

# SFJCCFC1

## Receive and discharge individuals and property into and out of the custodial environment



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### Overview

This unit is about receiving individuals and their property into custody and releasing them at the end of their stay.

#### There are three elements

- 1            Receive individuals into the custodial environment
- 2            Receive, store and release property
- 3            Discharge individuals from the custodial environment

#### Target Group

This unit applies to operational staff working in custodial environments with significant responsibilities for security and control.

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### Performance criteria

*You must be able to:*

#### Receive individuals into the custodial environment

- P1 identify the individual and establish their level of security risk
- P2 make sure the documentation for receiving the individual into the custodial environment is correct
- P3 complete, verify and transfer all relevant records and documentation accurately, in accordance with organisational procedures
- P4 search for unauthorised items and substances and if discovered, deal with these according to organisational procedures
- P5 obtain any relevant information about future events that will affect the individual
- P6 treat the individual courteously and respect their rights throughout the process

#### Receive, store and release property

*You must be able to:*

- P7 identify and record the property that is to be stored while the individual is in custody
- P8 identify any medications in the possession of the individual and ensure that these are dealt with according to organisational procedures
- P9 deal with any unauthorised items or substances that you find according to organisational procedures
- P10 identify any property requested by the individual or their representative, retrieve it and issue it to the individual according to organisational procedures
- P11 place the individual's property in secure storage according to organisational procedures
- P12 show respect for the individual's property
- P13 complete all relevant documentation clearly and accurately, and forward it to the responsible colleague

#### Discharge individuals from the custodial environment

*You must be able to:*

- P14 identify the individual and their security needs
- P15 check the reason for, and terms of, the individual's release and report these to the responsible colleague
- P16 return to the individual on release the correct items of their clothing, money, property and medication where appropriate
- P17 issue to the individual on release the correct documentation and any warrants and grants to which they are entitled
- P18 ensure any conditions for the individual's release are met and are explained to the individual

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- P19 show respect for the individual and their property throughout the process
- P20 transfer the individual to the custody of other staff, if required, according to organisational procedures
- P21 complete all relevant documentation clearly and accurately, and forward it to the responsible colleague

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### Knowledge and understanding

*You need to know and understand:*

- K1 organisational procedures and documentation for receiving and releasing individuals
- K2 organisational procedures and documentation for receiving, storing and releasing property
- K3 the importance of correctly identifying the individual and their security needs
- K4 the documentation that must be checked before receiving an individual into custody, and how to do so
- K5 how to identify and meet the individual's immediate needs
- K6 the types of items and substances that would not be authorised, and how to deal with these
- K7 how to conduct searches of the individual on arrival
- K8 the types of future events, for example court appearances, that you would need to know about, and how to obtain this information
- K9 organisational procedures for dealing with property requested by the individual or their representative
- K10 how to verify if property is authorised to be passed on to someone other than the individual to whom it belongs
- K11 the types of items that might need special authorisation and the procedures to follow
- K12 how to account for and deal with an individual's money
- K13 the importance of correctly identifying the individual and their security needs on release
- K14 the importance of checking the reasons for, and terms of, an individual's release, and how to do so
- K15 the types of conditions that may need to be met before an individual is released, for example the payment of fines, and how to check these
- K16 how release procedures vary if an individual is time served at court
- K17 procedures for processing and issuing Discharge Grants and Travel Warrants

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**Suite** Custodial Care

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