

THE OFFENDER REHABILITATION PATH

**BRANCHES:
DEVELOPMENT AND CARE AND CORRECTIONS**

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A. EXECUTIVE SUMMARY

The offender rehabilitation path is prescribing how the White Paper on Corrections in South Africa (2005) should be translated into practice. A central theme of this path is the promotion of corrections as a societal responsibility and the development of correctional centres into institutions of rehabilitation. This central theme is embedded in the mandate of the Department in terms of the Constitution of the Republic of South Africa and the Correctional Services Act (Act 111 of 1998). These mandates make it clear that the Department must contribute to maintaining and protecting a just, peaceful and safe society by:

- Enforcing sentences of the court.
- Detaining all offenders in safe custody whilst ensuring their human dignity and
- Promoting the social responsibility and human development of all offenders and persons subject to community corrections.

In essence the offender rehabilitation path illustrates what happens with an offender from the point of entering a correctional centre (admission) to the point when s/he is reintegrated with society (social reintegration). Within the context of the mandate of the Department this process warrants an organization-wide approach to rehabilitation in which every correctional official is seen as a rehabilitator. This organization-wide approach to rehabilitation creates the platform where the ideal correctional official is positioned to concretize the fundamentals of the White Paper viz. to create an environment that is safe and secure for the correcting of offending behaviour, rehabilitation and the promotion of corrections as a societal responsibility.

The offender rehabilitation path does not only assist the offender to adapt to the corrections environment, but it also brings together the agents that will give meaning to the six service delivery areas the Department has identified in relation to offenders, viz.: Security, Facility, Correction, Development, Well-being, Social Reintegration. Interventions in these service delivery areas are based on thorough assessments in terms of security/risks and needs of offenders. The delivery of services in these areas finds concrete application in a correctional sentence plan that will be presented to the offender in a structured day programme underpinned by a multi-disciplinary approach. It is this multi-disciplinary approach that lays the foundation for team work and unity and do away with the rivalry that so often exists between "discipline" and "professional" staff. Apart from laying the foundation for team work it also creates the opportunity for society to play its role in the rehabilitation of offenders. It is through inter-active engagement by the agents in the rehabilitation process that the objectives of the White Paper on Corrections in South Africa will have the potential to be realized.

A salient feature of the offender rehabilitation path is that it provides for a monitoring and evaluation framework that will assist in determining whether and/or when an offender has benefited from the interventions by the different agents in the rehabilitation process in order for that person to be reintegrated with society and contribute to the building of a caring South African society. This monitoring and evaluation framework is of cardinal importance because it will corroborate or refute the Department's claim to correcting offending behaviour, rehabilitation and the promotion of corrections as a societal responsibility.

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B. DEFINITION OF TERMS***'Case Management Administration' -***

Refers to a unit where the admission of inmates in Correctional Centre takes place and personal details are captured as well as booking in of the valuables of inmates and the necessary files are opened for the inmates.

'Case Manager' -

Refers to the person that will organize the case management on a unit level. This will involve the day to day administration of case management within the unit. He/she allocates caseloads and ensures that offenders are involved in programmes as planned

'Case Notes' -

Case notes are the means by which contact between the Case Officer and the offender is recorded and filed on the case file. As case notes are used to record both positive and negative behaviour, it provides an accurate picture of an offender's day to day conduct in the correctional centre.

'Case Officer' -

The Case Officer is responsible for monitoring and managing the daily activities of each individual offender allocated to his/ her caseload in terms of the sentence plan and reporting on the behaviour/ progress of the offender to the Case Manager, Case Review Team and Case Management Committees.

'Comprehensive Assessment Team' -

Refers to a multi-disciplinary team responsible for the assessment, profiling and sentence plan of offenders in terms risks and needs, i.e. corrections officials, psychologists, social workers, educators, spiritual workers, health care workers, skills trainers and recreation officials.

'Correctional Intervention Team' -

Refers to a Team that consists of the Correctional Officers with relevant social and /or human science qualifications who has interest in rendering Correctional Programmes targeting offending behavior at the Correctional Centres. CIT's are integral to the functioning of the CMC in that the offending behavior as indicated in the sentence plan needs to be appropriately addressed before the offender could be considered for release back to the community

'Case Management Committees' -

Responsible for decision-making concerning the safe detention of offenders, their integration into individual, subgroup or group programmes, as well as the prompt reward of positive behaviour and the discouragement of negative behaviour. The Committees also has the important function of recommendation regarding the placement/ release of sentenced offenders.

