

NOS	Task	Responsibility
	<b>Tasks – Pre-release Work - Parole</b>	
NOS 107	<b>4 weeks notice of notification of release date to the local authority in which the prisoner plans to live on release. LA must nominate supervising officer within 7 days of notification. [However see Circ12/2002 nomination of supervising officer at commencement of sentence.]</b>	<b>Governor</b>
NOS108	<b>Where earlier notification of release given long term, life prisoners, local authority must advise Parole Board of supervising officer within 7 days.</b>	<b>Local Authority</b>
NOS 109 - 111	<b>Liase with supervising officer and prisoner to review action plan. Detailed planning for release within 7 days of notification of release date.</b>	<b>Prison SW</b>
NOS 112	<b>Visit to release address prior to release, identify any potential problems and take steps to resolve.</b>	<b>Supervising Officer</b>
NOS 113	<b>Close liaison between prison social worker and supervising officer to ensure co-ordinated approach to prisoner's release.</b>	<b>Prison SW Supervising Officer</b>
NOS 114	<b>Formal pre-release meeting arranged.</b>	<b>Prison SW</b>
NOS 115	<b>Refine prisoner's pre and post release plans</b>	<b>Prison SW, Prisoner, Supervising Officer, others</b>
NOS 116	<b>Written note of agreements reached at the meeting and forwarded to all interested parties.</b>	<b>Prison SW</b>
NOS 117	<b>Prisoner advised of progress, if necessary additional meetings</b>	<b>Prison SW</b>
NOS 118	<b>Facilitate contact between prisoner and relevant community agencies</b>	<b>Prison SW</b>
	<b>Pre-release Work – Non-Parole</b>	
NOS 119	<b>Pre-release process as outlined for parole – Tasks completed 4 months prior to release.</b>	<b>Prison SW Supervising Officer</b>
<b>Circular 12/2002 5.5.1/2</b>	<b>Arrangements for pre-release planning follow NOS109-118. Process accelerates in final 3 months. Meeting between family and social workers prior to pre-release meeting. Failure noted in case file</b>	<b>Prison SW Supervising Officer</b>
	<b>Following discussion with the Sex Offender Liaison Officer a Risk Management Case Conference may be arranged at this stage.</b>	