

NOS	Task	Responsibility
	<b>Statutory Supervision in the Community</b>	
NOS 171	The supervision of persons released on parole or life licence must be informed by the objectives and operational principles set out in National Objectives and Standards. The intensity of supervision informed by changing assessment of risk. The framework of supervisory procedures and reviews no less frequent than set out below.	Supervising Officer
NOS182,218 Circ 14 6.7.1	Initial contact on day or within one day of release. If the licensee fails to attend the supervising officer must make contact within 2 working days. If contact not established inform SEJD immediately.	Supervising Officer
NOS183 Circ 14 6.7.1	Clarify Conditions of licence for licensee, confirm address and check any changes to immediate plans, discuss and offer assistance with immediate needs, advise on any tasks requiring attention in first week, confirm release plan, confirm frequency of contact during initial 3 months and arrange time and location of next meeting.	Supervising Officer
NOS 185 Circ 14 6.7.2	.Contact during first 3 months, weekly for 4 weeks and fortnightly thereafter including at least one home visit. Consider increase in contact where there are concerns about the level of risk.	Supervising Officer
NOS 187 Circ 14 6.7.2	Review at conclusion of first 3 months. Examine progress since release, Full assessment of risk and needs, Allocate responsibility for continuing or new tasks, Determine level of contact until next review. Record of review must be signed by line manager.	Supervising Officer, Line Manager, Offender, Others
NOS 190	During months 4-6 contact must be at least monthly and determined by the supervising officer dependent on the level of risk presented by the licensee.	Supervising Officer
Circ 14 6.7. 4	The minimum level of contact with the offender must be no less than two per month during the first two years and no less than once a month thereafter.	Supervising Officer
NOS 191	The next formal review must take place at the 6 month stage and at 6 monthly intervals for the first 3 years. After 3 years reviews should take place annually. All reviews must be recorder countersigned by the line manager and distributed.	Supervising Officer Line Manager Offender Others
Circ 14 6.7.6	Formal Reviews at 3 monthly intervals during the first 2 years. Thereafter as required but no less that 6 monthly. All reviews must be recorded countersigned by the line manager and distributed.	As Above
NOS 193	For those on parole licence a final review must be held prior to the end of the supervisory period. This review must be recorded and distributed.	As Above
NOS 194	In all cases where a licence has included a special condition a final report must be sent to the Parole Board recording satisfactory completion and commenting on how helpful the condition was.	Supervising Officer
Circ 14 6.8.1	Completion reports to be provided to the clerk of the sentencing court and to the Scottish Executive Justice Dept. within two	Supervising Officer