'Case Review Team' -

Refers to the Unit Manager, Case Manager and the Case Officer who will form the Case Review Team and formally interview each offender allocated to the Case Officer's caseload to review progress in relation to the relevant sentence plan on at least a quarterly basis. The Case Review Team must ensure that all activities and progress reports on the offender are updated and uncertainties cleared prior to a meeting of the Case Management Committees with the offender.

'Correctional Supervision and Parole Board' -

Refers to a board appointed by the Minister to take decisions on parole placement and to make recommendations with regard to offenders serving life imprisonment to the Minister

'Mental Health Status' -

Refers to the level of mental well-being of an individual as affected by physical, social and psychological factors and which may result in a psychiatric diagnosis (Mental Health Act)

'Nursing Care Plan' -

It is a plan that identifies the individual's needs and provides the nurse with a guide to interventions necessary to meet those needs and which encompasses all phases of the nurse's process

Security Risk -

In a correctional setting security risk can be defined as the danger an offender poses to his/her family, the community, correctional officials, other offenders, to him/herself in terms of self-harm and own vulnerability, future criminal and/or violent behaviour for classification, security placement, offender management, and intervention and rehabilitation purposes. The term security risk entails the offender's risk to escape, abscond, bullying behavior, own vulnerability and dangerousness. It includes the risk to recidivate or cause harm to the public, known individuals (e.g. a spouse), children, DCS staff, or the self (e.g. suicide or self-harm). Security risk profiling addresses the controls and the amount of supervision needed to reduce the likelihood that an offender will re-offend.

'Sentence Plan' -

It serves to guide interventions aimed at addressing the needs of offenders as well as correcting their offending behavior. It seeks to spell out what services/ programmes are required to target offending behavior and to help offenders develop skills to handle socio- economic conditions that lead to criminality

'Unit Manager' -

Refers to the person responsible for the overall management of the unit. This includes the planning and administration of financial allocation, production of the unit's staff roster, oversight of case management and the overall supervision of officials and offenders. The Unit Manager is also the chairperson of the Case Review Team situated in the unit. He/ she also participates in the Case Management Committees when offenders within his/ her unit is discussed by the Committees

'Vulnerability' -

Refers to an offender's risk to victimization within a custodial setting. Factors that determine an individual's vulnerability include, age, physical and emotional maturity, nature of offence, previous offending, seriousness of the offence, media attention, ethnic origin, foreign national status, disabilities, mental health, learning difficulties, a history of substance abuse and gambling, personal hygiene, lack of social skills, known witness, the nature of previous employment

C. ACRONYMS

CAT	Comprehensive Assessment Team
CIT	Correctional Intervention Team
CMC	Case Management Committee
CRT	Case Review Team
CSPB	Correctional Supervision and Parole Board
ODS	Offender Development Staff

D. PROCESS

No.	Phase	Activity	Description	Responsibility
ADMISSION TO A CORRECTIONAL CENTRE				
1.	Admission [At point of entry]	♦ Welcoming	<ul style="list-style-type: none"> ♦ Introduce offenders to the correctional centre ♦ Provide the offenders with basic information about the processes that will be followed with the offender (e.g. identification, admission assessment, health assessment, orientation, comprehensive assessment profiling assessment) 	Official appointed by the Head of the Correctional Centre
		♦ Identification and capturing of personal detail	<ul style="list-style-type: none"> ♦ SAP 216 (body receipt) ♦ Completion of detail report ♦ Verifying of warrant ♦ Fingerprints taken ♦ Taking of digital photograph ♦ Completion of relevant data on the Admission risk / needs assessment form ♦ Issuing of identification card ♦ Issuing of clothing, toiletry and bedding ♦ Recording of valuable items and storage ♦ Create institutional / case file 	Head Case Management Administration Head Case Management Administration
		♦ Admission (Immediate) risk/needs assessment within 6 hours after admission	♦ Health status	Health Care Workers
			♦ Mental Health status	Qualified clinical psychologist / counseling psychologist / psychiatric nurse
♦ Suicide risk assessments	Qualified clinical / counseling psychologist or psychiatric nurse or criminologists or selected personnel / nurse identified and trained to do assessment			
♦ Vulnerability	Qualified clinical / counseling psychologist or psychiatric nurse / social worker identified			

