

STANDARDS OF PRACTICE - MEASUREMENT MATRIX

STANDARD	ES	Parole	RoC	ROO	HD	PDC	I-Sup	Sup	CD	CW
<p>Timely induction</p> <p>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.</p>	<p>Before ES commences i.e. before the end of parole or release conditions Induction casenote in IOMS</p>	<p>Before release from prison Induction casenote in IOMS</p>	<p>Before release from prison Induction casenote in IOMS</p>	<p>Within 2 working days of the order commencing Induction casenote in IOMS</p>	<p>Within 2 working days of the sentence commencing Induction casenote in IOMS</p>	<p>Within 5 working days of HD finishing Induction casenote in IOMS</p>	<p>Within 5 working days of the sentence commencing Induction casenote in IOMS</p>	<p>Within 5 working days of the sentence commencing Induction casenote in IOMS</p>	<p>Within 5 working days of the sentence commencing Induction casenote in IOMS</p>	<p>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</p>
<p>Schedule contact</p> <p>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.</p>	<p>At least once every 10 working days Instruction to report in IOMS</p>	<p>At least once every 10 working days.</p> <p>For Residential Restrictions, at least twice every 10 working days with alternating home visits.</p> <p>For Life Parole, up to once every 40 working days for Life Parole with DM approval</p> <p>Instruction to report in IOMS</p> <p>DM casenote for Life Parole Reporting Approved/ Revoked in IOMS</p>	<p>At least once every 20 working days Instruction to report in IOMS</p>	<p>At least once every 20 working days Manual instruction to report issued</p>	<p>At least twice every 10 working days with at least one home visit Instruction to report in IOMS</p>	<p>At least once every 20 working days Instruction to report in IOMS</p>	<p>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</p>	<p>At least once every 20 working days Instruction to report in IOMS</p>	<p>Not applicable</p>	<p>An ITR is in place Instruction to report in IOMS</p>

REMEMBER TO SELECT THE SENTENCE/ORDER TYPE WHEN ENTERING YOUR CASENOTE

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Establish address Purpose: Establishing the offender's address is important in order to verify their living situation, to assess the suitability of the address and occupants, and to manage and monitor any risk issues related to the address.	Home visit completed within 5 working days of the order commencing and any change of address Home Visit casenote in IOMS for initial home visit Change of Address casenote in IOMS and Home Visit casenote for change of address	Home visit completed within 5 working days of the order commencing and any change of address Home Visit casenote in IOMS for initial home visit Change of Address casenote in IOMS and Home Visit casenote for change of address	Home visit completed within 5 working days of the order commencing and any change of address Home Visit casenote in IOMS for initial home visit Change of Address casenote in IOMS and Home Visit casenote for change of address	Home visit completed within 5 working days of the order commencing and any change of address Home Visit casenote in IOMS for initial home visit Change of Address casenote in IOMS and Home Visit casenote for change of address	Home visit completed within 5 working days of any change of address Change of Address casenote in IOMS and Home Visit casenote for change of address	Home visit completed within 5 working days of any change of address Change of Address casenote in IOMS and Home Visit casenote for change of address	Home visit completed within 5 working days of sentence commencing and any change of address Home Visit casenote in IOMS for initial home visit Change of Address casenote in IOMS and Home Visit casenote for change of address	Address verified within 10 working days of sentence commencing and any change of address Address confirmed in the offender information screen and/or Home Visit casenote in IOMS for initial verification Change of Address casenote in IOMS and address confirmed in the offender information screen and/or Home Visit casenote in IOMS for any change of address	Not applicable	Not applicable

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

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Manage conditions Purpose: Actively managing the conditions of the offender's sentence/order is important to encourage compliance and to address their identified risk, needs and responsivity issues.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status for each planned activity is recorded on the manual Offender Plan as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	Offender plan covers conditions Achievement status recorded in offender plan area summary screen in IOMS as In Progress, Achieved, or Not Achieved.	EM and curfew monitored EM connection casenote in IOMS within 5 working days	Hours entered within 2 working days for Centre or 10 working days for Agency Report in screen updated in IOMS

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Assess risk Purpose: Dynamic risk assessment helps to manage risk and reduce the offender's likelihood of reoffending and minimise the risk of harm to others.	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS Manager risk review completed at least every 3 months Manager Risk Review casenote in IOMS ES Formal Review completed at least once every 6 months ES Formal Review casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS Manager risk review completed at least every 3 months Manager Risk Review casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS Manager risk review completed at least every 3 months Manager Risk Review casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS. Manager risk review completed at least every 3 months Manager Risk Review casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS Manager risk review completed at least every 3 months Manager Risk Review casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS	DRAOR and/or ACUTE 2007 at every scheduled contact DRAOR screen completed or STABLE/ACUTE casenote in IOMS	Not applicable	Not applicable

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<p>Identify non-compliance</p> <p>Purpose: Identifying non-compliance and taking appropriate action to hold the offender to account maintains the integrity of the sentence/order, minimises the offender’s risk of harm to others, and promotes their future compliance with their sentence/order.</p>	<p>Initial response within 24 hours Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 5 working days Non Compliance Outcome casenote in IOMS</p>	<p>Initial response within 24 hours Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 5 working days Non Compliance Outcome casenote in IOMS</p>	<p>Initial response within 24 hours Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 5 working days Non Compliance Outcome casenote in IOMS</p>	<p>Initial response within 24 hours Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 5 working days Non Compliance Outcome casenote in IOMS</p>	<p>Initial response within 24 hours Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 5 working days Non Compliance Outcome casenote in IOMS</p>	<p>Identify and respond to non-compliance within 10 working days Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 10 working days Non Compliance Outcome casenote in IOMS</p>	<p>Identify and respond to non-compliance within 10 working days Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 10 working days Non Compliance Outcome casenote in IOMS</p>	<p>Identify and respond to non-compliance within 10 working days Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 10 working days Non Compliance Outcome casenote in IOMS</p>	<p>Identify and respond to non-compliance within 10 working days Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 10 working days Non Compliance Outcome casenote in IOMS</p>	<p>Identify and respond to non-compliance within 10 working days Non Compliance Event & Response casenote in IOMS</p> <p>Follow up action completed within 10 working days Non Compliance Outcome casenote in IOMS</p>

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<p>Victim notification</p> <p>Purpose: This standard contributes to the safety and wellbeing of victims who are registered on the VNR by ensuring they are notified about specified events in accordance with the Victims Rights Act 2002.</p>	<p>Acknowledge understanding of the VNR requirements within 5 working days of accepting file allocation in IOMS</p> <p>Or</p> <p>When the VNR flag is populated after the SCD, acknowledge understanding of the VNR requirements within 5 working days.</p> <p>Victim Notification casenote in IOMS</p>				<p>Acknowledge understanding of the VNR requirements within 5 working days of accepting file allocation in IOMS</p> <p>Or</p> <p>When the VNR flag is populated after the SCD, acknowledge understanding of the VNR requirements within 5 working days.</p> <p>Victim Notification casenote in IOMS</p>					

Submit timely reports

Purpose:

Submitting timely reports helps the judiciary and NZPB with their decision making and contributes to holding the offender to account for their offending and minimising their risk of further offending and/or harm to others.

**All reports completed within timeframes agreed
with justice and NZPB**
Report finalised in IOMS on or before the due date