

226 Calculate critical dates for sentences

Summary

Check documentation, assess information and calculate critical dates for sentences.

You will apply the following skills:

- Quality checking
- Researching
- Analysing
- Recording
- Using technology
- Using number
- Managing time
- Communicating

Performance Indicators

You will:

Check and interpret documentation relevant to the imprisonment or detention of individuals

1. Verify the documentation allows lawful imprisonment or detention of the individual in the establishment
2. Interpret correctly all information on the documentation
3. Check with the relevant authority if you are in doubt about how to interpret information
4. Enter all information into systems, in line with organisational procedures

Calculate critical dates

5. Identify and assess information which may have an impact on critical dates
6. Calculate critical dates for the sentences of all individuals in the establishment
7. Check with the relevant authority when you are in doubt about critical dates
8. Enter critical dates on systems, in line with organisational procedures
9. Communicate critical dates to those authorised to have this information, in the approved format and within the agreed time limits
10. Explain your calculations when required

Knowledge

You will know:

1. The legal requirements which impact on the calculating of critical dates
2. Your organisation's policies and procedures for calculating critical dates
3. The documentation required in order to imprison or detain an individual lawfully
4. The different types of documentation which are relevant to the imprisonment of individuals and the calculation of critical dates for sentences, and how to interpret the information they contain
5. The relevant authorities to contact when in doubt about how to interpret information or calculate sentences
6. The organisation's systems and how to use them
7. The range of different types of information which may have an impact on critical dates, where to obtain it, and how to assess its impact accurately
8. The range of critical dates which apply to different types of sentences, and how to calculate these accurately
9. The importance of ensuring critical dates are entered accurately on systems
10. The people who are authorised to have information about critical dates
11. The formats and time limits within which information about critical dates must be supplied
12. How to explain clearly how critical dates have been calculated