No.	Phase	Activity	Description	Responsibility
			<ul style="list-style-type: none"> ◆ Criminological Assessment ◆ Security risks (to others as well as the individual) 	<p>Criminologists / selected personnel identified and trained to do assessment</p> <p>Head Case Management Admin</p>
		◆ Consolidation of Admission risk / needs assessment information	<p>Ensure that all fields in the risk / needs assessment form:</p> <ul style="list-style-type: none"> • have been completed • and that decisions regarding referral / placement are executed 	Head Case Management Administration / Delegated official
		◆ Comprehensive Medical/Health Assessment	<ul style="list-style-type: none"> ◆ The assessment that should be done within 24 hours of admission according to law ◆ Development of the Nursing Care Plan where necessary and will contain: <ul style="list-style-type: none"> • The completed admission screening form of the comprehensive health assessment • All other forms and reports that will be generated for the provision of health 	Health Care Workers
2.	Assessment / Orientation / Profiling in assessment unit [within 21 days of admission of the offender]	◆ Orientation/Induction of the offender	<ul style="list-style-type: none"> ◆ Orientation /induction explaining the following: <ul style="list-style-type: none"> - Mission Statement of Correctional Service, - Rehabilitation path - Health Care Services, - Rules and regulations governing the conduct of offenders, attitude and behaviour that will influence release and parole - Offender privileges and responsibilities, - Programme opportunities, - Security procedures, - Case management process, - Institutional operations, - Visits and correspondence, - Offender Grievance Procedure, - Access to information procedures, - Parole and release opportunities and processes - Work opportunities within the Correctional Centre environment - Gang related activities and cultures ◆ Services available in Correctional Centre, e.g. counseling regarding adaptation to the corrections environment, spiritual counseling, educational and vocational counseling as they may require. 	<p>Head of Correctional Centre or Unit Manager of Assessment Unit, assisted by functionaries from all components within Development and Care and Corrections</p> <p><i>Note: Not all correctional centres have assessment units and need to be established in all centres</i></p>

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No.	Phase	Activity	Description	Responsibility
			<ul style="list-style-type: none"> ◆ After orientation / induction phase, each offender must sign acknowledgment of orientation received 	Head of Correctional Centre or Unit Manager of Assessment Unit
		<ul style="list-style-type: none"> ◆ Comprehensive risk/needs Assessment by CAT (Comprehensive Assessment Team) 	<ul style="list-style-type: none"> ◆ This assessment is done to determine the major areas in terms of the offender's risks and needs. ◆ The aim is to compile a profile of the offender holistically taking into consideration all aspects in terms of: <ul style="list-style-type: none"> ◆ developmental needs ◆ well-being needs ◆ correction needs ◆ social reintegration needs / risks ◆ security needs ◆ facility(s) needs 	Comprehensive Assessment Team (CAT)
		<ul style="list-style-type: none"> ◆ Profiling / analysis of Assessment outcomes. 	<ul style="list-style-type: none"> ◆ Information / outcomes from the Comprehensive risk/needs assessment will be captured and analyzed in a Profile report in terms of the offender's risks, needs, background and criminal history. ◆ A complete profile report will then be submitted / presented with recommendations to the CMC 	CAT Coordinator CAT
		<ul style="list-style-type: none"> ◆ Classification 	<ul style="list-style-type: none"> ◆ This classification concentrates on the risk & security classification of offenders ◆ The CAT makes recommendations with regard to the classification offenders to the CMC. 	Case Management Committee (CMC)
		<ul style="list-style-type: none"> ◆ Development of Correctional Sentence Plan 	<ul style="list-style-type: none"> ◆ Correctional Sentence Plan to be developed by the CAT ◆ Correctional Sentence plan concretize programmes / services / interventions in the following areas that will ensure the rehabilitation of the offender holistically: <ul style="list-style-type: none"> - Security - Facilities - Corrections - Development - Care - Social Re-integration (incl. Pre-release and Resettlement, Social Reintegration) ◆ Correctional Sentence Plan shared with offender ◆ The Correctional Sentence Plan must be presented / submitted to the CMC for consideration and approval. 	CAT Chairperson CAT

