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NIGERIAN CORRECTIONAL SERVICE
STANDING ORDERS NON-CUSTODIAL, 2020



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LIST OF ABBREVIATIONS

NCS	— Non-custodial Service
NCoS	— Nigerian Correctional Service
NCO	— Non-custodial Officer
PSR	— Pre-sentencing Report
CS	— Community Service
CSO	— Community Service Order
RJ	— Restorative Justice
OGN	— Operational Guidance Note
VOM	— Victim-Offender Mediation
ACJA	— Administration of Criminal Justice Act
DCC	— Deputy Controller of Corrections
NC	— Non-custodial

S. I. No. 55 of 2021

NIGERIAN CORRECTIONAL SERVICE
STANDING ORDERS NON-CUSTODIAL, 2020

[13th Day of May, 2019]

Commence-
ment.

In pursuance to the powers conferred on me by Section 33 (1) (a) and (b) of the Nigerian Correctional Service Act, 2019, I, JA'AFARU AHMED, the Controller-General of Corrections, hereby make the following Non-Custodial Standing Orders—

PART I—INTRODUCTION

INMATES IN NON-CUSTODIAL SERVICE

1. The inmate to engage in the non-custodial service shall be—

(a) Persons who a court of competent jurisdiction has upon conviction granted alternative to Custodial sentence, to be placed under the supervision of a non-custodial officer from the Correctional Service. This involves non-custodial sentences such as probation order or community service ;

(b) Persons who are serving a custodial sentence but have been granted parole by the court on the submission of the Controller General Corrections based on the recommendation of the parole board and according to processes and conditions that may be determined by the Technical Committee of the National or State Committees on Non-Custodial Measures. Such persons shall be required to spend some time in the community with or without conditions in preparation for their discharge / final release to aid their proper reintegration ;

(c) Persons who have completed their custodial sentence but require some aftercare support in the community to facilitate their full reintegration. Persons to benefit from this in the community on discharge shall be submitted to the State Controller by the Superintendent in charge of the custodial facility, on the recommendation of the Welfare Officer (to be removed completely) ;

(d) Persons who are participating in restorative justice sessions. This involves both offenders (either in custody or in the community) and victims, and may occur at different stages of the criminal justice delivery system. Where this involves offenders in custody, the non-custodial officers facilitating these sessions shall work in conjunction with the officers in the custodial service.

FUNCTIONS OF NON-CUSTODIAL OFFICER

2. Services to be rendered by the Non-Custodial officer shall include the following—

(a) Assessment, planning and submission of pre-sentencing report and other documentation which may assist the court in determining the appropriate sentence to be awarded ;

(b) Supervision of those serving non-custodial sentence to ensure compliance with the terms and conditions awarded by the court of competent jurisdiction ;

(c) Facilitating and providing restorative justice sessions both in the community and in custody. With respect to those provided in custody, this shall be done at the request of the Welfare unit of the Custodial Centre ;

(d) Assessment, preparation and submission of pre-release report in conjunction with the Welfare unit of the custodial facility to the Superintendent in charge for aftercare, parole considerations etc. ;

(e) Undertake all activities aimed at facilitating the rehabilitation, reformation and reintegration of all targets of the non-custodial service ;

(f) Bringing to the attention of the relevant authority including the court, in charge non-custodial measures at both the state and national levels, the parole board where applicable, any violations of the conditions on which the noncustodial order was granted for review and a variation of their order ;

(g) Any other activity as may be assigned by the Deputy Controller General in charge of Non-Custodial Service, or the Controller-General.

RANK OF OFFICERS OF NON-CUSTODIAL SERVICE

3. All ranks applicable to the Custodial Service shall be applicable to the Non-Custodial Service.

STRUCTURE OF NON-CUSTODIAL SERVICE

4.—(a) The Directorate shall be headed by the Deputy Controller-General in charge of the Non-Custodial Service who shall be answerable to the Controller-General of the Correctional Service.

(b) At the state command, an officer not less than the rank of a Deputy Controller of Corrections shall be the Head of the Non-Custodial Service, who shall be answerable to the State Controller of Corrections. At state level, there shall be officers of superintendent cadre to be posted as local government non-custodial supervisors and link officers.

(c) At the zonal level, the Head shall be an officer not below the rank of a Controller.

5. At the national level, there shall be five Assistant Controller Generals who shall head each of the following sections—

- (a) Community service ;
- (b) Probation ;
- (c) Parole ;
- (d) Restorative justice ;
- (e) After-care services and others as may be determined by the Service.

CONTRACT STAFF AND VOLUNTEERS

6. The Non-Custodial Service may employ the services of contract staff and volunteers where there are non-available officers from the Service.

DEPLOYMENT

7. Officers may either be deployed from the Custodial Service or be recruited as new intakes. With respect to those deployed from the Custodial Service, these shall include welfare officers, psychologists or other officers that have shown commendable traits and attitudes relevant to the Non-Custodial Service. Officers who are deployed to the Non-Custodial Service shall undertake relevant specialised training courses.

RELEVANT DISCIPLINES

8. Deployment to Non-Custodial Services shall be from relevant fields such as—

- (i) Social work
- (ii) Psychology
- (iii) Sociology
- (iv) Guidance and counselling
- (v) Criminology
- (vi) Vocational Skills

COMPOSITION OF THE NATIONAL COMMITTEE ON NON-CUSTODIAL MEASURES

9. The National Committee on Non-Custodial Measures shall consist of—

- (a) The Controller-General of Corrections.
- (b) Deputy Controller-General in charge of Non-Custodial Service.
- (c) A retired High Court Judge.
- (d) The Director of Social Welfare, Federal Ministry responsible for youth and sports.
- (e) The Director of Youths, Federal Ministry responsible for youth and sports.
- (f) The Inspector-General of Police or his representative, not below the rank of Commissioner.

