

326 Verify the release process

Summary

Check individuals are eligible for release and ensure the availability of associated documentation

You will apply the following skills:

- Quality checking
- Recording
- Communicating
- Using technology
- Using number
- Managing time
- Informing and advising

Performance Indicators

You will:

Verify the eligibility of individuals for release

1. Maintain systems which give you accurate information about individuals' eligibility for release
2. Accurately recalculate release dates for individuals at the required time prior to release
3. Refer promptly to the releasing authorities if there is any doubt about an individual's eligibility for release

Verify that the correct documentation and entitlements have been prepared

4. Provide advice and guidance to those preparing documentation and entitlements for individuals on release
5. Check that the correct documentation and entitlements have been prepared for each individual to be released
6. Identify any errors in the preparation of documentation and entitlements and ensure these errors are corrected
7. Present documentation in the required format so that the release of individuals from custody can be authorised

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 information about individuals' eligibility for release, and how to use them
3. The different types of documentation which are relevant to the calculation of critical dates of sentences, and how to interpret the information they contain
4. The critical dates which apply to different types of sentences and how to calculate these accurately
5. The range of releasing authorities and how to contact them
6. The range of documentation required on release, and how to prepare them
7. The range of entitlements of individuals on release, and how to prepare them
8. The types of advice and guidance people may need in preparing documentation and entitlements for release, and how to provide this advice and guidance
9. The importance of checking individuals' eligibility for release and that the correct documentation and entitlements have been prepared
10. The format in which documentation should be presented so that the release of individuals from custody can be authorised