<table>
<thead>
<tr>
<th>Prison HDC Office Telephone :-</th>
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<tbody>
<tr>
<td>Mon – Thu  8:15am - 4:30pm</td>
<td>Fri  8:15am - 3:30pm</td>
</tr>
<tr>
<td>Prison Telephone :-</td>
<td>( Ask for Duty Manager )</td>
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<tr>
<td>After 4:30pm Mon-Thu, after</td>
<td></td>
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<tr>
<td>3:30pm Fri and Weekends</td>
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G4S: 0800 840 0783 (free phone)
Families outside 0500 839 383 (free phone)
**What happens on the day of release?**
You will be taken to reception where licence conditions will be explained by reception staff. You will be issued with your Home Detention Curfew (HDC) licence and will be released.

**Will I be given travel expenses?**
You will be given a discharge grant and a travel warrant if needed.

**What time do I need to be home?**
You must be at your HDC curfew address before 4:00pm.

**What time will G4S install the monitoring equipment?**
An officer from G4S (The tagging contractor) will visit the HDC curfew address on the first day of your release (between 4:00pm and 7:00pm). G4S will install the electronic monitoring equipment (connected to electricity supply) and fit your electronic monitoring tag (usually to your ankle). Once all the equipment is installed you must reside at the curfew address until the next morning, e.g. 7:00am (your HDC licence will contain this information).

**Will I be re-imbursed for electricity used by G4S?**
Yes, G4S will arrange this with you.

**What is my HDC Licence?**
Your HDC licence is the document you signed and received at reception prior to your release. Your licence authorises you to be on Home Detention Curfew Release from prison.
You must keep your HDC licence with you **at all times**. The HDC licence details your curfew address, curfew times and any special conditions you may be subject to.

**What if the prison decide to recall me?**
A letter (HDC 5b) explaining why you have been recalled will be sent to your HDC curfew address.
Recall paperwork will be sent to the Police, this paperwork will revoke your licence and will give the police authorisation to return you to prison to serve the remainder of your sentence.
Paperwork will be sent to G4S advising them that you have been recalled to prison custody from HDC.

**What if I don’t return to custody on the day I am recalled?**
From the day you are recalled until the day you return to custody, you will be deemed unlawfully at large, these days will be added to the end your sentence and will affect your original EDL.

**What happens when I am returned to custody?**
You will be issued with a form explaining why you have been recalled to Prison. Should you wish to lodge an appeal against your recall, you will be provided with a HDC appeal booklet and form to assist you in this process.

**When do I need to call the Prison?**
- To request a change to your HDC address.
- To request a change to the hours of your HDC licence.
- When you can no longer live at your HDC address.
- If you need to go into hospital or are taken to hospital.
- If you need assistance

**When do I need to call G4S**
- If you are going to be late for the start of your curfew.
- If there is an emergency.
What happens when my sentence finishes?
On the last day of your curfew an officer from G4S will call at your address and remove the electronic monitoring equipment and tag.

What if I can no longer live at the HDC address?
You must contact the Prison immediately. You may require to return to custody until an new address has been assessed by Criminal Justice Social Work. If you do not return to custody or your HDC address you will be in breach of your HDC curfew and may be recalled to custody.

What if the householder withdraw’s consent and no longer wants me/the electronic monitoring equipment in their house?
You must contact the Prison immediately and will require to return to custody until an new address has been assessed by Criminal Justice Social Work. If you do not follow all instructions given to you by the establishment, you will be in breach of your HDC curfew, which will result in you being returned to custody.

What happens if I breach the conditions of my HDC licence?
The Prison may attempt to call you to find out what has happened. A HDC Manager will make a decision based on information from G4S and yourself on whether to recall you or not.

Your licence also lists important contact numbers you need during your time on HDC, please remember these and if necessary store them in your mobile phone.

What times will I be curfewed/restricted to my HDC address?
These vary between establishments. However, your HDC licence will contain this information.

What happens if nobody comes to fit my tag?
If nobody arrives at your curfew address by 7:00pm, you should telephone G4S on 0800 840 0783.

Can I leave the house during my curfew period?
No. You must remain in your curfew address each night during your curfew period. If you do leave you will be in violation of the terms of your release licence and you may be recalled to Prison.

Will the tag be uncomfortable?
No. The tag is a small device which is strapped to your ankle (much like a watch is strapped to your wrist). It is designed not to interfere with your normal activities such as working, playing sport, bathing or showering.
What happens if there’s an emergency?
If you have an emergency you **must** phone G4S on 0800 840 0783 and let them know what’s happening. If you fail to do this you may be in breach of your HDC licence conditions and may be recalled to Prison.

What happens if I am taken to the Police Station during my HDC curfew hours?
You must advise Police Officers you are on HDC and ask them to call G4S and the Prison and advise them what has happened, including any cautions, outstanding or new charges etc.

Can I change my HDC curfew times?
Yes, this is only usually permitted for education/employment purposes, social occasions are not permitted, please call the Prison and ask.

Can I work while on HDC release?
Yes, the SPS would always encourage this to make constructive use of your time. However if your working hours interfere with your HDC curfew times, you may be able to change your curfew times to suit your employment. A headed letter from your employer with a start date, working dates and hours will be required to be sent by post to the Prison. You should note that this information may be confirmed with the employer. If approved, the relevant manager will agree the new hours.

Please note we will aim to maintain the 12 hour curfew period e.g. 07:00pm – 07:00am.

Can I attend college while on HDC release?
Again, the SPS would always encourage individuals to make constructive use of their time. However, if your attendance at college interferes with your HDC curfew times, you may be able to change your curfew times to suit your attendance. A copy of your acceptance letter from the college with a start date, attendance dates and hours will be required to be sent by post to the Prison. You will then be contacted by the Prison to discuss your curfew times and include any travelling time.

Please note we will aim to maintain the 12 hour curfew period e.g. 07:00pm – 07:00am.

Can I change my HDC address?
Yes, details of the new address will need to be given to the HDC administrator at the Prison, a request for community assessment will be sent to the local Criminal Justice Social Work (CJSW) Office. CJSW have up to 15 days to complete and return the assessment to the Prison.

Please note: A new assessment request will not be sent if the address has previously been refused or there is less than 21 days to your EDL.