- (g) A representative from the—
 - (i) Ministry responsible for interior, not below the rank of a Deputy Director,
 - (ii) Ministry of Justice, not below the rank of a Deputy Director, and
 - (iii) Administration of Criminal Justice Monitoring Committee ;
- (h) Three representatives of non-governmental organisations working in the relevant sector.

FUNCTIONS OF THE NATIONAL COMMITTEE ON NON-CUSTODIAL MEASURES

10. The National Committee on Non-Custodial Measures shall undertake policy formulation, advocacy for support and funding, oversight functions and all other activities required for the effective realisation of the objectives and the provisions⁴²⁹ of the Correctional Service Act in relation to the Non-Custodial Service. These shall include the following—

- (a) Coordinate the implementation of non-custodial measures with the judiciary and other relevant agencies ;
- (b) Monitor, evaluate and propose measures for effective operation of non-custodial measures ;
- (c) Receive and consider any complaint or view from the offenders, victims and affected communities, and make recommendations where possible, on the nature of non-custodial measures ;
- (d) Perform any other function required for the proper implementation of this Act ;
- (e) Approve membership of the State and Federal Capital Territory Committees on Non-Custodial Measures as may be recommended by the Controller General ;
- (f) The Chairperson of the National Committee on Non-Custodial Measures shall appoint with the approval of other members, the members of the established and ad-hoc technical sub-committees ; and
- (g) Receive and consider submissions and recommendations of the Technical SubCommittees of the Non-Custodial Measures Committees.

STATE COMMITTEES ON NON-CUSTODIAL MEASURES

11. The functions of the National Committee on Non-Custodial Measures shall equally be applicable to the State and Federal Capital Territory Committees on Non-Custodial Measures.

TYPES OF NON-CUSTODIAL MEASURES

12. The types of Non-Custodial Measures include the following—

- (a) Community service ;
- (b) Probation ;
- (c) Parole ;
- (d) Restorative justice models when awarded by a court of competent jurisdiction as an alternative to custody and involving victims and offenders in the community ; and
- (e) Any other sanction as may be granted by a court of competent jurisdiction which is applied as an alternative to custody.

PART II—NON-CUSTODIAL STANDING ORDER

1. All cases involving referral of offenders to the NCoS shall commence with an appropriate assessment of the offender by the Non-Custodial Officer (NCO). Assessment of offenders.
2. The designated Pre-Sentence / Supervision Intake Form shall be used for gathering information to carry out an initial assessment or to commence supervision, where an initial assessment report was not requested by the sentencing Court. Pre-sentence intake form.
3. As soon as possible after an offender has been placed under supervision of the NCoS, the relevant NCO shall complete with the cooperation of the offender – a Case Management Plan, as described in the operational guidance note (OGN). Case management plan.
4. The Case Management Plan shall reference any conditions of supervision included in the Probation Bond or other such Order as well as including planned steps to be taken to address issues associated with the offender's risk of reoffending. The plan shall also outline the reporting and attendance requirements on the offender. Content of case management plan.
5. The case management pre-plan shall include clear steps to review, record and manage compliance, progress on and completion of the supervision order, as outlined in the NCoS OGN. Case management reporting.
6. Courts are to be encouraged to seek Pre-Sentence Reports where a Non-Custodial sanction is being considered, so as to ensure appropriate assessment of the offender, as well as their motivation to comply with the terms of any Non-Custodial Sentence. Pre-sentence report.
7. Pre-Sentence Reports may either be Fast Delivery (shorter) or 'Full' Reports. In either case, the appropriate format and template report from the OGN shall be used to complete the Report. Fast delivery and full report.

B 2880

Structure and content of pre-sentence report.

8. Structure, layout and content of Pre-Sentence Reports shall follow the instructions in the NCoS OGN document.

Duration for pre-sentencing report.

9. When a sentencing Court requests a Pre-Sentence assessment Report, this assessment and report shall be completed by the NCO in accordance with the time allowed by the Court, and in accordance with the procedures outlined in the NCoS Operational Guidance Note (OGN).

PROBATION

Endorsement of probation order by offender.

10. NCO shall ensure that the probation order is duly signed by the offender before supervision can begin.

Aim of probation order.

11. Probation Orders, and the supervision of the offender arising from such orders, are aimed at offender rehabilitation and reintegration into the society, and specifically at reducing their risk of re-offending.

Probation bond.

12. It is the responsibility of the Court in the first instance to ensure that the Bond is signed by the offender in the first instance, and also that a copy of the Bond is sent to the relevant NCoS office.

Signing of probation bond.

13. The relevant NCO shall ensure that the offender has signed the Probation Bond at the earliest stage possible, preferably before the offender leaves the sentencing Court and where the NCO is present there.

Documentation of probation order.

14. The NCO shall ensure that a copy of the Bond is retained in the relevant NCoS file.

Making contact with offender after probation order.

15. The supervising NCO shall make contact with the offender under supervision as soon as possible, but no later than one week after they are placed on Probation Bond.

Procedure for varying probation order.

16. Procedures to vary, discharge, breach or termination of a Probation Order are described in the OGN and these procedures must be followed in such cases. Orders must not be changed, varied or terminated except in line with the procedures and forms contained in the OGN.

Extending probation orders.

17. Supervision under Probation Orders cannot be extended, except in accordance with the procedures in the OGN.

Refusal to sign probation orders.

