

SFJ FC1 – SQA Unit Code F29T 04

Receive and discharge individuals and property into and out of the custodial environment



Overview

This unit is about receiving individuals and their property into custody and releasing them at the end of their stay.

There are three elements

- 1 Receive individuals into the custodial environment
- 2 Receive, store and release property
- 3 Discharge individuals from the custodial environment

Target Group

This unit applies to operational staff working in custodial environments with significant responsibilities for security and control.

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Performance criteria

Receive individuals into the custodial environment

You must be able to:

- P1 identify the individual and establish their level of security risk
- P2 make sure the documentation for receiving the individual into the custodial environment is correct
- P3 complete, verify and transfer all relevant records and documentation accurately, in accordance with organisational procedures
- P4 search for unauthorised items and substances and if discovered, deal with these according to organisational procedures
- P5 obtain any relevant information about future events that will affect the individual
- P6 treat the individual courteously and respect their rights throughout the process

Receive, store and release property

You must be able to:

- P7 identify and record the property that is to be stored while the individual is in custody
- P8 identify any medications in the possession of the individual and ensure that these are dealt with according to organisational procedures
- P9 deal with any unauthorised items or substances that you find according to organisational procedures
- P10 identify any property requested by the individual or their representative, retrieve it and issue it to the individual according to organisational procedures
- P11 place the individual's property in secure storage according to organisational procedures
- P12 show respect for the individual's property
- P13 complete all relevant documentation clearly and accurately, and forward it to the responsible colleague

Discharge individuals from the custodial environment

You must be able to:

- P14 identify the individual and their security needs
- P15 check the reason for, and terms of, the individual's release and report these to the responsible colleague
- P16 return to the individual on release the correct items of their clothing, money, property and medication where appropriate
- P17 issue to the individual on release the correct documentation and any warrants and grants to which they are entitled
- P18 ensure any conditions for the individual's release are met and are explained to the individual
- P19 show respect for the individual and their property throughout the process

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- P20 transfer the individual to the custody of other staff, if required, according to organisational procedures
- P21 complete all relevant documentation clearly and accurately, and forward it to the responsible colleague

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Knowledge and understanding

You need to know and understand:

- K1 organisational procedures and documentation for receiving and releasing individuals
- K2 organisational procedures and documentation for receiving, storing and releasing property
- K3 the importance of correctly identifying the individual and their security needs
- K4 the documentation that must be checked before receiving an individual into custody, and how to do so
- K5 how to identify and meet the individual's immediate needs
- K6 the types of items and substances that would not be authorised, and how to deal with these
- K7 how to conduct searches of the individual on arrival
- K8 the types of future events, for example court appearances, that you would need to know about, and how to obtain this information
- K9 organisational procedures for dealing with property requested by the individual or their representative
- K10 how to verify if property is authorised to be passed on to someone other than the individual to whom it belongs
- K11 the types of items that might need special authorisation and the procedures to follow
- K12 how to account for and deal with an individual's money
- K13 the importance of correctly identifying the individual and their security needs on release
- K14 the importance of checking the reasons for, and terms of, an individual's release, and how to do so
- K15 the types of conditions that may need to be met before an individual is released, for example the payment of fines, and how to check these
- K16 how release procedures vary if an individual is time served at court
- K17 procedures for processing and issuing Discharge Grants and Travel Warrants

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