No.	Phase	Activity	Description	Responsibility
		<ul style="list-style-type: none"> ◆ Confirmation of the classification and the sentence plan 	<ul style="list-style-type: none"> ◆ CMC to confirm sentence plan and classification of offender before allocation to the housing unit 	CMC
		<ul style="list-style-type: none"> ◆ Allocation to housing unit / transfer to another correctional centre 	<ul style="list-style-type: none"> ◆ Offenders are allocated to housing units / another correctional centre according to the correctional sentence plan ◆ Case file (with correctional sentence plan) accompany offender to housing unit / another correctional centre 	CMC CMC
NEW BEGINNINGS				
3.	Admission (Housing Unit)	<ul style="list-style-type: none"> ◆ Induction 	<ul style="list-style-type: none"> ◆ Rules and regulations with regard to the housing unit are explained to offenders ◆ Indicate what services/programmes/interventions available in Unit in relation to the content of sentence plan and structured day format of housing unit ◆ Re-emphasizing the rehabilitation path, the correctional sentence plan and the participation of the offender 	Unit Manager (can also invite service providers to the induction session)
		<ul style="list-style-type: none"> ◆ Allocation of cases to Case Officer 	<ul style="list-style-type: none"> ◆ Allocation of cases to Case Officers ◆ Case files to be opened for each offender by Case Officer and managed accordingly ◆ A Case file contains the following documents: <ul style="list-style-type: none"> • Detail report (computer generated report) • Assessment <ul style="list-style-type: none"> ▪ Initial ▪ Comprehensive assessment ▪ Risk Profile ▪ Sentence plan • Case Notes • Classification placement • Orientation information checklist • Personal inventory –such as bedding and clothing • Copy of parole profile report • Progress report on execution of sentence plan • Case review report 	Unit Manager Case Officers Case officer

No.	Phase	Activity	Description	Responsibility
4.	Intervention [Continuous]	♦ Implementation of Structured Day Program	<ul style="list-style-type: none"> ♦ Compile a centre / unit specific structured day programme ♦ Implement a centre / unit specific structured day programme 	Head of Correctional Centre in conjunction with Unit Managers and various program co-ordinators
		♦ Implementation of Sentence Plan	<ul style="list-style-type: none"> ♦ Sentence plan of each individual offender will be executed. ♦ Compile case notes, recording of interventions, reporting on progress of offender on sentence plan (in preparation for sitting of CMC) 	Unit Manager, Correctional Intervention Team (CIT), relevant professionals and service providers
		♦ Case Review	<ul style="list-style-type: none"> ♦ Revision of Sentence Plan every 3 months in order to determine the progress / status of each offender's sentence plan and recommendations to CMC. ♦ Report on progress and make recommendations on every offender to the CMC (6 monthly) ♦ Progress report on each offender to the CMC: <ul style="list-style-type: none"> - in order to ratify / approve recommendations of CRT - for the updating of offender's profile and sentence plan 	Case Review Team (CRT) Offender Development Staff (ODS)
5.	Monitoring and Evaluation	♦ Case Decision (6 months)	<ul style="list-style-type: none"> ♦ Evaluation and approval of progress reports received from CRT on each offender ♦ Overall monitoring and evaluation of the offender's progress on the sentence plan ♦ Compile progress reports ♦ Feedback report to CRT on decision 	CMC
6.	Placement	♦ Assessment and recommendations	<ul style="list-style-type: none"> ♦ Determine pre-release needs / interventions (pre-release assessment tool) and review community profile ♦ Profile offenders for possible placement on parole / correctional supervision ♦ Compile and submit pre-placement profile report with recommendations to the CSPB ♦ Decision of placement of offender, back to CMC to give effect to decision 	Health Care Workers provide recommendations in cases of placements on medical grounds CMC CSPB
		♦ Effecting instructions / recommendations by CSPB	<ul style="list-style-type: none"> ♦ Decisions / recommendations by CSPB are captured on Pre-placement profile report for feedback / instruction to CMC. ♦ Ensure that instructions / recommendations be rolled down to CRT 	CMC

No.	Phase	Activity	Description	Responsibility
			in order to revise sentence plan / profile of offender or placement in pre-release unit	
7.	Pre-release	♦ Preparation for release and re-integration	<ul style="list-style-type: none"> ♦ Determine pre release needs / interventions ♦ If needed, transfer offenders to closest Correctional Centre (6 months before release) where he/she will reside after release ♦ At least 8 weeks before actual release ♦ Monitor progress of offender and reporting to CMC ♦ Engage offender in pre-release programmes ♦ Determined need for financial and material assistance ♦ Report to CSPB for the review of placement decision in the event of transgression ♦ Review sentence plan ♦ Signing of release documents by Head of Correctional Centre ♦ Placement of the offender on parole. 	<p>CRT</p> <p>CRT</p> <p>CRT / CMC CRT</p>
PLACEMENT OF THE OFFENDER ON PAROLE				
8.	Placement out of correctional centre (Parolee)	♦ Escorting of offenders together with documents (such as G326-profile report, G348-Admission Voucher, G371-certificate of placement, G373-placement warrant, G374- conditions for placement on parolee, sentence plan, case file, institutional file and health file (G355(d)-medical record) as well as address confirmation to community corrections office for admission purposes.	♦ Inform Head Community Corrections in writing beforehand about possible transfer /reporting by parolee to community corrections offices.	Head of Correctional Centre.
8.1	Admission at Community Corrections	♦ Identification / verification	<ul style="list-style-type: none"> ♦ Identifying of parolee and verifying of warrant ♦ Opening of supervision file ♦ Completion of relevant data ♦ Taking of digital photograph 	Admission clerk