18. The NCO shall draw the attention of the court if the offender refuses to sign the probation orders.

19. The NCO shall make contact with the person placed on probation in order to obtain useful information about the person. Making contact with offender under probation.
20. An NCO who attends a court session where a probation order was issued shall obtain a copy of the probation order. Obtaining probation order from court.
21. The NCO who obtained the order shall file the order in the NCoS probation service file for proper documentation. Documentation of probation order.
22. Where the probation bond is available, it shall be filed in the confidential file/ organizational case file. Filing a probation bond.
23. Where a probation bond is not sent to the NCoS two weeks after the court order, the DCC of NCoS shall write a letter to the court that made the order. When a probation bond is not transmitted to NCoS.
24. The supervising NCO shall make contact with the probationer not later than one week after receiving the probation bond. Contacting offender after probation order.
25. The supervising NCO shall arrange the first appointment with the probationer not later than 10 days after the probation bond was received. When to arrange appointment after probation order.
26. At the first interview, after entering into the bond, the NCO will explain the bond to the offender in detail. First interview after probation order.
27. The NCO shall explain to the offender in plain language the conditions attached to the probation bond and ensure that the offender understands every condition. Meeting with probationer.
28. The NCO shall explain to the probationer in plain language the consequences of flouting the probation bond. Establishing ground rules after probation order.
29. The NCO shall ensure and verify that the personal address provided by the probationer is accurate and that he/she understands the implications of changing locations. Verifying probationer's address.

B 2882

Setting up a meeting with probationer.

30. The supervising NCO shall agree with the probationer the acceptable time for routine supervision and the venue where the visitations should take place.

Ground rules for probation.

31. The NCO shall not request the probationer to obey any condition that is not contained in the probation bond.

Risk assessment of offenders.

32. The NCO shall complete the risk assessment form after carefully evaluating the risk factors for reoffending behaviour.

Needs and risks assessment.

33. The NCO shall consider factors like family background, economic status, employment status, educational background, marital status and number of children for offenders that are married, parents or guardian information if it involves children, pro-social and anti-social behaviours, and any other factor that affects probationer's rehabilitation.

Preparing case management.

34. The supervising NCO shall prepare a case management plan for the probationer.

Contents of case management plan.

35. The case management plan shall be prepared in line with criminogenic factors outlined in the pre-sentence report.

Work plan for rehabilitation.

36. The NCO shall prepare a work plan that will aid the rehabilitation and reformation of the offender.

Time for commencement of case management plan.

37. The Case Management Plan must commence not more than one month after the order of the court.

Decision on visitation of offender.

38. The NCO shall clarify the frequency of supervision with the offender, explaining the factors that led to that decision.

Time of visit to probationer.

39. NCOs shall use their discretion to allocate time and frequency of visits.

Frequency of visit to offender.

40. NCOs shall maintain a weekly session with high risk offenders, including visiting their home addresses at least once every week for the first four months.

Visitation of probationer.

41. NCOs shall maintain a fortnightly contact with medium risk offenders, including visiting their home addresses at least once in two weeks for the first four months.

42. NCOs shall visit low risk offenders once every month inclusive of a visit to their home address within the first four months.

Visitation of low risk and high risk offenders.

43. If an NCO feels that following the changes in an offender's behaviour that frequent visits are not needed, he shall consult his supervisor supporting it with documentary evidence from the case file.

Changes in offender's behavior.

44. If an offender fails to honour an appointment as stated in the recognisance, the breach shall be filed by the NCO in the record of supervision file.

Breach of recognizance.

45. After filing the breach, the supervising officer shall make contact with the offender to ascertain the reason for his unavailability.

Ascertaining why an offender is in breach.

46. The following reasons shall be acceptable reasons for unavailability provided the NCO can corroborate the offender's claims—

Acceptable reasons for breach of recognizance.

(a) Absence due to ill health, or.

(b) Bereavement in the immediate family, or

(c) Compulsory overtime working, or

(d) Court appearance(s) which should be verified, or.

(e) Any other reason, approved by or known to the supervising officer, when notified and agreed in advance.

47. Any reason not outlined above shall be deemed unacceptable by the NCO unless the offender is mentally unstable, homeless or handicapped, then the NCO shall adopt a flexible visitation plan.

Unacceptable reasons for breach of recognizance.

48. Two unacceptable failures during any twelve month period of probation shall attract a formal letter of warning which will be sent by ordinary post to the last known address of the offender.

First warning letter for breach.

49. The NCO shall inform the offender the consequence of breaching the conditions in the recognisance.

Informing the offender the consequences of breach.

50. A second warning letter should be followed up with a home visit if the offender is still in breach after the first warning letter.

Second warning letter.

51. The NCO shall send a third letter via the same means as stated above, informing the offender that breach of proceedings shall be commenced without delay.

Third warning letter.

Initiating
breach of
recognizance.

52. The NCO shall consult with his supervisor before initiating a breach of recognizance process.

Condition
for nullifying
breach.

53. An agreeable explanation for non-attendance or other non-compliance accepted subsequent to the issuing of a warning letter, nullifies that warning.

Multiple
failures.

54. Multiple failures to observe the agreed conditions within a single day's activity will be reckoned as a single failure.

Documenting
compliance.

55. The Record of Supervision on file will document the compliance with appointments and progress in relation to the goals and expectations of supervision.

Updating
supervision
file.

56. The NCO shall maintain an updated record of supervision file and events shall be recorded not more than five working days after its occurrence.

Handling
offender's
file.

57. The NCS file of offender shall not be removed from the office by the NCO and shall be stored securely when not in use because of the sensitive information it contains.

