		STAN	DARDS OI	F PRACTIC	E - MEASU	JREMENT	MATRIX			
STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
Purpose: Timely induction is important to ensure the offender understands the requirements and conditions of their sentence/order. This will help them to comply with their sentence/order and will reduce their likelihood of reoffending and/or harm to others.	Before ES commences i.e. before the end of parole or release conditions Induction casenote in IOMS	Before release from prison Induction casenote in IOMS	Before release from prison Induction casenote in IOMS	Within 2 working days of the order commencing Induction casenote in IOMS	Within 2 working days of the sentence commencing Induction casenote in IOMS	Within 5 working days of HD finishing Induction casenote in IOMS	Within 5 working days of the sentence commencing Induction casenote in IOMS	Within 5 working days of the sentence commencing Induction casenote in IOMS	Within 5 working days of the sentence commencing Induction casenote in IOMS	Induction completed and placement decision made within 10 working days of the sentence commencing Induction casenote and placement type entered in the maintain placement decision screen in IOMS
Schedule contact  Purpose: Scheduling contact with offenders enables the probation officer to monitor their compliance with sentence requirements, to complete risk assessments to determine factors that may increase/reduce the offender's likelihood of reoffending and effectively manage any identified risk of harm to others.	At least once every 10 working days Instruction to report in IOMS	At least once every 10 working days.  For Residential Restrictions, at least twice every 10 working days with alternating home visits.  For Life Parole, up to once every 40 working days for Life Parole with DM approval  Instruction to report in IOMS  DM casenote for Life Parole Reporting Approved/Revoked in IOMS	At least once every 20 working days Instruction to report in IOMS	At least once every 20 working days Manual instruction to report issued	At least twice every 10 working days with at least one home visit Instruction to report in IOMS	At least once every 20 working days Instruction to report in IOMS	At least once every 5 working days for the first 3 months of the sentence and at least once every 20 working days thereafter Instruction to report in IOMS	At least once every 20 working days Instruction to report in IOMS	Not applicable	In IOMS  An ITR is in place Instruction to report in IOMS

STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
Establish address	Home visit	Home visit	Home visit	Home visit	Home visit	Home visit	Home visit	Address verified	Not applicable	Not applicable
	completed within	completed	completed within	completed	completed within	completed	completed within	within 10		
Purpose:	5 working days of		5 working days of	within 5	5 working days of	within 5	5 working days of	working days of		
Establishing the offender's	the order	working days of	the order	working days of	any change of	working days of	sentence	sentence		
address is important in order to	commencing and	the order	commencing and	the order	address	any change of	commencing and	commencing		
	any change of	commencing	any change of	commencing	Change of	address	any change of	and any change		
verify their living situation, to	address Home Visit	and any change of address	address Home Visit	and any change of address	Change of Address	Change of	address Home Visit	of address Address		
assess the suitability of the	casenote in IOMS	Home Visit	casenote in IOMS	Home Visit	casenote in IOMS	Address	casenote in IOMS	confirmed in		
address and occupants, and to	for initial home	casenote in	for initial home	casenote in	and Home Visit	casenote in	for initial home	the offender		
manage and monitor any risk	visit	IOMS for initial	visit	IOMS for initial	casenote for	IOMS and	visit	information		
issues related to the address.		home visit		home visit	change of	<b>Home Visit</b>		screen and/or		
	Change of		Change of		address	casenote for	Change of	<b>Home Visit</b>		
	Address casenote	Change of	Address casenote	Change of		change of	Address	casenote in		
	in IOMS and	Address	in IOMS and	Address		address	casenote in IOMS	IOMS for initial		
	Home Visit	casenote in	Home Visit	casenote in			and Home Visit	verification		
	casenote for	IOMS and	casenote for	IOMS and			casenote for	Characa of		
	change of address	Home Visit casenote for	change of address	Home Visit casenote for			change of address	Change of Address		
	auuress	change of	auuress	change of			aduress	casenote in		
		address		address				IOMS and		
								address		
								confirmed in		
								the offender		
								information		
								screen and/or		
								Home Visit		
								casenote in		
								IOMS for any		
								change of		
								address		

STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
Complete the initial plan	Within 10	Within 10	Within 10	Within 10	Within 10	Within 20	Within 20	Within 20	Not applicable	Not applicable
	working days of	working days of	working days of	working days of	working days of	working	working days of	working days of		
Purpose:	the order	the order	the order	the order	the order	days of the	the order	the order		
Planning with the offender is	commencing Offender plan	commencing Offender plan	commencing Offender plan	commencing Manual	commencing Offender plan	order commencing	commencing Offender plan	commencing Offender plan		
important to identify the areas	finalised in IOMS	finalised in	finalised in IOMS	Offender	finalised in IOMS	Offender plan	finalised in IOMS	finalised in		
that need to be addressed to		IOMS		completed and		finalised in		IOMS		
meet the requirements of the				case-noted in		IOMS				
sentence/order and reduce the				IOMS		101113				
offender's likelihood of				101113						
reoffending.										

STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
Manage conditions	Offender plan	Offender plan	Offender plan	Offender plan	Offender plan	Offender plan	Offender plan	Offender plan	EM and curfew	Hours entered
	covers conditions	covers	covers conditions	covers	covers conditions	covers	covers conditions	covers	monitored	within
Purpose:	Achievement	conditions	Achievement	conditions	Achievement	conditions	Achievement	conditions	EM connection	2 working days
Actively managing the	status recorded	Achievement	status recorded	Achievement	status recorded	Achievement	status recorded	Achievement	casenote in IOMS	for Centre or 10
	n offender plan	status recorded	in offender plan	status for each	in offender plan	status recorded	in offender plan	status recorded	within 5 working	working days for
	area summary	in offender plan	area summary	planned activity	area summary	in offender plan	-	in offender plan	days	Agency
	screen in IOMS as	•			screen in IOMS as	•	screen in IOMS as	•		Report in screen
5.1.55 5.1.585 5511.p.1.611.55 6.115. 55	n Progress,	screen in IOMS	In Progress,	the manual	In Progress,	screen in IOMS	In Progress,	screen in IOMS		updated in
dudiess their identified risk,		as In Progress,	Achieved, or Not	Offender Plan	Achieved, or Not	as In Progress,	Achieved, or Not	as In Progress,		IOMS
needs and responsivity issues.	Achieved.	Achieved, or Not Achieved.	Achieved.	as In Progress, Achieved, or	Achieved.	Achieved, or Not Achieved.	Achieved.	Achieved, or Not Achieved.		
				Not Achieved.						

STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
ssess risk	DRAOR and/or	DRAOR and/or	DRAOR and/or	DRAOR and/or	DRAOR and/or	DRAOR and/or	DRAOR and/or	DRAOR and/or	Not applicable	Not
	ACUTE 2007 at	ACUTE 2007 at	ACUTE 2007 at	ACUTE 2007 at	ACUTE 2007 at	ACUTE 2007 at	ACUTE 2007 at	ACUTE 2007 at		applicable
urpose:	every scheduled	every scheduled	every scheduled	every scheduled	every scheduled	every scheduled	every scheduled	every scheduled		
ynamic risk assessment helps	contact	contact	contact	contact	contact	contact	contact	contact		
	DRAOR screen	DRAOR screen	DRAOR screen	DRAOR screen	DRAOR screen	DRAOR screen	DRAOR screen	DRAOR screen		
manage risk and reduce the	completed or	completed or	completed or	completed or	completed or	completed or	completed or	completed or		
fender's likelihood of	STABLE/ACUTE	STABLE/ACUTE	STABLE/ACUTE	STABLE/ACUTE	STABLE/ACUTE	STABLE/ACUTE	STABLE/ACUTE	STABLE/ACUTE		
eoffending and minimise the	casenote in IOMS	casenote in	casenote in IOMS	casenote in	casenote in IOMS	casenote in	casenote in IOMS	casenote in		
sk of harm to others.		IOMS		IOMS.		IOMS		IOMS		
	Manager risk		Manager risk		Manager risk					
	review	Manager risk	review	Manager risk	review					
	completed at	review	completed at	review	completed at					
	least every 3	completed at	least every 3	completed at	least every 3					
	months	least every 3	months	least every 3	months					
	Manager Risk	months	Manager Risk	months	Manager Risk					
	Review casenote	Manager Risk	Review casenote	Manager Risk	Review casenote					
	in IOMS	Review casenote in	in IOMS	Review casenote in	in IOMS					
	ES Formal Review	IOMS		IOMS						
	completed at	101413		IOIVIS						
	least once every									
	6 months									
	ES Formal Review									
	casenote in IOMS									

