

232 Make administrative arrangements for the release of individuals from custody

Summary

Process information and prepare documentation so that personal property and other entitlements are available in time for release

You will apply the following skills:

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

Performance Indicators

You will:

Request and receive reports on individuals in custody

1. Maintain systems which give you adequate notice about individuals' eligibility for release
2. Identify individuals eligible for release in time for the necessary documentation and entitlements to be prepared
3. Provide information about release dates and terms:
 - to the internal and external authorities who require this information
 - only to those authorised to have this information
4. Provide information in the required format and at the required time

Prepare documentation and entitlements for individuals on release

5. Identify the entitlements of individuals on release
6. Prepare those entitlements for which you are directly responsible, in time for release
7. Prepare the required documentation in line with legal and organisational requirements
8. Notify others in time for them to prepare entitlements ready for release

Knowledge

You will know:

1. The legal and organisational requirements which impact on the release of individuals from custody
2. Manual and computerised systems for providing notice about individuals' eligibility for release, and how to use them
3. The range of different internal and external authorities involved in the release of individuals, and how to identify the correct authorities in each case
4. The importance of confidentiality, and how to ensure information is only available to those authorised to have it
5. The range of documentation required on release, and how to prepare it
6. The range of entitlements of individuals on release, and how to prepare these
7. Others in the organisation who are involved in preparing entitlements on release