

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

Summary

Identify individuals eligible for release and prepare and track documentation necessary for authorities to decide release conditions

You will apply the following skills:

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

Performance Indicators

You will:

Request and receive reports on individuals in custody

1. Identify individuals eligible for release in time for the necessary documentation to be prepared
2. Identify the reports required and the internal and external authorities which must complete them
3. Prepare the correct forms and send these to the internal and external authorities at the correct time
4. Maintain systems to track the return of reports from internal and external authorities, in line with organisational requirements
5. Record the return of completed reports on the systems

Prepare documentation for authorities to decide the conditions of release

6. Copy, collate and number all documentation, in line with organisational requirements
7. Refer to a higher authority, if you need to obtain documentation which is not available
8. Provide reasons, if not all required documentation is available
9. Send the collated documentation to the releasing authorities in the required format at the required time

Knowledge

You will know:

1. The legal and organisational requirements which impact on the release of individuals from custody on parole or on some other form of licence
2. The range of different internal and external authorities involved in the release of individuals, and how to identify the correct authorities in each case
3. Manual and computerised systems for tracking the return of reports, and how to use them
4. Appropriate ways of contacting internal and external authorities to request the immediate return of reports
5. The range of documentation required by releasing authorities for each type of release
6. The higher authority to which to refer, if you do not receive completed reports or if all required documentation is not available
7. The importance of confidentiality and how to ensure information is only available to those authorised to have it