

NOS	Task	Responsibility
	Initial Interview - Tasks	
SEJD Circ 12/2002	The arrangements for prisoners subject to Extended Sentences were extended to <u>all</u> prisoners subject to <u>statutory</u> supervision on release, including those prisoners subject to a Supervised Release Order.	Prison and Community SW
Circ 12/02 4.4.1 + Circ 14/98	Interview <u>all</u> prisoners subject to <u>mandatory</u> supervision on release <u>within 7 days</u>. Inform prisoner of SW services in prison and contact to expect from unit and from supervising officer. Establish any immediate problems, advise of liability to mandatory supervision on release. Inform of Parole/SRO process	Prison SW
Circ 12/02 4.3.4 + Circ 14/98	Initial notification to local authority together with request to appoint a supervising officer. Within 7 days of receipt of information from court.	Prison SW
Circ 12/02 + Circ 14/98 4.4.2	For Schedule I offenders combine purposes outlined at paragraph 324 NOS and SEJD Circ 18/2003. [see Family/Child Protection]	Prison SW
Circ 12/2002 4.4.3 + Circ 14/98	On Receipt of notification of supervising officer ensure that he/she has copies of info received from sentencing court.	Prison SW
Circ 12/2002 4.4.4.	Liaise with community SW to ensure any work already undertaken in community is built into sentence planning.	Prison SW
NOS 62.1	Assessment leading, where appropriate to development of individual action plans and direct/indirect provision of programmes to meet those plans to include risk of re-offending and needs.	Prison SW
NOS 6.2.1	Any such plans should contribute to any plans drawn up under the SPS Sentence Planning Scheme.	Prison SW
NOS 69	Advise prisoner of Local Authority Complaints Procedure. Provide information via leaflets posters.	Prison SW