NOS	Task	Responsibility
	Referral Allocation CJ SW - Tasks	
Circular 12/2002 4.5.1	**On receipt of the initial information and request from prison Governor the local authority <u>must assign a supervising officer</u> and inform the Governor <u>within 7 days</u>. Use sample letter B**	**Local Authority**
Circular 12/2002 4.5.1	**Responsibility rejected. Use sample letter C to reply to Governor. Contact relevant local authority for consideration of accepting designation.**	**Local Authority**
Circular 12/2002 5.2.1	**On allocation of a case, the Supervising Officer must: Notify the prison Governor, <u>within 7 days</u>, of the identity and location of the Supervising Officer, with copy to the prison social work unit.**	**Supervising Officer**
Circular 12/2002 5.2.2	**Liaise <u>within 14 days</u> with the social work unit in prison to obtain relevant information passed from sentencing court.**	**Supervising Officer**