

SFJCHCC060 SQA Unit Code FN6X 04

Calculate critical dates for sentences



Overview

This unit is about calculating and recalculating critical dates for sentences so that individuals are released from custody on time. You have to check and interpret the relevant documentation, and calculate and recalculate critical dates every time you receive new information which may have an impact on critical dates. Accuracy, timeliness and confidentiality are critical in this area of work, as is the ability to explain clearly how you have made the calculations. The critical dates you are calculating will relate to sentences awarded by a court in the country in which you are working.

There are two elements

- 1 Check and interpret documentation relevant to the imprisonment or detention of individuals
- 2 Calculate critical dates

Target Group

This unit applies to administrators working in the custodial care sector who have to calculate critical dates for sentences.

**Performance
criteria**

**Check and interpret documentation relevant to the imprisonment or
detention of individuals**

You must be able to:

- P1 verify that the **documentation** allows lawful imprisonment or detention of the individual in the establishment
- P2 interpret correctly all information on the **documentation**
- P3 check with the **relevant authority** if you are in doubt about how to interpret information
- P4 enter all information accurately into **systems**, in line with organisational procedures

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You must be able to:

- P5 assess accurately **information which may have an impact on critical dates**
- P6 calculate accurately critical dates for sentences of all individuals in the establishment
- P7 check with the **relevant authority** where you are in doubt about critical dates
- P8 ensure that full information relevant to critical dates is recorded and documented accurately on **systems**, in line with organisational procedures
- P9 communicate critical dates to those authorised to have this information, in the approved format and within the agreed time limits
- P10 explain your calculations clearly where you are requested to do so by those authorised to have this information

Knowledge and understanding

You need to know and understand:

- K1 current, relevant legislation, policies, procedures, codes of practice and practice advice for calculating critical dates for sentences
- 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 requirements which impact on the calculation of critical dates
- K5 your organisation's policies and procedures for calculating critical dates
- K6 the documentation required in order to imprison or detain an individual lawfully
- K7 the different types of documentation which are relevant to the imprisonment of individuals and the calculation of critical dates for sentences, and how to interpret the information they contain
- K8 the relevant authorities to contact when in doubt about how to interpret information or calculate sentences
- K9 the organisation's systems and how to use them
- K10 the range of different types of information which may have an impact on critical dates, where to obtain this information, and how to assess its impact accurately
- K11 the range of critical dates which apply to different types of sentences, and how to calculate these accurately
- K12 the importance of ensuring critical dates are entered accurately on systems
- K13 the people who are authorised to have information about critical dates
- K14 the formats and time limits within which information about critical dates must be supplied
- K15 how to explain clearly how critical dates have been calculated
- K16 the types of documentation which must be completed and how to complete it correctly

Additional Information

Scope/range related to performance criteria

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

1. documentation

- 1.1. warrants of imprisonment
- 1.2. detention orders
- 1.3. recall orders
- 1.4. accompanying documentation

2. relevant authority

- 2.1. the originator or endorser of the documentation
- 2.2. supervisor or line manager
- 2.3. specialist in sentence calculation

3. systems

- 3.1. manual
- 3.2. computerised

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4. information which may have an impact on critical dates

- 4.1. sentences
- 4.2. types of offence
- 4.3. types of warrants
- 4.4. relationships between warrants and sentences
- 4.5. sentence start dates
- 4.6. interim liberations
- 4.7. periods unlawfully at large
- 4.8. added days imposed
- 4.9. police custody record
- 4.10. appeals documentation
- 4.11. payment of fines

5. relevant authority

- 5.1. the originator or endorser of the documentation
- 5.2. supervisor or line manager
- 5.3. specialist on sentence calculation

6. systems

- 6.1. manual
- 6.2. computerised

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Links to other NOs

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

It links closely with CC061 Verify critical dates for sentences, which applies to experienced administrators who have responsibility for verifying the calculations made by others.

It also links closely with Unit CC021 Receive and discharge individuals and property into and out of the custodial establishment.

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