout investigations

P23   submit corruption intelligence to the national centre for corruption in accordance with your organisation's procedures

Implement tactical options to deal with corruption

You must be able to:

P24   implement local corruption prevention strategies and policies in

accordance with your organisation's procedures

P25 liaise with other internal departments and police services in accordance with your organisation's procedures

P26 set up tasking groups with internal and external colleagues to address emerging threats from intelligence within organisational timescales

P27 check activities of the custodial environment to confirm claims within intelligence in accordance with your organisation's procedures

P28 discuss appropriate tactical options to deal with corruption cases in accordance with your organisation's procedures

P29 implement tactical options to deal with corruption cases in accordance with your organisation's procedures

P30 manage risks throughout corruption cases in accordance with your organisation's procedures

P31 gather evidence as required for prosecutions in accordance with your organisation's procedures

P32 preserve continuity of evidence throughout corruption cases in accordance with your organisation's procedures

SFJFO1

Manage corruption procedures within custodial environments

Knowledge and understanding

You need to know and understand:

K1 organisational policies regarding corruption prevention, dealing with corruption and corruption deterrents

K2 anti-fraud strategies

K3 information assurance methodology

K4 relevant legislation to your role

K5 data protection legislation for dealing with information including archiving and disposal of information

K6 organisational conduct and discipline processes

K7 performance management techniques

K8 how to deliver effective training

K9 organisational procedures regarding secondary employment

K10 methods for dealing with evidence

K11 questions to ask those reporting corruption to establish case parameters

K12 rules regarding phone and SIM seizures

K13 how to interpret data and intelligence received

K14 what are classed as prohibited items which may be involved in corruption cases

K15 covert surveillance techniques

K16 organisational whistle-blowing policies

K17 the exclusions policy for directly and non-directly employed staff

K18 intelligence gathering processes

K19 types of manipulative actions and behaviours

K20 types of conditioning actions and behaviours

K21 how to operate IT systems relevant to corruption prevention

K22 the categories of corruption

K23 professional standards and boundaries for your organisation

K24 how to distinguish between corruption, professional standards breaches and professional boundaries breaches

K25 intelligence sources and tactics

K26 the importance of minute-taking in tasking groups including noting actions and decisions for use in corruption cases

K27 how to give evidence in court

SFJFO1

Manage corruption procedures within custodial environments

Additional Information

External links
There are further standards which explore intelligence gathering, conducting investigations and maintaining professional boundaries in further detail. The NOS titles have been provided below:

Policing and law enforcement NOS Suite
SFJ CM2 Collect and evaluate information for intelligence analysis
SFJ CB3 Conduct intelligence driven briefing, tasking and debriefing
SFJ 2G2 Conduct investigations
SFJ CB2 Evaluate information to determine its intelligence potential
SFJ CM103 Identify and process information that may be used for intelligence purposes.
SFJ CM302 Evaluate and recommend actions to mitigate threats to government, security, law and order.
SFJ CC5 Identify and manage operational threats and risks

Custodial Care NOS Suite
SFJ FB3 Maintain professional boundaries within the custodial environment

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

SFJFO1

Manage corruption procedures within custodial environments

Developed by	Skills for Justice
Version number	1
Date approved	October 2013
Indicative review date	October 2018
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJFO1
Relevant occupations	Prison staff; Prison manager; Governor; Officers; Public Service Professionals; Youth Justice Officers; Youth Offending Team Officers
Suite	Custodial Care
Key words	Prevention; deterrent; staff; support; intelligence; tasking; team; evidence; manipulation; training; conditioning; advice; promote; information; subject profile