STANDARD				ROO	HD	PDC	I Cup	Cup	CD	CW
STANDARD	ES	Parole	RoC				I-Sup	Sup	CD	
Identify non-compliance	Initial response	Identify and	Identify and	Identify and	Identify and	Identify and				
	within 24 hours	respond to non-	respond to non-	respond to non-	respond to non-	respond to non-				
Purpose:	Non Compliance	Non	Non Compliance	Non	Non Compliance	compliance	compliance	compliance	compliance	compliance
	Event &	Compliance	Event &	Compliance	Event &	within 10	within 10	within 10	within 10	within 10
Identifying non-compliance and	Response	Event &	Response	Event &	Response	working days	working days	working days	working days	working days
taking appropriate action to	casenote in IOMS	Response	casenote in IOMS	Response	casenote in IOMS	Non	Non Compliance	Non	Non Compliance	Non Compliance
hold the offender to account		casenote in		casenote in		Compliance	Event &	Compliance	Event &	Event &
maintains the integrity of the	Follow up action	IOMS	Follow up action	IOMS	Follow up action	Event &	Response	Event &	Response	Response
sentence/order, minimises the	completed within		completed within		completed within	Response	casenote in IOMS	Response	casenote in IOMS	casenote in
	5 working days	Follow up	5 working days	Follow up	5 working days	casenote in		casenote in		IOMS
offender's risk of harm to	Non Compliance	action	Non Compliance	action	Non Compliance	IOMS	Follow up action	IOMS	Follow up action	
others, and promotes their	Outcome	completed	Outcome	completed	Outcome		completed within		completed within	
future compliance with their	casenote in IOMS	within 5	casenote in IOMS	within 5	casenote in IOMS	Follow up	10 working days	Follow up	10 working days	
sentence/order.		working days		working days		action	Non Compliance	action	Non Compliance	
		Non		Non		completed	Outcome	completed	Outcome	
		Compliance		Compliance		within 10	casenote in IOMS	within 10	casenote in IOMS	
		Outcome		Outcome		working days		working days		
		casenote in		casenote in		Non		Non		
		IOMS		IOMS		Compliance		Compliance		
						Outcome		Outcome		
						casenote in		casenote in		
						IOMS		IOMS		
						101413		101413	1	

STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
Victim notification	Acknowledge und	derstanding of the	VNR requirements		Acknowledge und	erstanding of the				
	within 5 workin	g days of accepting	g file allocation in		VNR requ	irements				
Purpose:		IOMS			within 5 working					
This standard contributes to the		0.			file allocation	on in IOMS				
safety and wellbeing of victims		Or			o	r				
who are registered on the VNR	When the VN	R flag is populated	after the SCD,							
by ensuring they are notified	acknowledge und	derstanding of the \	VNR requirements		When the VNR f	lag is populated				
about specified events in	w	ithin 5 working day	ys.		after the SCD,	_				
accordance with the Victims	Mintim N	-4:6:4:	- i- 10146		understandin	_				
Rights Act 2002.	Victim Notification casenote in IOMS		e in ioivis		requirements w	_				
					da	ys.				
					Victim Notificat	ion casenote in				
					101	MS				

Submit timely reports	
Purpose:	
Submitting timely reports helps	
the judiciary and NZPB with	All reports completed within timeframes agreed
their decision making and	with justice and NZPB
contributes to holding the	Report finalised in IOMS on or before the due date
offender to account for their	·
offending and minimising their	
risk of further offending and/or	
harm to others.	