

SFJ EB2

Plan, supervise, enforce and review sentences in the community



Overview

This standard is about planning, supervising, enforcing and reviewing sentences served in the community, and includes addressing any difficulties with individuals in ensuring effective participation.

Sentences served in the community includes those arising from, for example, community orders, suspended sentence orders and parts of sentences served in the community under licence following release from custody.

In working with offenders you are expected to consistently display the skills of pro-social modelling, offender engagement and professional judgment to encourage offenders to desist from their offending behaviour and to reduce the risk of re-offending.

There are four elements

- 1 Plan the supervision of individuals serving sentences in the community
- 2 Supervise individuals serving sentences in the community
- 3 Enforce court orders and statutory licences
- 4 Monitor and review the progress of individuals serving sentences in the community

SFJ EB2

Plan, supervise, enforce and review sentences in the community

Performance criteria

Plan the supervision of individuals serving sentences in the community

You must be able to:

- P1 use the relevant assessment tool to identify the options available which are consistent with the court order or statutory licence served on individuals, the needs of individuals, and the resources available
- P2 select options which are most likely to be effective in managing risk of harm, meeting the concerns of victims and reducing re-offending
- P3 develop plans for supervising individuals in the community which are consistent with the court order or statutory licence served on the individual, the selected options and partnership arrangements
- P4 discuss plans with individuals, and, where relevant, with others who might be affected by the proposals, or who may have a role in putting the proposals into effect
- P5 explain to individuals how the plan will be reviewed and evaluated
- P6 confirm with individuals their understanding of the statutory requirements for enforcing orders and licences, and the terms of the sentence, including the actions they must take to ensure compliance
- P7 identify the information that may be made available to others as a result of the interventions and inform individuals accordingly
- P8 seek advice and support, where appropriate
- P9 maintain accurate and up to date records, in line with your organisation's requirements

Supervise individuals serving sentences in the community

You must be able to:

- P10 prioritise cases where individuals are at greatest risk of serious harm and/ or re-offending when supervising the whole case load
- P11 agree the respective roles and responsibilities with others who are working with individuals, in relation to maintaining regular contact and supervision
- P12 clarify with individuals how supervision will take place, the requirements for enforcing orders and licences, and what will happen if they fail to comply
- P13 supervise individuals in ways which are consistent with statutory requirements and their sentences, deal with issues of control, and maintain appropriate role boundaries
- P14 communicate in a manner appropriate to individuals, and which is free from discrimination and oppression
- P15 encourage an open exchange of views and information, minimising any constraint to communication
- P16 communicate with individuals in ways which are consistent with what is known about the individuals attitudes and beliefs, their motivation to change and factors which might affect change
- P17 offer individuals constructive feedback on progress, encouraging them to

SFJ EB2

Plan, supervise, enforce and review sentences in the community

- explore and review their perception of their offending behaviour
- P18 issue warnings to individuals when there is a risk of non-compliance
- P19 review the level of intervention to ensure that levels of risk are managed
- P20 encourage individuals to discuss their previous successes in overcoming obstacles to change, including the known triggers to their offending behaviour and how these can be avoided
- P21 feedback to individuals on positive changes in their attitudes and behaviour
- P22 communicate information to the relevant person(s)

Enforce court orders and statutory licences

You must be able to:

- P23 obtain sufficient information from relevant others in cases of apparent non-compliance, verifying the information obtained and establishing its level of seriousness
- P24 establish reasons for apparent non-compliance with individuals and those working with individuals
- P25 warn individuals of the potential consequences of non-compliance in a manner which is likely to secure compliance with the order or licence
- P26 seek advice and support when team discussion and supervision are appropriate, and record any decisions reached
- P27 take appropriate breach actions, consistent with agency policy and statutory requirements
- P28 prepare an accurate report in cases where there is a breach of licences or orders, containing sufficient information for prosecution
- P29 forward breach reports to the breach prosecutor within the necessary timescales

Monitor and review the progress of individuals serving sentences in the community

You must be able to:

- P30 conduct reviews using the relevant assessment tools
- P31 hold regular review sessions with individuals in a manner which encourages them to express their views, reflect on progress, and evaluate the effectiveness of their chosen strategies and the support provided
- P32 offer individuals constructive feedback on their progress
- P33 identify any changes in the individuals' personal circumstances or context which may have influenced their behaviour or motivation to change
- P34 establish new goals and objectives with individuals where required, and make any necessary changes to the plans to enable successful completion, including the consideration of early revocation
- P35 discuss possible changes with relevant others on the implementation of the sentence, including multi-agency public protection panels and partner

SFJ EB2

Plan, supervise, enforce and review sentences in the community

agencies

SFJ EB2

Plan, supervise, enforce and review sentences in the community

Knowledge and understanding

You need to know and understand:

Legislative, regulatory and organisational requirements

- K1 legal and organisational requirements which relate to the enforcement of sentences in the community, and their impact for your area of operations
- K2 legislation, policies and procedures relating to data protection, health and safety, diversity and their impact for your area of operations
- K3 the role of your organisation and the services which it provides in relation to planning, supervising, enforcing and reviewing individuals serving sentences in the community
- K4 the organisation's policy and procedures regarding confidentiality of information and the disclosure of information to third parties, and the specific circumstances under which disclosure may be made
- K5 the limits of your authority and responsibility, and the actions to take if these are exceeded

Working within the community justice sector

You need to know and understand:

- K6 the importance of applying statutory powers, and the associated responsibility to local communities, victims and individuals of using such powers
- K7 the types of statutory powers available for the enforcement of community sentences, including the different methods and approaches which may be used
- K8 the procedures for managing offenders assessed as posing a risk of serious harm
- K9 the impact of crime on victims and their need for protection, respect, recognition and information
- K10 the ways in which the physical, social, psychological and emotional development of individuals affects their behaviour and its associated patterns
- K11 relevant research into effective practice in relation to the factors which may be relevant to individuals' difficulties, including triggers and patterns of offending behaviour
- K12 the ways in which stereotyping and discrimination might affect risk assessment and how to guard against this
- K13 the issues involved in risk identification and prediction, and methods for doing this
- K14 why it is important to clarify with individuals, and to confirm their understanding of the requirements of their intervention, including their responsibilities and the likely consequences of any failure to comply
- K15 methods of reviewing and evaluating the effectiveness of sentences
- K16 methods of evaluating your competence when working with individuals, determining when further support and expertise are needed

SFJ EB2

Plan, supervise, enforce and review sentences in the community

Developed by	Skills for Justice
Version number	2
Date approved	January 2013
Indicative review date	January 2018
Validity	Current
Status	Original
Originating organisation	Skills for Justice
Original URN	SFJ EB2
Relevant occupations	Probation Officers; Probation Support Officers
Suite	Community Justice
Key words	Sentence plan; supervise; enforce; sentence; community