

**7.3 Relevant Information**  
**Substance Misuse**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Evidence of substance misuse in the community including (for each substance) age misuse began, type and level of misuse, and duration/frequency of misuse	◆	◆	●	◆	●	◇	◆
Has the offender a history of combining different drugs, or combining drugs and alcohol?	◆	◆	●	◇	●	◇	◆
Is there evidence of the prisoner using substances in response to specific situations, for example, when stressed, or when socialising?	●	◆	●	◇	●	◇	◆
Convictions associated with misuse, e.g. offences under the Misuse of Drugs Act or drunk driving. <sup>1</sup>	◆	◆	●	◇	●	◇	◆
Evidence of substance misuse whilst in custody. <sup>2</sup>	◇	◇	◇	◇	◇	◆	◆
Evidence of interventions undertaken and response (e.g. end of programme report, behavioural reports)	◇	◆	●	◇	●	◆	◆
Evidence of contact with the Addictions Team and outcome (e.g. Case Conference reports)	◇	◆	●	◇	●	●	◆
Any contact with outside agencies (e.g. Alcoholics Anonymous)	◇	◆	●	◇	◆	◇	●
Has substance misuse been linked as a factor in their offending behaviour?	◆	◆	◆	◇	●	◇	◆
Any reference to links between substance misuse and other criminogenic needs under ICM, e.g. employment, relationships, mental health etc?	◆	◆	●	◇	●	◇	◆
Has the offender demonstrated willingness to address their substance misuse?	●	◆	●	◆	●	◆	◆

1. See also list of previous convictions.

2. See also MDT results and misconduct reports.

◆ = very likely source

● = likely source

◇ = less likely source

**Mental Health**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Do the records indicate the prisoner has ever been diagnosed with any personality disorder or mental illness? (include dates, age at diagnosis, symptoms, type of disorder and source of information)	●	◆	●	◇	◆	◇	◆
Evidence of contact with psychiatric/psychological services or the Mental Health Team whilst in custody	◇	●	●	◇	◆	◇	◆
Evidence of treatment received and response, either in custody or in the community	●	◆	●	◇	◆	●	◆
What insight does the prisoner appear to have regarding their condition?	◇	◆	●	◇	◆	●	◆
Evidence of coping difficulties whilst in custody (e.g. unusual or bizarre behaviours not related to violence or substance misuse)	◇	◇	●	◇	◆	◆	◆
Evidence of history of self-harming behaviours or attempted/threatened suicide.	◇	◆	●	◇	◆	●	◆
Has any personality disorder or mental illness been linked as a factor in their offending behaviour? Give details.	◆	◆	◆	◇	◆	◇	◆
Any reference to links between personality disorder or mental illness and other criminogenic needs under ICM, e.g. substance misuse or resettlement issues?	◆	◆	●	◇	◆	◇	◆
Has the offender demonstrated willingness to work with the mental health team?	●	◆	●	◇	◆	◆	◆

**NB:** If you have come across any issues with regard to the prisoner’s wellbeing, you should consider using Act2Care procedures. As a minimum, you should communicate your concerns to staff looking after the prisoner in the residential area.

◆ = very likely source

● = likely source

◇ = less likely source

**Learning**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Evidence of qualifications achieved at school, college, university etc. (include dates)	◇	◆	●	◇	●	◇	◆ <sup>1</sup>
Evidence of qualifications already achieved in custody (include dates)	◇	◇	●	◇	●	●	◆ <sup>1</sup>
Any qualifications started but not completed (include dates)	◇	◆	●	◆	●	◇	◆ <sup>1</sup>
Has an Adult Literacies (formerly Basic Skills) Screening or Assessment been undertaken and, if so, what was the outcome?	◇	◇	◇	◇	◇	◇	◆
Has learning (or lack of learning) been linked as a factor in their offending behaviour	◆	◆	◇	◇	◇	◇	◆
Any reference to links between learning and other criminogenic needs under ICM, e.g. employment	◆	◆	●	◇	●	●	◆
Has the offender demonstrated willingness to engage in learning, either prior to sentence or since conviction? Include details, e.g. specific courses, subjects.	◇	●	◇	◆	●	◆	◆