Explaining
to the
offender the
power of the
court.

58. The NCO should ensure that a person under supervision understands the Court's power to vary or discharge the probation order.

When a Pre-
sentencing
report is not
available.

59. Where a Pre-Sentencing Report (PSR) of an offender was not carried out before the court order, the NCO in charge shall carry out the offender's risk of reoffending not later than one month after allocation.

When an
NCO didn't
visit as
scheduled.

60. Where the supervising NCO does not meet the scheduled number of visits, this shall be recorded in the offenders' file and the NCO must consult his supervisor.

Visiting an
offender.

61. The NCO shall visit or receive reports from the person under supervision at such reasonable intervals as may be specified on the Probation Order or subject thereto, as the NCO may deem fit.

Supporting
an offender's
rehabilitation.

62. The NCO shall advise, assist, and support the offenders, and when necessary, shall endeavour to find him suitable employment.

Inter-
personal
relationship
with
offender.

63. The NCO is required also to build an effective interpersonal and professional relationship with the offender to achieve the objectives of probation supervision.

Referral
services.

64. The NCO shall give appropriate information on available social services programme to the offender and shall explain the opportunities and risks involved.

65. The NCO shall review the risk assessment carried out on an offender after six months in order to assess whether risk has been reduced in response to the interventions outlined in the Case Management Plan.

Review of
risk
assessment.

APPLICATION TO DISCHARGE THE RECOGNISANCE

66. If the NCO wishes to vary any of the conditions or period of supervision in response to emerging or receding risk factors, the officer should apply to the court.

Responding
to receding
risk factors.

67. The application to vary may be made for the purpose of inserting additional or altering or deleting existing conditions, or for extending or reducing the period of the recognisance order.

Application
for varying
recognisance.

68. The NCO must consult and get the permission of his/her Supervising Officer before making the application above.

Consulting a
superior
before
varying
recognisance.

69. An application to discharge a probation order may be made to the Court when the goals of supervision have been achieved or the conduct of the offender has been such as to make continued supervision unnecessary.

When to
stop
supervision.

70. The NCO may apply for probation order of twelve months to be reviewed with a view to discharging low risk cases after six months if the risk remains low.

How to
handle low
risk
offenders
after 12
months.

71. No application for discharge should be made to court where there is a medium or high risk of harm to self or others.

Medium or
high risk
offenders.

BREACH OF RECOGNISANCE

72. Where an offender has failed to comply with more than one condition of the recognisance, the grounds of the application for breach should be based on the failed condition which the NCO can prove from his/her own direct evidence.

Multiple
breach of
recognisance.

73. Where an offender is in breach of a condition of supervision and as a consequence there are substantial reasons to believe that a third party is likely to suffer harm or injury as a result of actions by the offender, breach proceedings may be initiated without recourse to the normal sequence of warning letters.

When an
offender is a
risk to a
third party.

74. The NCO shall apply for summon in the first instance to initiate breach proceedings.

Application
for summon.

B 2886

Warrant in the first instance.

When an offender cannot be served.

Supervising a homeless offender or someone that cannot be served.

Supervision of an offender that has completed a probation order.

Voluntary supervision.

Role of supervising officer.

Frequency of visit by supervising officers.

Feedback from supervising officer after site visits.

Correspondence between supervising officer and NCO.

75. The NCO can apply for a warrant in the first instance only when the offender changes address without notification to the NCO.

76. Warrant can also be initiated in the first instant if the offender is a security risk to himself/herself or when the offender is homeless and cannot be served in his known address.

77. Supervision of the offender in respect of that recognisance ceases as soon as a court has accepted the information in respect of a breach laid before it and has directed that a summon or warrant be issued.

78. The NCO has no authority for continued supervision of a person who has completed a period of probation unless there is another order of the court.

79. If there are arrangements in place for voluntary supervision and support, such voluntary arrangements should be kept to a minimum, and where they are used, they should be in line with agency policy, with the knowledge and agreement of the relevant Supervising Officer, and for a specified length of time and for a specific purpose.

ROLE OF NCS SUPERVISING OFFICER

80. Non-custodial Service Supervising Officer has the primary responsibility of ensuring the adequacy and effectiveness; the quality of probation supervision, compliance with Service policies and procedures, and the oversight of orders.

81. Supervising Officers should plan and carry out occasional and random sampling of the work of teams within their area, at least once every two months.

82. The Supervising Officer shall give written feedback to each local Superior Officer/team member, noting the quality of practice identified at relevant levels. This feedback shall include any remedial actions required and a date by which those actions should be completed.

83. The Supervising Officer should require a written response confirming that all actions required have been carried out not later than one month after the feedback.

84. The Supervising Officer shall report the outcomes of the monitoring activity to the appropriate DCC, who shall decide what further actions (if any) are to be taken on the feedback.

Reporting outcomes of supervision by the supervising officer.

85. Supervising Officers shall ensure that a Case Management Plan is formulated, carried out and that the basis for the decisions is clear and made explicit in the record of supervision on the case file.

Implementing case management plan.

COMMUNITY SERVICE

86. When carrying out pre-sentence assessments in relation to community service orders, the NCO shall use the appropriate form as prescribed in the OGN, and focus in the report only on issues relevant to the offender's suitability for community service.

Pre-sentencing for community service.

87. Amendment, review, discharge or breach of community service orders shall only be carried out in accordance with the procedures contained in the OGN document.

Procedure for amending community service orders.

88. Where an offender is placed on a community service order, the NCO will ensure that they are placed in the relevant work programme as soon as possible and that their participation on that programme is monitored and managed appropriately in accordance with the OGN document.

