

NOS	Task	Responsibility
	Non – Compliance Tasks	
NOS 232	Supervise compliance with conditions of licence	Supervising Officer
NOS 233	Notify SEJD immediately if licensee charged with a further offence. Written report from supervising officer required.	Supervising Officer
NOS 234	Use professional judgement to determine at what point it is appropriate to report to SEJD failure by the offender to comply with any other condition of the licence.	Supervising Officer
NOS 235	Ensure that unacceptable or repeated failure to comply is not condoned.	Supervising Officer
NOS 236	On notification of failure to comply the Secretary of State may revoke the licence without reference to the Parole Board. Will normally refer to the Parole Board for recommendation.	Supervising Officer
NOS 236	The Parole Board may: recommend revocation of licence and recall to custody; issue a warning letter to the licence holder; or take no action.	Supervising Officer
NOS 237	The supervising officer will be informed of the outcome a.s.a.p.	Supervising Officer
NOS 237	Offender advised they can make representations to the Secretary of State, case resubmitted to Parole Board, provided with copy of supervisor’s report that led to recall.	
NOS 238	Any failure to comply with conditions must be followed up and investigated. Where explanation unsatisfactory determine action to take.	Supervising Officer
NOS 238	Take account of seriousness of failure, the stage of licence, general degree of compliance, co-operation, how well the offender is resettling and what action has already been taken.	Supervising Officer
NOS 239	In less serious cases of failure to comply, re-emphasise conditions and consequences of repeated non-compliance.	Supervising Officer
NOS 240	Continuing non-compliance issue formal warning verbally, offender signs written record of the warning.	Supervising Officer
NOS 240	Where contact with offender lost the warning must be issued in a recorded delivery letter and noted in case file.	Supervising Officer
NOS 240	Further unacceptable non-compliance issue 2 nd and final warning following above procedures.	Supervising Officer
NOS 241	Unacceptable non-compliance thereafter- obtain endorsement from line manager and formally notify SEJD.	Supervising Officer Line Manager
NOS 242	SEJD must always be informed when contact with licensee is not re-established within one month of failure to keep appointment.	Supervising Officer
NOS 245	Any non-compliance that constitutes a risk to the community or the offender must be notified in writing to the SEJD without delay. In cases of urgency notify by telephone and forward written report asap. Notification must be accompanied by a brief progress report and recommendation for action.	Supervising Officer
NOS 246	Recall by Secretary of State “In the interests of justice”	Supervising Officer
NOS 247	The same procedures apply to short and long term offenders released on licence on compassionate grounds	

NOS 248	Where it is necessary to invoke these procedures notify SEJD by telephone and forward written report asap.	Supervising Officer
NOS 249	Where the offender is charged by the police with a further offence notify SEJD by telephone and confirm in writing together with brief progress report.	Supervising Officer
NOS 250	Where SEJD is first to learn of the charge it must inform the supervising officer.	SEJD
NOS 251	The progress report must include details of the alleged offence, date and name of court diet and sentence imposed. [if known]	Supervising Officer
NOS 252	Where an offender on current licence is involved in further court proceedings, with sufficient notice, a report should be forwarded to court for submission to the Bench in the event of a finding of guilt.	Supervising Officer
Circ 14 6.11.1	For Extended Sentence cases the above NOS apply. Protection of the public from serious harm needs to be borne in mind and evidence of a marked increase in the level of risk should be regarded as serious.	Supervising Officer
Circ 14 6.11.2	In the case of a short –term prisoner who is released on Extended Sentence and subsequently re-offends in the “at risk” period [i.e. when he is no longer on licence] there is no specific social work role.	