

NOS/Circ	Tasks - Court	Responsibility
NOS 29 Circ 12/2002	Responsibility for Throughcare begins at the moment of Sentence.	Social work Department
NOS 320	Procurator Fiscal to include age of victim on complaint or indictment in all relevant offences involving victims under 16years.	Procurator Fiscal
Circ 18 2.1	Mark Warrant “Note to Social Work Unit – Offence[s] against Child[ren]” Send Warrant and Copy SER to Receiving Prison with Prisoner. Additional Info. Psychiatric Reports etc. within 5 days.	Clerk of the Court
NOS 30 Circ 12/2002 Circ 14/1998	Establish Contact with Prospective Client As Soon as Possible. Post Sentence Interview. Priority – Extended Sentences – Schedule 1 Offenders	Court Social Worker
NOS 8.7.1 8.7.2	Risk of Self Harm – Complete SPS Suicide Identification Court Form. Pass to Escorting Officer to Attach to Warrant.	Court Social Worker
NOS 8.8	Where Necessary Contact Prison Duty Manager by ‘phone with Information. Prison Responsible to Pass Info to Social Work Unit.	Court Social Worker
NOS 8.10	Where Wrong Prison Informed Responsibility with SPS Prison Duty Manager to Locate Prisoner and Pass Information.	SPS Prison Duty Manager
NOS 8.12	Inform Family and Relevant Social Work Dept. of Sentence.	Court Social Worker
NOS 31 Circ 12 /2002 Circ 18/1998	Forward to Governor of Receiving Prison Copies of Complaint/Indictment, Previous Convictions Libelled in Court, SER and Other Reports [including medical reports] where appropriate; and notification of Extended Sentence, Supervised Release order or Recall under Sec 16 of Prisoners and Criminal Proceedings Act[S] 1993.	Clerk of the Court.
NOS 31	Where Sentence over 4years Imposed, the Judge’s Report will be to the Parole and Lifer Review Branch [within 4 months] Two Copies will then be sent to the Prison. The Governor Ensures that One Copy is sent to the SW Unit.	Justiciary Office, Parole Branch, Prison Governor
NOS 32	These Documents Copied on Receipt to the SW Unit in Relation to All Prisoners Subject to Mandatory Supervision on Release. In All Schedule 1 Cases, within one day. [SPS Circ 60 1994]	Prison Governor
NOS 33	These Documents should be made available to the SW Unit on a need to know basis in relation to all other prisoners.	Prison Governor