QUALITY ASSURANCE IN PAROLE REPORTS

Date Request Received:	Date Report Due:	Date Allocated:
Report Reader:	**Report Author:**	
Prisoner's Name:		

Specific Content	Was it Covered ?			Specific Content	Was it covered?		
	Y	N	NA		Y	N	NA
BASIS/INFORMATION/SOURCES Is there a clear statement of who was seen (prisoner, hall staff, others) how often, where and what sources were used? Was prisoner interviewed on at least 2 occasions? (if not is explanation offered) Was contact made with the HBR author? (if not is explanation provided)				**SUBSTANCE USE** Is level of substance use addressed? Has MDT history been discussed? Has prisoner's attitude been discussed/analysed? Any issues/action to be taken?			
PERSONAL CIRCUMATANCES Does the report place the offender within a family background? Does it define the likely influence of the family including attitude to offending?				**SOCIAL CONTEXT** Is prisoner's position in relation to friends/peer group defined? Is prisoner's use of leisure time described?			
FAMILY/OTHER SIGNIFICANT RELATIONSHIPS Is comment made to the nature & frequency of contact during sentence? Is comment made of prisoner's views about family/domestic situation and attitude on return?				**RESPONSE TO SENTENCE** Attitude to present sentence discussed? Relationship with prison staff/other prisoners discussed? Significant pattern of disciplinary reports analysed?			
ACCOMMODATION Are home circumstances/living arrangements on release described? Are specific issues connected with accommodation (e.g. extreme mobility, homelessness) defined?				**HEALTH** Any significant health issues discussed? (ACT etc)			
EMPLOYMENT/EDEUCATION & TRAINING Is pattern/history of employment/unemployment analysed? Is prisoner's intention's/attitude to employment/training described? Is information of prison work/training given? Evidence of progress made? Have educational factors/attainments been discussed?				**OFFENDING BEHAVIOUR** Is previous offending/pattern of offending analysed? (including attitude to victim) Is prisoner's attitude to offences assessed? Does report assess the prisoner's view of offending behaviour and motivation to change? Does report identify work undertaken in respect of offending behaviour during sentence? (including SPS & SW contact/programmes) Are prisoner's views of benefit of work included?			

Specific Content	Was it Covered ?			Specific Content	Was it covered?		
	Y	N	NA		Y	N	NA

QUALITY ASSURANCE IN PAROLE REPORTS

SUPERVISION Has attitude to and experience of supervision been discussed? Has response to previous supervision been discussed?						
ASSESSMENT Is there a clear assessment as to how the prisoner presented during interview? Is there a clear assessment section which summaries key information? Have the risk factors been discussed? Does the Action Plan reflect the identified level of risk? Has the Package of Proposals to minimise re-offending and meet needs been identified?			**OVERALL IMPACT** Is report within NOS timescales? If not has reason been commented upon? Does the report avoid judgemental or stereotyping language? Is fact and opinion clearly defined? Is it clearly, understandably and concisely written? Does a clear picture of the factors contributing to offending behaviour pattern/emerge? Does it 'assist the Justice Minister, Tribunal and Parole Board' (NOS)?			

COMMENTS

COMMENTS

QUALITY ASSURANCE IN PAROLE REPORTS