No.	Phase	Activity	Description	Responsibility
			<ul style="list-style-type: none"> ◆ Fingerprinting ◆ Issuing of identification card 	
		◆ Orientation /induction	<ul style="list-style-type: none"> ◆ Orientation/ induction explaining the following: <ul style="list-style-type: none"> - Conditions such as monitoring, house detention, victim compensation, programme attendance, restriction to magisterial district, use or abuse of drugs or alcohol - Non-compliance with conditions - Services available at community corrections - Transfers - Complaints and requests 	Head Community Corrections and relevant professional staff at community corrections
		• Classification of the parolee	<ul style="list-style-type: none"> ◆ Allocate monitoring supervision category to the parolee(such as phase I-V) ◆ Based on Parole Board Report, conditions are set for parolees in terms of: <ul style="list-style-type: none"> ○ monitoring , ○ house detention, ○ victim compensation, ○ programme attendance , ○ restriction to magisterial district , ○ use or abuse of alcohol/drugs according to the warrant <p><i>Frequency of classification after admission should be indicated</i></p>	Supervision Committee (Head of Community Corrections, Monitoring official, correctional supervision official, social workers / other professional staff)
		◆ Allocation to correctional supervision official	<ul style="list-style-type: none"> ◆ Identify specific supervision official in accordance with area supervision ◆ Allocate the offender to the specific correctional supervision official ◆ Receive supervision file from Admission Clerk 	Supervision Committee Correctional supervision official
		◆ Confirmation of conditions	<ul style="list-style-type: none"> ◆ Capture information as received from Supervision Committee and set interim conditions if necessary. ◆ Explain conditions to parolee in a language he/she understands ◆ Generate printouts on computer in terms of <ul style="list-style-type: none"> - G444 notification to comply conditions of supervision - G444(a)notice supervision measures - G444(b) notice to perform community service - G444 (c)notification to attend programmes 	Supervision Committee Correctional Supervision Official

No.	Phase	Activity	Description	Responsibility
			<ul style="list-style-type: none"> - G444 (d) notice money payable by probationer/parolee/court condition. ◆ Sign all above notices ◆ Supply the parolee with set of conditions ◆ Provide parolee with next consultation date where complaints and requests will be handled. 	
8.2	Management of sentence plan	◆ Analysis of information on the sentence plan.	<ul style="list-style-type: none"> ◆ Align sentence plan in accordance with parole recommendations ◆ Check whether the parolee has been involved in all recommended programmes at correctional centre ◆ Capture the recommended programmes on the computer ◆ Involve parolee in recommended programmes as per sentence plan ◆ Refer parolee to service providers for continuation of programmes. ◆ Request feedback from service provider with regard to services rendered to the parolee. ◆ Monitor / review progress 	<p>Supervision Committee</p> <p>Assigned Supervision Official</p> <p>Supervision Committee</p>
8.3	Monitoring of parolee according to parole conditions / sentence plan	◆ Control and supervision over parolees	<ul style="list-style-type: none"> ◆ Draw monitoring lists of areas to be visited ◆ Distribution to the monitoring officials. ◆ Visit parolees physically at their homes , workplaces and institutions where community service is rendered to ensure compliance with conditions ◆ Monitoring attendance and completion programme / service ◆ Serve parolees with notifications for non-compliance ◆ Report to community corrections office 	<p>Correctional supervision official</p> <p>Correctional supervision official</p> <p>Monitoring Official</p> <p>Correctional supervision official</p>
		◆ Dealing with violation of conditions	◆ Manage parole violations according to prescripts and regulations	<p>Supervision Committee</p> <p>Reporting of monitoring official</p>
		◆ Monitoring and evaluation by Supervision Committee	<ul style="list-style-type: none"> ◆ Review at regular intervals the extent to which objectives of community corrections are being achieved (3 – 6 months intervals). ◆ Evaluation of progress on programmes, interventions and services ◆ Supervision Committee must : <ul style="list-style-type: none"> - decide whether the level of supervision should be modified - submit a report and advise the Head Community Corrections on the desirability of : <ul style="list-style-type: none"> ○ applying for change in the conditions of parole imposed on such a person ○ issuing a warrant for the arrest of such a person. 	Supervision Committee

