

325 Calculate and verify critical dates for sentences

Summary

Calculate, review and verify critical dates for sentences.

You will apply the following skills:

- Quality checking
- Questioning
- Analysing
- Communicating
- Using technology
- Using number
- Decision making
- Informing and advising

Performance Indicators

You will:

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

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

Calculate critical dates for complex cases

5. Assess information which may have an impact on critical dates
6. Calculate critical dates for sentences of individuals in the establishment
7. Check with the relevant authority if you are in doubt about critical dates
8. Make sure that critical dates are entered accurately 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 clearly how critical dates have been calculated where you are requested to do so by those authorised to have this information

Verify sentence calculations

11. Provide advice and guidance to those interpreting documentation and calculating critical dates
12. Check the interpretation of documentation and calculations of critical dates to make sure they are accurate
13. Identify any errors in the interpretation of documentation or calculation of critical dates and make sure these errors are corrected
14. Check with the relevant authority where you are in doubt about critical dates

Knowledge

You will know:

1. The legal requirements which impact on the calculation 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 or detention 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
13. The types of advice and guidance people may need in interpreting documentation and calculating critical dates, and how to provide this advice and guidance
14. The importance of checking the interpretation of documentation and calculation of sentences to ensure accuracy