

## SFJCHCC066 SQA Unit Code FN72 04

Prepare documentation to help authorities decide the conditions on which to release individuals from custody



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### Overview

This unit is about preparing all the documentation required to allow the authorities to decide whether individuals should be released from custody and the conditions on which they should be released. Accuracy, timeliness and confidentiality are critical in this area of work, as is the ability to liaise effectively with internal and external authorities.

#### **There are two elements**

- 1 Request and receive reports on individuals in custody
- 2 Prepare documentation for authorities to decide the conditions of release

#### **Target Group**

This unit applies to administrators working in the custodial care sector who are required to put together information and documentation to help authorities decide whether or not individuals should be released from custody on parole or on some other form of licence.

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#### Performance criteria

#### Request and receive reports on individuals in custody

*You must be able to:*

- P1 identify correctly individuals eligible for **release** in time for the necessary **documentation** to be prepared
- P2 identify correctly the reports required and the **internal and external authorities** which must complete them
- P3 prepare the correct forms and send these to the **internal and external authorities** at the correct time
- P4 maintain **systems** to track the return of reports from **internal and external authorities**, in line with organisational requirements
- P5 record the return of completed reports on the **systems**
- P6 contact the **internal and external authorities** in appropriate ways to request the immediate return of completed reports, if these are not returned on time
- P7 refer to a higher authority if completed reports are not returned to you despite your requests
- P8 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences

#### Prepare documentation for authorities to decide the conditions of release

*You must be able to:*

- P9 copy, collate and number all **documentation**, in line with organisational
- P10 refer to a higher authority if you need to obtain **documentation** which is not available
- P11 provide reasons if not all the required **documentation** is available
- P12 send the collated **documentation** to the **releasing authorities** in the required format at the required time
- P13 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences

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#### Knowledge and understanding

*You need to know and understand:*

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for preparing documentation to help authorities decide the conditions on which to release individuals from custody
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 the legal and organisational requirements which impact on the release of individuals from custody on parole or on some other form of licence
- K5 the range of different internal and external authorities involved in the release of individuals, and how to identify the correct authorities in each case
- K6 manual and computerised systems for tracking the return of reports, and how to use them
- K7 appropriate ways of contacting internal and external authorities to request the immediate return of reports
- K8 the range of documentation required by releasing authorities for each type of release
- K9 the higher authority to which to refer, if you do not receive completed reports or if all required documentation is not available
- K10 the importance of confidentiality, and how to ensure information is only available to those authorised to have it
- K11 the types of documentation which must be completed and how to complete it correctly

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### Additional Information

#### Scope/range related to performance criteria

#### Request and receive reports on individuals in custody

1. **release**
  - 1.1. on parole
  - 1.2. on some other form of licence
2. **documentation**
  - 2.1. information from the individual's file
  - 2.2. reports about the individual from internal and external authorities
3. **internal and external authorities**
  - 3.1. people employed by the custodial authority
  - 3.2. people working in the establishment but employed by other authorities
  - 3.3. people outside the establishment
4. **systems**
  - 4.1. manual
  - 4.2. computerised

#### Prepare documentation for authorities to decide the conditions of release

5. **documentation**
  - 5.1. information from the individual's file
  - 5.2. reports about the individual from internal and external authorities
6. **releasing authorities**
  - 6.1. parole board
  - 6.2. prison governor/controller

#### Links to other NOS

This unit links to all the other administration units in the custodial care framework.

It links closely with CC067 Make administrative arrangements for the release of individuals from custody and CC068 Verify the release process.

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals

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**Suite** Custodial Administration

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