

228 Make administrative arrangements for the movement of individuals outside the custodial establishment

Summary

Maintain systems, update records and make arrangements to move individuals held in custody to other establishments and environments.

You will apply the following skills:

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

Performance Indicators

You will:

Identify and record requirements for moving individuals outside the custodial establishment

1. Maintain systems to record when individuals in custody need to be moved and to where, in line with organisational requirements
2. Obtain and record the information needed to arrange the movement of individuals
3. Update records promptly, if there are changes to the requirements for moving individuals
4. Update records promptly, if there are changes to courts' requirements

Make administrative arrangements with escorting authorities, other establishments and other environments

5. Make arrangements with other custodial establishments or other environments to receive individuals, where required
6. Confirm details of movements with the relevant escorting authorities at the agreed time
7. Inform internal authorities about the movements in time for them to get the individuals and their property ready
8. Prepare the required paperwork to support the movements
9. Inform only those authorised to have the information about the movements

Knowledge

You will know:

1. Manual and computerised systems for recording dates when individuals must be moved, and how to use these systems
2. Organisational requirements for making arrangements for the movement of individuals to other custodial establishments and other environments
3. The escorting authorities, other custodial establishments and other environments with which you need to make arrangements
4. The details of movements that the escorting authorities require and the times when they require these details
5. The internal authorities you must inform about the movements, and when you must inform them to allow them to prepare individuals and their property
6. The importance of confidentiality, and how to ensure information is only available to those authorised to have it