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No.	Phase	Activity	Description	Responsibility
			<ul style="list-style-type: none"> ◆ Arrest and admit parolee to a correctional centre to serve the remainder of the sentence. 	
		◆ Compulsory consultation	<ul style="list-style-type: none"> ◆ Attending of Compulsory consultation: ◆ Deal with complaints and requests of parolees ◆ Align sentence plan where needed in regards to attending of new programmes ◆ Supply parolee with date of reporting for completion of sentence before sentence expires 	Correctional supervision official
8.4	Termination of sentence	◆ Release process at community corrections	<ul style="list-style-type: none"> ◆ Check whether the necessary documents are available before release process takes place. ◆ Verify on the computer and file whether the right parolee is being released. ◆ Supply questionnaire to parolee for completion on the date that the sentence expire ◆ Take a set of fingerprints compare with existing ones on the warrant or file ◆ Close file and forward it to archive for filing 	Admission clerk
PROBATIONERS				
9.	Admission of probationers	◆ Identification / verification	<ul style="list-style-type: none"> ◆ Identifying of probationer and verifying of warrant ◆ Opening of supervision file ◆ Completion of relevant data ◆ Taking of digital photograph ◆ Fingerprinting ◆ Issuing of identification card 	Admission clerk
		◆ Orientation /induction	<ul style="list-style-type: none"> ◆ Orientation/ induction explaining the following: <ul style="list-style-type: none"> - ___ Conditions such as monitoring, house detention, victim compensation, programme attendance, restriction to magisterial district, use or abuse of drugs or alcohol - ___ Non-compliance with conditions - ___ Services available at community corrections - ___ Transfers 	Head Community Corrections and relevant professional staff at community corrections

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Description	
plaints and requests	
risks/needs analysis of probationers.	community
	tee
analyze and capture probationers' risks, needs, background history from the profile.	community
the risk & security classification of offenders profile report with recommendations for the classification of offenders.	
risks for probationers in terms of monitoring, house arrest, victim compensation, programme attendance, restriction to residential district, use or abuse of alcohol/drugs according to the sentence plan	
translate court verdict and conditions and assessment into a supervision plan	
develop a sentence plan of each individual probationer.	Supervision
process notes, recording of interventions, reporting on the progress of the offender on sentence plan (in preparation for sitting in the Supervision Committee)	officials and
prepare monitoring lists of areas to be visited	official
bring these lists to the monitoring officials.	
monitor probationers physically at their homes, workplaces and other locations where community service is rendered to ensure compliance with conditions	
provide programme / service attendance and completion programme / service to probationers with notifications for non-compliance	
report to the community corrections office	
ensure attendance of programmes and services as prescribed in the sentence plan and as indicated in the sentence plan	

No.	Phase	Activity	Description	Responsibility
		♦ Dealing with violation of conditions	♦ Manage parole violations according to prescripts and regulations	Supervision Committee
		♦ Monitoring and evaluation by Supervision Committee	♦ Review at regular intervals the extent to which objectives of community corrections are being achieved (3 – 6 months intervals). ♦ Evaluation of progress on programmes, interventions and services ♦ Supervision Committee must : <ul style="list-style-type: none"> - decide whether the level of supervision should be modified - submit a report and advise the Head Community Corrections on the desirability of : <ul style="list-style-type: none"> o applying for change in the conditions of parole imposed on such a person o issuing a warrant for the arrest of such a person. ♦ Arrest and admit probationer to a correctional centre to serve the remainder of the sentence.	Supervision Committee
		♦ Compulsory consultation	♦ Attending of Compulsory office consultation: ♦ Deal with complaints and requests of probationers ♦ Align sentence plan where needed in regards to attending of new programmes ♦ Supply probationer with date of reporting for completion of sentence before sentence expires	Correctional supervision official
	Termination of sentence	♦ Release process at community corrections	♦ Check whether the necessary documents are available before release process takes place. ♦ Verify on the computer and file whether the right probationer is being released. ♦ Supply questionnaire to probationer for completion on the date that the sentence expire ♦ Take a set of fingerprints compare with existing ones on the warrant or file ♦ Close file and forward it to archive for filling	Admission clerk

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