

SFJCHCC067 SQA Unit Code FN74 04

Make administrative arrangements for the release of individuals from custody



Overview

This unit is about making administrative arrangements for all the official documentation, cash, travel warrants and personal property to be available so that individuals can be released from custody. Accuracy, timeliness and confidentiality are critical in this area of work, as is the ability to liaise effectively with internal and external authorities.

There are two elements

- 1 Process information about the release of individuals from custody
- 2 Prepare documentation and entitlements for individuals on release

Target Group

This unit applies to administrators working in the custodial care sector who are required to make administrative arrangements for the release of individuals.

SFJCHCC067 SQA Unit Code FN74 04

Make administrative arrangements for the release of individuals from custody

Performance criteria

Process information about the release of individuals from custody

You must be able to:

- P1 maintain **systems** which give you adequate notice about individuals' eligibility for release
- P2 identify correctly individuals eligible for release in time for the necessary **documentation** and **entitlements** to be prepared
- P3 provide information about release dates and terms
 - P3.1 to the **internal and external authorities** who require this information
 - P3.2 only to those authorised to have this information
 - P3.3 in the required format
 - P3.4 at the required time
- P4 communicate in ways that can be understood by individuals, responding to their different needs, abilities and preferences

Prepare documentation and entitlements for individuals on release

You must be able to:

- P5 identify correctly the **entitlements** of individuals on release
- P6 prepare those **entitlements** for which you are directly responsible accurately and in time for release
- P7 prepare the required **documentation** in line with legal and organisational
- P8 notify others in time for them to prepare **entitlements** ready for release

Make administrative arrangements for the release of individuals from custody

Knowledge and understanding

You need to know and understand:

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for making administrative arrangements for the release of individuals from custody
- K2 current, relevant legislation and organisational requirements in relation to race, diversity and human rights
- K3 current, relevant legislation and organisational requirements in relation to health and safety
- K4 the legal and organisational requirements which impact on the release of individuals from custody
- K5 manual and computerised systems for providing notice about individuals' eligibility for release, and how to use them
- K6 the range of different internal and external authorities involved in the release of individuals, and how to identify the correct authorities in each case
- K7 the importance of confidentiality, and how to ensure information is only available to those authorised to have it
- K8 the range of documentation required on release, and how to prepare it
- K9 the range of entitlements of individuals on release, and how to prepare these
- K10 others in the organisation who are involved in preparing entitlements on release
- K11 the types of documentation which must be completed and how to complete it correctly

Additional Information

Scope/range related to performance criteria

Process information about the release of individuals from custody

1. **systems**
 - 1.1. manual
 - 1.2. computerised

2. **documentation**
 - 2.1. licences
 - 2.2. information to be provided to individuals on release
 - 2.3. information to be provided to internal and external authorities on release

3. **entitlements**
 - 3.1. personal cash and wages
 - 3.2. grants
 - 3.3. travel warrants
 - 3.4. personal property
 - 3.5. official documentation

4. **internal and external authorities**
 - 4.1. people employed by the custodial authority
 - 4.2. people working in the establishment but employed by other authorities
 - 4.3. people outside the establishment

Prepare documentation and entitlements for individuals on release

5. **entitlements**
 - 5.1. personal cash and wages
 - 5.2. grants
 - 5.3. travel warrants
 - 5.4. personal property
 - 5.5. official documentation

6. **documentation**
 - 6.1. licences
 - 6.2. information to be provided to individuals on release
 - 6.3. information to be provided to internal and external authorities on release

SFJCHCC067 SQA Unit Code FN74 04

Make administrative arrangements for the release of individuals from custody

Links to other NOS

This unit links to all the other administration units in the custodial care framework.

It links closely to CC066 Prepare documentation to help authorities decide the conditions on which to release individuals from custody, CC068 Verify the release process and CC021 Receive and discharge individuals and property into and out of the custodial establishment.

SFJCHCC067 SQA Unit Code FN74 04

Make administrative arrangements for the release of individuals from custody

Developed by Skills for Justice

Version number 2

Date approved December 2009

Indicative review date December 2011

Validity Current

Status Original

Originating organisation Skills for Justice

Original URN SfJ CC067

Relevant occupations Public Services

Suite Custodial Administration

Key words Administrative, arrangements, release, individuals, custody