Monitoring community service order.

89. When placing an offender on a community service work programme, the NCO shall ensure that the offender is given an appropriate induction briefing and set of instructions.

Briefing an offender sentenced to community service.

90. Any failure to attend to or complete the community service order will be responded to promptly by the NCO, in accordance with the instructions in the OGN.

Failure to attend community service.

91. The NC Community service supervising officers shall be responsive and respectful towards offenders observing community service.

Attitude of non-custodial officer during community service.

92. The NC Community service supervising officers shall ensure that only sanctions spelt out in the community service order are carried out by offenders.

Implementing community service orders.

Assessing an offender's suitability for community service.

93. Non-Custodial Community Service Supervising Officer shall undertake a formal assessment of an offender's suitability for Community Service, before the commencement of community service.

Supervision intake form.

94. The NC supervision officer shall interview the offender in person and complete the appropriate documentation using Supervision Intake Form.

Assessing the health and security risk of offenders.

95. The NC supervision officer shall access the health and security risk of the offender before the commencement of community service.

Completing community service report.

96. The NC officer shall complete the Template Community Service Report (use Fast Delivery Report Format for Community Service), where, on the basis of assessment the offender is deemed suitable, has consented and work is available.

Unsuitability of offenders for community service.

97. The NC Officer shall outline in detail and report the reasons for unsuitability where the offender is assessed as unsuitable for Community service, using the template community service report. The following grounds shall be reasons for unsuitability for participating in community service—

- (a) Mental instability.
- (b) Incapacitation by health or age.
- (c) When the offender poses a flight risk.

Induction for community service offenders.

98. The NC Officer shall inform the offender that if they are given a Community Service Order in Court, they will be invited to attend an induction meeting and that failure to attend will result in a first warning letter.

Details of template assessment form.

99. The NC Officer shall fill the following details in the template assessment form—

- personal details.
- income status.
- employment and educational history.
- drug and alcohol usage.
- general health history.
- criminal record.
- pending criminal record if any.
- appeal of current sentence or denial of guilt.
- offender who is under threat from others.
- involvement in gangs.
- travel.
- availability for community service.

- | | |
|--|--|
| <p>100. The NCO will outline to the offender during the assessment that respectful behaviour, co-operation with instructions and good work efforts are expected of the offender on a Community Service Order.</p> | <p>Expectations from community service work.</p> |
| <p>101. The NCO will emphasize the positive restorative value of the work and the benefits of paying back to the community in recompense for their wrongs.</p> | <p>Familiarizing with offender on community service.</p> |
| <p>102. The Supervising Officer shall make arrangements for the induction process to take place within five working days, with a view to assigning the offender to specified work tasks where placements are available.</p> | <p>Duration for convening an induction.</p> |
| <p>103. The NC Officer shall carry out induction for offenders and issue a commencement letter to inductees.</p> | <p>Writing induction letter to offender.</p> |
| <p>104. The letter should instruct the offender to bring proof of identity to Community Service site on the first day.</p> | <p>Proof of identity during induction.</p> |
| <p>105. The NCO shall ensure that inductees understand the instructions and must ensure that they sign the appointment letter issued to them.</p> | <p>Inducting offenders on community service.</p> |
| <p>106. The NCO shall ensure that the community service forms are completed according to the scripted template.</p> | <p>Completing community service forms during induction.</p> |
| <p>107. The NCO shall prepare a brief summary on case notes, to include commencement date on site, site details and any other issues/concerns identified during the induction process.</p> | <p>Preparing summary note after induction.</p> |
| <p>108. Where offenders are assigned to individual placements, the NCO supervising the offender shall meet with the placement Supervising Officer on the offender's first day, to clarify any relevant issues.</p> | <p>Offenders on individual placements.</p> |
| <p>109. The NC Officer shall explain in plain language what is expected from the offender in the course of his community service.</p> | <p>Expectations from offender during community service work.</p> |

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When an offender fails to attend induction.

110. Where offenders fail to attend induction, they will receive a maximum of three Induction warning letters in respect of their failure.

Conditions for returning a case to court after failure to attend induction.

111. After the third induction warning letter has been issued and the offender has not offered an acceptable explanation, the case will be returned to Court.

Reporting to DCC.

112. The NCS Supervisor shall inform the DCC in charge of the offenders' unavailability for community service before the matter is taken back to court.

Explaining court order to offender.

113. The NCO shall explain the court order to the offender in a language he/she understands.

Receipt order form.

114. The offender will then be given a copy of the Community Service Order and asked to sign the Receipt of Order Form. The NC Officer will also countersign this document and a copy put on file.

When the court fails to transmit the community service order.

115. The NCO shall make every necessary effort to ensure that the CSO is sent by the court. In the event that the order is not sent one week after, the offender shall begin the community service.

Verbal communication of community service order.

116. If the NCO receives a verbal confirmation from the registrar of the court that an order was made, a record of the confirmation shall be recorded and retained.

Transmitting community service order to offender.

117. The NCO shall hand a copy of the Community Service Order to the offender when it becomes available from the court.

Community service engagement contract form.

118. The NCO shall maintain a Community Service Engagement (Contract) Form. The following information are the critical information that must be contained in the CSC form :

1. Details of the Placement
2. Placement location
3. Name and phone number(s) of the Community Service Supervisor
4. No of days of unpaid work (with equivalent hours) to be done.
5. Starting date
6. Expected date for completion
7. Agreed days of attendance

8. Starting and finishing time .

9. All rules & regulations and health and safety guidelines as directed by the Community Service Supervisor

10. Acceptable / Unacceptable absences

11. Unacceptable behaviour on site

12. The NCO shall explain to the offenders that it is a breach of contract to be absent from community service work, except on acceptable grounds. The acceptable grounds for absenteeism include—

(1) Illness, confirmed by a medical certificate. (Some discretion is allowable where the offender does not have ready access to a medical practitioner and any decision in this case must be discussed between the NCO and the Supervisor).