1. Learning Centre Reports.

**Skills/Employment**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Work history including number/type of jobs, reasons for changing jobs/employment (include dates)	●	◆	●	◇	●	◇	◆ <sup>1</sup>
Employment status at the time of the index offence	◆	◆	●	●	●	◇	◆
Evidence of Vocational Training qualifications gained prior to custody, e.g. apprenticeships, SVQs (include dates)	◇	◆	●	◇	●	◇	◆
Evidence of Vocational Training qualifications gained whilst in custody, e.g. Scottish Progression Awards (SPAs) (include dates)	◇	◇	◇	◇	◇	●	◆
Has employment (or the lack of) been linked as a factor in their offending behaviour	◆	◆	◆	◇	◇	◇	◆
Any reference to links between employments and other criminogenic needs under ICM, e.g. finances	◆	◆	●	◇	●	◇	◆
Has the offender demonstrated a willingness to prepare for employment? Include details, such as specific skills and jobs identified.	◇	◆	◇	◆	●	◆	◆
Has the offender identified any barriers that are preventing access to employment, e.g. benefit, disability?	●	◆	◇	●	◇	●	◆ <sup>1</sup>

1. Learning Centre Reports.

**Social Care – Accommodation**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Where was the prisoner living prior to custody, including any details about accommodation type (e.g. renting, with/without family, how long he/she had been there etc.)	◇	◆	◆	◆	●	●	◆
Where was the prisoner living at the time of the offence, including any details about accommodation type (e.g. renting, with/without family, how long he/she had been there etc.)	◆	◆	◆	◇	●	●	◆
Accommodation history prior to time of index offence – types, duration and why ended (include dates)	●	●	●	◇	●	◇	◆
Has the prisoner previously received assistance with accommodation, including details such as who from and when	◇	●	◇	◆	◇	◇	●
Any reference to links between accommodation and other criminogenic needs under ICM, e.g. finances	●	◆	●	◇	●	◇	◆
Has accommodation status been linked as a factor in their offending behaviour?	◆	◆	◆	◇	◇	◇	◆
Are there any other factors that appear to impact on their accommodation status, e.g. responsivity issues, victim issues	●	◆	●	◇	●	◇	◆
Any details of plans for accommodation upon release, and willingness to access help with this	◇	●	◇	◆	◇	●	◆
Any factors to take into consideration that might limit their options, e.g. location, schedule 1 etc	◆	◆	●	◇	◇	◇	◆

◆ = very likely source

● = likely source

◇ = less likely source

**Social Care - Finances**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Prior to custody, what was their main source of income? (e.g. were they in receipt of benefits or were they in employment?)	◇	●	◇	◆	◇	◇	◆
Prior to custody, did they have any outstanding debts/fines?	◇	●	◇	◆	◇	◇	◆
What was their main source of income at the time of the offence?	◇	●	◇	◆	◇	◇	◆
Is there a history of financial difficulties prior to the offence?	◆	◆	●	◆	◇	◇	◆
Has the prisoner previously received assistance with financial difficulties, including details such as who from and when	◇	◆	◇	◆	◇	◇	◆
Has financial status been linked as a factor in their offending behaviour, for example, whether financial gain has been deemed to be a motivating factor?	◆	◆	◆	◇	◇	◇	◆
Are there any other factors that appear to impact on their financial situation, e.g. gambling or other behaviours.	●	◆	●	◇	●	◇	◆
Any reference to links between financial status and other criminogenic needs under ICM, e.g. accommodation	◆	◆	●	◇	●	◇	●
Any indicators of willingness to seek help with financial situation?	◇	●	◇	◆	◇	●	◆
Are others reliant on the offenders income?	◇	◆	◇	◆	●	◇	◆

