
Overview

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

This standard covers the required searches, processes, documentation and treatment of individuals as they arrive and leave custodial environments.

There are three elements

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

Performance criteria

Receive individuals into custodial environments

- You must be able to:
- P1 check identity of individuals in accordance with your organisation's procedures
 - P2 establish individuals' level of security risks in accordance with your organisation's procedures
 - P3 check documentation for receiving individuals into custodial environments is in accordance with your organisation's procedures
 - P4 complete, verify and transfer all documentation in accordance with organisational procedures
 - P5 search for unauthorised items and substances in accordance with your organisation's procedures
 - P6 deal with any unauthorised items and substance in accordance with your organisation's procedures
 - P7 obtain information about future events that will affect individuals in accordance with your organisation's procedures
 - P8 deal with individuals in accordance with their rights and your organisation's procedures

Receive, store and release property

- You must be able to:
- P9 record property to be stored while individuals are in custody in accordance with your organisation's procedures
 - P10 check any medications in the possession of individuals in accordance with your organisation's procedures, and:
 - P10.1 deal with these
 - P11 deal with any unauthorised items or substances in accordance with your organisation's procedures
 - P12 place individuals' property in secure storage in accordance with your organisation's procedures
 - P13 locate property requested by individuals in accordance with your organisation's procedures, and:
 - P13.1 release it

- P14 deal with property in accordance with individuals' rights and your organisation's procedures
- P15 return individuals' property in accordance with your organisation's procedures
- P16 complete required records in accordance with your organisation's procedures
- P17 pass completed records to relevant people in accordance with your organisation's procedures

Discharge individuals from custodial environments

You must be able to:

- P18 identify of individuals in accordance with your organisation's procedures
- P19 check individuals' security needs for release in accordance with your organisation's procedures
- P20 check terms of individuals' release in accordance with your organisation's procedures
- P21 report terms of release to colleagues if required in accordance with your organisation's procedures
- P22 issue correct release documentation to individuals, including any:
 - P22.1 warrants
 - P22.2 grants to which they are entitled
- P23 check conditions for individuals' release are met and explained to individuals in accordance with your organisation's procedures
- P24 check individuals' understanding of release conditions in accordance with your organisation's procedures
- P25 transfer individuals into the custody of relevant people when required in accordance with your organisation's procedures

Knowledge and understanding

You need to know and understand:

- K1 organisational procedures and documentation for receiving and releasing individuals, and:
 - K1.1 for receiving, storing and releasing property
- K2 the importance of identifying individuals and their security needs
- K3 the documentation to be checked before receiving individuals into custody and how to do so
- K4 how to identify and meet individuals' immediate needs
- K5 types of unauthorised items and substances and how to deal with these
- K6 how to conduct searches of individuals on arrival
- K7 the types of future events that can affect individuals and how to obtain this information
- K8 how to verify property is authorised to be passed on to someone other than the owner
- K9 types of items that might need special authorisation and procedures to follow
- K10 how to account for and deal with individuals' money
- K11 the importance of identifying individuals and their security needs on release, and:
 - K11.1 checking the terms of individuals' release and how to do so
- K12 the types of conditions that may need to be met before release and how to check these
- K13 how release procedures vary if individuals have time served at court
- K14 procedures for processing and issuing discharge grants and travel warrants

Additional Information

Glossary

Relevant people refers to individuals, others relevant or significant to individuals, staff in your own agency or staff from other agencies.

Property in this context can mean clothing, money, medication and other items of personal property.

Organisational procedures can include prison service instructions, prison policies, legislative policies and any other policies and procedures used across custodial care in the UK.

SFJFC1

Receive and discharge individuals and property in custodial environments

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