(2) Employment/overtime, confirmed by way of a payslip or letter from the employer.

(3) Planned time off or holidays, confirmed by appropriate documentation.

(4) Hospital/dental/medical appointments, confirmed by appointment letter/card – this may include psychiatric clinics/drug treatment clinics etc.

(5) Court appearances, confirmed by lawyer's business card/letter with date and signature of lawyer (It could also be confirmed by a police contact).

(6) Offender is taken into custody, confirmed by Police or NCO contact with the relevant institution.

(7) Personal or family bereavement, this can be confirmed by a family member, local minister/priest, or otherwise.

119. The NC Supervisor shall not accept the following grounds for absenteeism—

(i) Non-attendance without valid excuse *e.g.* sleeping in, did not hear the alarm, having to baby-sit, not having your phone turned on.

(ii) Stating that he/she has lost some equipment necessary for CS work.

(iii) Having to be excluded from work due to misbehaviour on the site or, in the opinion of the Community Service Supervisor, being unfit for work or under the influence of alcohol/drugs.

Acceptable grounds for absenteeism from community service.

120. The non-custodial officer shall explain to the offender in plain language without ambiguity, the conditions of the community service contract.

Community service contract.

121. The NCO shall ensure that the offender signs the Community service contract after explaining the terms to him/her.

Signing community service contract.

Giving a copy of signed contract to offender.

Filing a community service contract.

Managing community service site work.

Timesheet for community service.

Reporting daily attendees.

Absent from site.

Correspondence on completion of community service.

Informing the court when an order is satisfactorily completed.

Managing health and security on site.

Limit of numbers that can work on the same site.

122. The NCO shall give a copy of the community service contract to the offender after the offender has signed and the NCO has countersigned.

123. The NCO shall file a copy of the community service contract in offenders' case file.

124. The NCO is responsible for managing the work done and smooth running of community service site.

125. The NCO shall prepare a time sheet for every offender to monitor the progress of community service work.

126. The Community Service Supervisor is obliged to inform the NC Service of the names of those who attend/do not attend site each day.

127. When an offender is absent from work site, the NCO shall demand proof in order to ascertain whether his/her excuse is acceptable or unacceptable.

128. The NCO shall inform the NCS in writing when an offender has completed his/her community service order.

129. The NCS shall write to the court where the offender was convicted informing the court that the offender has met all his/her community service contract satisfactorily and should be discharged.

130. It is the responsibility of the NCO supervising Community Service on site to manage Health and Safety on site.

131. Community service supervisors shall not work with more than 8 offenders on site at any time.

132. Where more than 3 offenders are on site, the NCO supervising the community service shall send some of them home or call the office for another officer to be sent to site. Managing large numbers on site.
133. It is the responsibility of the Community Service Supervisor to record, report and to respond to attendance and non-attendance of offenders on-site. Managing site attendance and non-attendance.
134. The supervising NCO shall ensure that all necessary site forms such as daily attendance, are properly filled, signed and returned to the office. Site forms.
135. The NCO supervising community service shall take all necessary steps to facilitate and enable offender complete their order. Facilitating the implementation of community service order.
136. The community service supervisor shall maintain contact with host agencies where offenders are attached to for community service work. Maintaining contact with host agencies.
137. The community service supervisor shall be available to support and offer guidance to offenders at all times to enable them complete their community service order. Guidance to offenders during community service.
138. It is the responsibility of the community service officer to investigate the facts and circumstances of any reported failure on the part of the offender to meet required performance standards. Investigating failure to meet standards.
139. The NCO shall record any report on any disciplinary matter in the offender's NCS record. Recording disciplinary matters.
140. Drugs (unless medically prescribed) and alcohol must not be consumed during Community Service work at any time. Use of drugs on site.
141. The community service supervisor shall strictly implement the no alcohol policy during the community service work and explain to the offender the consequences of indulging in such habits. Alcohol policy.
142. Where an offender reports for work in a state that is deemed to be unfit for work by the Community Service Supervisor or other nominated Supervisor, through alcohol, drug or solvent abuse or any other reason, that person will not be permitted to work on site and will be sent home. Managing breach of alcohol policy.

Notify the non-custodial service office of offenders' indiscretion.

Taking disciplinary action against offenders.

Unpaid community service work.

Returning daily time sheet.

Filing the time sheet.

Completion certificate.

Completion order letter.

Signing the completion order.

Disciplinary procedures for failure to comply with requirements.

Warning letter.

Unacceptable absence.

Steps for ensuring compliance.

143. On the first occasion an offender is deemed unfit for work and sent away, the Community Service Supervisor shall immediately notify the NCS of their decision and action. The NCS will note the matter in Service records.

144. The NCO shall inform the community service supervisor of the decisions and actions to be taken. A report of any disciplinary action to be taken shall go into the offenders' file.

145. Persons on Community Service Orders will be held accountable for performing unpaid work in accordance with the expectations of the NCS in relation to attendance and target completion dates.

146. The Community Service Supervisor will return the completed Time Sheet or Card as soon as the required number of hours or days work has been completed.

147. The NCO will place the timesheet in the offenders' file and will complete a short case closure summary note.

148. The Completion Certificate shall be completed and signed by the NCO and sent to the court.

149. A Completion of Order letter shall be drafted by the NCO and sent to the offender, with a copy kept on file.

150. The case shall then be closed, and signed off after the court has approved, with the record indicating the date the Order was completed.