◆ = very likely source

● = likely source

◇ = less likely source

**Resettlement Issues**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Does the prisoner currently have a supportive family/partner/friends? (Give details)	◇	◆	◇	◆	●	●	◆
Who are they currently associating with whilst in custody in terms of prosocial (or antisocial) support? <sup>1</sup>	◇	◇	◇	◇	◇	◆	◆
Prior to custody, did the prisoner have a supportive family/partner/friends? (Give details)	◇	●	◇	◇	●	●	◆
At the time of the offence, did the prisoner have a supportive family/partner/friends? (Give details)	◆	◆	◇	◇	●	●	◆
Prior to the offence, did the prisoner have a supportive family/partner/friends? (Give details)	◆	◆	◇	◇	●	●	◆
Is there any evidence of negative peer influence in general prior to or at the time of the offence, e.g. criminal friends and acquaintances, or who misuse substances?	◆	◆	●	◇	●	◇	◆
Are there, or have there been, any difficulties with access to children?	◇	◆	◇	◆	◇	◆	◆
Is there evidence of them accessing support from organisations in the community, e.g. social work, housing associations etc?	◇	●	◇	◇	●	◇	◆
Is there evidence of them accessing support from staff in custody, e.g. Chaplaincy?	◇	◇	◇	◆	●	◆	◆
Family/Peer contact whilst in custody (include any special provisions necessary for visitors – identified at Core Screen) <sup>1</sup>	◇	◇	◇	◆	◇	◆	◆
Any reference to links between relationships with family and peers and other criminogenic needs under ICM, e.g. accommodation, substance misuse?	◆	◆	●	◇	●	◇	◆

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● = likely source

◇ = less likely source

**Resettlement Issues Continued**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Have their relationships with family or peers been identified as playing a role in their offending behaviour?	◆	◆	◆	◇	◇	◇	◆
Any indicators of willingness to work with others and seek help during custody and upon release?	◇	◆	◇	◆	◇	●	◆
Any indicators of motivation to maintain or develop relationships with family or peers during custody or upon release?	◇	◆	◇	◆	◇	◆	◆

1. See also visits records sheets, mail received or use of telephone.

◆ = very likely source

● = likely source

◇ = less likely source

**Violent Conduct**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Any references to the role of violence, or degree of violence, in their current index offence.	◆	◆	◆	◇	●	◇	◆
All previous non-sexual violence in the community, including dates and age of prisoner at the time. <sup>1</sup>	●	◆	◆	◇	●	◇	◆
For each violent offence, record age/sex of victim and prisoner’s relationship with victim.	◆	◆	●	◇	●	◇	◆
Any evidence of the use of weapons, either in custody or in the community.	◆	◆	◆	◇	●	◆	◆
All aggressive and violent conduct whilst in custody, including details of severity and density.	◇	◇	●	◇	●	◆	◆
Any evidence of difficulty controlling anger/emotions or coping poorly with stress or frustration, in the community or in custody	◆	◆	◆	◇	◆	◆	◆
Any evidence of insight into the causes of their violent behaviour	●	◆	●	◇	◆	●	◆
Evidence of interventions undertaken, and outcomes in terms of change in attitude/behaviour.	●	◆	●	◇	◆	◆	◆ <sup>2</sup>
Any reference to links between violence and other criminogenic needs under ICM, e.g. substance misuse?	◆	◆	●	◇	●	◇	◆
Any indicators of willingness to address violence or anger management?	●	◆	◇	◆	◆	◆	◆

1. See previous convictions sheet and information from VISOR.

2. Check Post Programme Reports.

◆ = very likely source

● = likely source

◇ = less likely source

**Inappropriate Sexual Conduct**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Provide details of any reference to a sexual element in the current index offence	◆	◆	◆	◇	◆	◇	◆
All previous sexual offences in the community including dates and age of the prisoner at the time <sup>1</sup>	◆	◆	◆	◇	●	◇	◆
Provide details of the age and sex of all victims, and their relationship with the victim	◆	◆	●	◇	●	◇	◆
Detail all inappropriate sexual conduct whilst in custody, including severity and density	◇	◇	●	◇	◇	◆	◆
Any evidence of their insight into the causes of their sexual offending	◆	◆	●	◇	◆	◇	◆
Evidence of interventions undertaken, and outcomes in terms of change in attitude/behaviour.	●	◆	●	◇	◆	◆	◆ <sup>2</sup>
Any reference to links between inappropriate sexual conduct and other criminogenic needs under ICM, e.g. substance misuse, accommodation?	◆	◆	●	◇	●	◇	◆
Any indicators of willingness to address inappropriate sexual behaviour	●	◆	◇	◆	◆	◆	◆

