

227 Make administrative arrangements for the appearance of individuals at courts

Summary

Process court documentation and make arrangements for court appearances

You will apply the following skills:

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

Performance Indicators

You will:

Process court documentation

1. Maintain systems to record court documentation and the dates when individuals must appear in courts, in line with organisational requirements
2. Make sure court documentation is served on individuals in custody and record this, according to legal and organisational requirements
3. Confirm with the courts which individuals are required to be produced on which day
4. Identify whether the individuals could be released from court, or whether they must return to the establishment
5. Update records promptly, if there are changes to courts' requirements

Make administration arrangements with courts, escorting authorities and other establishments

6. Make arrangements with other custodial establishments or other environments to receive individuals, where required
7. Confirm details of movements with the relevant escorting authorities at the agreed time prior to the appearance date
8. Inform internal authorities about the movements in time for them to get the individuals ready

Knowledge

You will know:

1. Manual and computerised systems for recording dates when individuals must appear in courts, and how to use these systems
2. Organisational requirements for making arrangements for the movement of individuals to courts, other custodial establishments and other environments
3. The types of court documentation that may be served on individuals in custody, and the legal and organisational requirements relating to these
4. The circumstances under which individuals must return to the establishment and how to identify if this is the case
5. The courts, escorting authorities, other custodial establishments and other environments with which you need to make arrangements
6. The details of movements that the escorting authorities require and the times when they require these details
7. When it may be necessary to make arrangements for other custodial establishments and other environments to receive individuals
8. The internal authorities you must inform about the movements, and when you must inform them to allow them to prepare individuals
9. The importance of confidentiality, and how to ensure information is only available to those authorised to have it
10. What action to take if individuals do not return as expected