151. Community Service participants are liable to disciplinary procedures when they fail to comply with requirements relating to 'failure to attend' or 'report as instructed' without reasonable cause.

152. An unacceptable absence is defined as a single or multiple failures to attend community service as instructed. Where the offender does not attend on the agreed day, he/she will automatically get a warning letter.

153. If the offender telephones or contacts the Community Service Supervisor within five working days and produces evidence of one of the acceptable reasons outlined above, the warning letter shall be cancelled and withdrawn.

154. Where the offender fails to comply with the community service order, steps shall be initiated by the NCO to ensure compliance.

155. A first formal warning in writing shall be sent and maintained in the offenders' file if he/she fails to comply with community service order. First warning letter.
156. A second formal warning letter in writing shall be transmitted to the offender followed by a visit to the offenders' place of abode. Second warning letter.
157. A suspension letter shall be sent after the second warning letter if the second warning letter did not have a desired effect, indicating that Court proceedings will be instituted and that the Order is suspended, pending the outcome of the Court proceedings, unless proof of an acceptable excuse is presented within five working days. Suspension letter.
158. The NCO shall send a notice of breach letter to the offender notifying him that the matter has been returned to court and that he has been withdrawn from worksite, if the offender fails to respond to the third warning letter without acceptable reasons within 5 days. Notice of breach to court.
159. Where a decision has been reached to return an offender to court, the NCO shall make an application for a summons to the court for non-compliance with section 463 of the Administration of Criminal Justice Act 2015. Application for summon.
160. The NCO may withdraw the application for summons if the offender expresses desire to re-engage with verifiable facts. Withdrawal of summon.
161. The NCO shall carry out reassessment and re-induction for the offender if there is a time lag between the time the offender was asked to withdraw from worksite and when he was reengaged. Reduction after lag in time.
162. The NCO applying for the summons shall make a note to the court with the following information— Documents for applying for summon,
- (i) Case summary for breach proceedings.
 - (ii) The Original Community Service Order :
 - (i) Any Original Community Service Assessment Report.
 - (ii) Original Assessment Form.
 - (iii) Copy of receipt of Order Form.
 - (iv) Time sheet recording site attendance.
 - (v) Copies of correspondence in relation to non-attendance.
 - (vi) Copies of all warning letters.
 - (vii) Any returned letters.
 - (viii) Record of any explanations offered by offender to Supervisor on site for nonattendance.
 - (ix) Any case note entries on file which relate to communication with the Supervisor or NCO in relation to non-attendance.

Documentation for breach of summons.

163. The NCO shall attend Court with the relevant summons application, the Background Summary Information Report and a copy of the Community Service Order and give them to the Court Registrar to be put before the Judge.

Swearing an oath for summons.

164. The NCO will swear an oath/make an affirmation under the guidance of the Court registrar and make an application for a summons for hearing on an appropriate date.

Swearing an oath for summons and securing a date.

165. If the offender is in custody, two copies of the original summons will be sent to the controller of the relevant correctional center where it can be served on the defendant in order to produce him in Court.

Offender under custodial detention.

166. The NCO shall attend the Court on the date fixed for the hearing of the application with the summons application, the Background Summary Information Report, the Community Service Order and any other relevant documentation from the offender file.

Documents for attending court process.

167. In the event that the offender fails to attend to the summons, and the summons has been properly served, a bench warrant may be applied for and issued by the Court and the NCO shall complete a case closure summary for the file.

Bench warrant.

168. The NCO can seek an extension of time to perform Community Service in the event of the offender not being able to complete the Order, with good reason, within the time allowed for completion of the Community Service Order.

Extension of community service with good reason.

169. When a case is being transferred to another team, due to the offender moving address, the NCO who is transferring the case shall consider applying to extend the Order to avoid difficulties with time frames.

Transferring community service to another location.

170. To vary a Community Service Order, the NCO shall complete the appropriate summons application, bring it to Court and have it signed by the Judge, for issue to the offender.

Varying a community service order.

171. The NCO shall complete Background Summary Information Report and submit it to the Court Registrar to present before the Judge at the Court hearing.

Background information report.

172. The Sentence Completion Report shall apply where the offender has completed the sentence.

Sentence completion report.

173. The report shall detail this fact and state the date, time and any other relevant information with respect to the offender or/and the sentence or regarding where or how it was carried out.

174. Report of all cases of non-compliance submitted to Controller General of Nigerian Correctional Service or his designate by the designated community service supervisors shall be submitted to the appropriate court for action in line with section 42(1)(c) of the Nigerian Correctional Service Act (2019).

Details of sentence completion report.

RESTORATIVE JUSTICE

175. Assessment and preparation for restorative justice interventions, as well as the implementation of such measures, must be carried out in accordance with the guidelines contained in the OGN document.

Returns to Controller General.

176. The NCO should discuss with his supervisor if the court specifically recommends Victims-Offender mediation as part of restorative justice assessment.

Assessment and preparation for restorative justice.

177. The NCO shall carry out at least one interview with the offender to assess their understanding of the process and identify any potential risks to the victim and then decide on the appropriateness of making contact with the victim.

Victim offender mediation.

178. The NCO shall contact the prosecuting police officer to discuss any issues that make the pursuit of VOM unviable.

First interview with offenders.

179. Information shall only be shared between the offender and the victim where the NCO is fully satisfied that it is safe to do so.

Contacting prosecuting police officer.

180. The NCO shall ensure that no information pertaining to the victim, including their decision not to participate in the restorative process, shall be shared with the offender except with the victim's consent.

