

NOS	Task	Responsibility
Statutory Visits - Tasks		
Circular 12/2002 5.3.1	After initial visit in consultation with line manager draw up a schedule of visits which must comprise at least one visit to the prisoner per year where the proforma at Annex A should be completed.	Supervising Officer + Line Manager
Circular 12/2002 5.3.1.2	Contact with those subject to Extended Sentence within Circular 14/98. Where contact refused details recorded in casefile and countersigned by line manager. Liaise with prison SW re contact at next visit. Where negative send letter to prisoner offering contact in the year until next scheduled visit. Prison based SW should then try to ensure compliance. Record in prison and community case files.	Supervising Officer, Prison SW and Line Manager
5.3.1.2	This procedure should also apply to Extended Sentence prisoners	As above
5.3.1.2	Annual scheduled contact involves a meeting with the prisoner, supervising officer, prison social worker and any relevant prison staff. Staff meeting [recorded] even where prisoner refuses to attend.	Supervising Officer, Prison SW and Prison Staff
5.3.1.2	This procedure should also apply to Extended Sentence prisoners	As above
Circular 12/2002 5.3.2	Unless assessed as inappropriate visit to prisoner preceded by a visit to the family. HBRs for Parole or temporary release should be allocated to the supervising officer. [other than exceptional circs]	Supervising Officer
Circular 12/2002 5.3.3	Arrangements to meet with prisoner made in conjunction with prison social worker and include subsequent two way meeting. The views of the SPS personal officer should be sought prior to meeting and invite extended.	Supervising Officer, Prison SW and Prison Staff
Circular 12/2002 5.4.4	Contact during pre-parole home leave is required however consideration should be given to contact during other periods of home leave based on individual circumstances.	Supervising Officer
Circular 14/98 6.3.1	In Extended Sentence cases involving short term prisoners [<4yrs] visits annually unless period of custody too short when visits should be 6 monthly or other basis to fulfil the pre-release planning process. Additional visits for report preparation.	Supervising Officer