1. See previous convictions sheet and information from VISOR.

2. Check Post Programme Reports.

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● = likely source

◇ = less likely source

**Other Offending Behaviour**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Number of previous convictions and number of categories of offending <sup>1</sup>	◇	◆	●	◇	●	◇	●
Evidence of offending against prison discipline <sup>2</sup>	◇	◇	●	◇	◇	●	●
Evidence of decision making skills, e.g. poor outcome, not dealing with problems, not considering others or seeking help and being proactive	◆	◆	●	◇	●	◆	◆
Evidence of pro-criminal attitudes or behaviour <sup>3</sup>	◆	◆	◆	◇	◆	◆	◆
Evidence of insight into problem solving skills, e.g. recognising deficits/difficulties or identifying areas they could improve	◆	◆	◇	◆	◆	◆	◆
Evidence of impulsivity, e.g. opportunistic offences, jumping to assumptions	◆	◆	◆	◇	◆	◆	◆
Evidence of dysfunctional relationships, e.g. exploiting others, or being passive	◆	◆	◇	◇	◆	◆	◆
Evidence of interventions undertaken, and outcomes in terms of change in attitude/behaviour.	●	◆	●	◇	◆	◆	●
Any reference to links between other offending behaviour and other criminogenic needs under ICM, e.g. employment, substance misuse?	◆	◆	●	◇	●	◇	◆
Any indicators of willingness to seek help in addressing offending behaviour?	●	◆	◇	◆	◆	◆	◆

- 1. See previous convictions sheet.
- 2. See Governor's reports.
- 3. Check Post Programme Reports.

◆ = very likely source

● = likely source

◇ = less likely source

**Responsivity**

	Trial Judge Report	SER	Risk Assessments	Core Screen	Psychological or Psychiatric reports	Hall Staff Reports	Specialist Reports
Any evidence of denial of the offence	●	◆	◇	◇	●	◆	◆
Any evidence indicating a learning difficulty/disability	◆	◆	◆	●	◆	●	◆
Any evidence to indicate any physical impairment	◆	◆	●	◆	◇	◆	◆
Any evidence of communication barriers, e.g. English not their first language, or literacy levels	●	◆	◇	◇	●	●	●
Any evidence of low IQ from formal assessments	◇	◆	◇	◇	◆	◇	◆
Any reference in the files to antisocial personality/ psychopathy (if yes*, provide brief information and refer to where the full report is filed)	◇	◆	◆	◇	◆	◇	◆
Any evidence of a history of self-harm or suicide attempts/ threat from the Mental Health section	◇	◆	◇	◇	◆	◆	◆
Any information about cultural/ethnic issues	◆	◆	●	◆	◆	◆	◆
Any information about gender-specific issues	◆	◆	◇	●	◆	◆	◆
Any information about issues around sexual orientation	●	◆	◇	◇	◆	◆	◆
Evidence of sexist, racist, homophobic or other negative attitudes	◆	◆	◇	◇	◆	◆	◆
Any evidence of concerns about interventions, e.g. confidentiality, duration etc.	◇	◆	◇	◇	◆	◆	◆
Any evidence of emotional distress, with details, for example, if situation specific, such as groupwork	●	◆	◇	◇	◆	◆	◆
Is there any evidence of them having themselves been a victim? If so, indicate this, but do not provide details – simply state where further information can be found.	◇	◆	◇	◇	◆	●	◆

\* If yes, Psychology should be notified and invited to their Case Conferences.

◆ = very likely source

● = likely source

◇ = less likely source