Information sharing for restorative justice.

181. When VOM is part of a probation case management plan, the NCO shall discuss with his/her supervisor before proceeding with the process.

Managing information.

182. When an offender requests to meet the victim, the NCO must seek and secure the approval of his supervisor before starting the process.

Victim offender mediation in a case management plan.

183. When a victim requests to meet the offender, the NCO must inform his supervisor about the request.

When offender wants to meet victim.

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Where victim wants to meet offender.

Assigning restorative justice to an officer.

Handling restorative justice process.

Mediator for restorative justice.

Role of facilitators in a restorative justice process.

Facilitating restorative justice process.

When mediation can take place.

Where restorative justice meetings can be held.

Consent for mediation meeting.

Tips for mediation meetings.

Case management in restorative justice.

184. The NCO handling a matter shall not be responsible for handling a VOM where the request comes from the victim. The supervisor shall assign the restorative justice process to another officer within that region.

185. A mediation meeting shall only proceed if adequate preparation has taken place with both parties (victim and offender).

186. The non-custodial supervisor shall appoint a facilitator to mediate the restorative justice process.

187. The role of facilitators shall be to help participants stay on track, to guide and clarify when necessary and to ensure that there is no divergence from what was agreed in the preparation stage.

188. The facilitator shall explain to the victim and offender that the ground rules for reconciliation shall be generated and owned by both participants with the clear understanding that restorative justice is a voluntary process.

189. The facilitator and NCO shall only allow the mediation meeting to proceed if both parties have accepted the terms of mediation.

190. Restorative justice meetings can only be held on neutral grounds (location) where both parties will feel comfortable and safe.

191. The facilitator shall seek the consent and approval of victim and offender before allowing their support persons to be present during the mediation.

192. The mediator/facilitator shall follow through on any questions raised or commitments given in the mediation session, to ensure that the restorative process is not undermined.

193. The agreed actions shall be incorporated into the offender's Case Management Plan and kept under review.

PAROLE

194. The process in relation to referral of offenders for parole, as well as their assessment and case management, shall generally follow the same procedures as those outlined in the OGN in relation to the supervision of offenders on Probation Orders.

195. Assessment and preparation of offenders for release from custodial sentences on parole shall commence at an appropriate point prior to their release, so as to give time for suitable planning and preparation for a smooth transition back to, and resettlement in, the community. Procedure for parole.
196. Any breaches of the conditions of supervision on parole must be assessed and responded to promptly, particularly if they are likely to lead to a return to custody for the offender. Assessment and reparation for parolees.
197. The NCO shall liaise with custodial officers to formulate the pre-release Risk Management Plan of a parolee. Breach of parole procedure.
198. The NCO shall assess the risks posed by an inmate to the society during the prerelease Risk Assessment. Pre-release risk assessment.
199. The NCO shall ascertain the details of the inmates' proposed address on release to facilitate assessment of suitability and case transfer. Re-entry risk assessment.
200. The custodial officer in charge is to complete supervision notes on the inmates' file, including a transfer summary of work completed by the inmate in custody, within five working days of the inmates' release. Details of inmates eligible for parole.
201. The file of the inmate shall be transferred to the NCS within five working days of the inmates' release on parole. Completion supervision notes.
202. Once an inmate is transferred to the NCS, non-custodial officers in charge shall verify every information provided including verifying the offenders' address and family information. Transferring file from custodial to non-custodial service.
203. The NCS shall immediately after receiving the offenders file, initiate a three way meeting with the custodial centre, family and the offender. Verification of parolee's address.
204. The offender must comply with the conditions of the parole order. Should the offender fail to comply with any conditions and/or supervision plan, the NCO shall inform and consult with his/her supervisor. Three-way meeting.
205. Where an offender has contravened a condition imposed by the Court, the NCO shall apply to the Court to fix a date for the hearing of an application for an order revoking his/her parole order. Complying with parole condition.

SUPERVISING COMMUNITY SERVICE ORDERS DURING OUTBREAK
OF INFECTIOUS DISEASES/PANDEMICS.

Condition
for revoking
parole order.

207.-229.
Managing
non-
custodial
measure
during a
health
pandemic.

206. NCOs shall lead by example by adhering strictly to all health protocols during a health pandemic.

207. NCOs shall inform clients about the health and safety measures implemented by the Nigerian Correctional Service in relation to supervision of those serving non – custodial sentences during lockdown.

208. Correctional officers shall observe all the safety measures stipulated by the Federal ministry of Health while at work, or while supervising community service or conveying offenders.

209. Officers shall strictly adhere to social distancing, including when supervising offenders on community service.

210. Officers shall desist from hand shaking pending the expiration of the pandemic.

211. Officers shall use hand sanitizers and disinfectants to clean their hands regularly and tools should be disinfected between each use.

212. Officers shall regularly wash hands and for at least 20 seconds with each wash.

213. The use of protective gears such as facial masks and hand gloves is compulsory for all officers on duty.

214. NCOs shall maintain a distance of at least two meters between themselves and offenders, and between offenders on non-custodial sentence.

215. NCOs shall encourage the use of hand-sanitizers and where possible running water and soap for washing of hands. They should encourage offenders to wash their hands regularly for at least 20 seconds in each instance.

216. Non-custodial officers shall observe adequate social distancing when supervising offenders on community service.

217. NCOs shall ensure a physical distance of 2m between them and offenders during the pre-sentencing interviews.

218. Where the non-custodial sentence is served in an enclosed area and there are no Air Conditioners, the windows and doors of the place shall be open for adequate ventilation.

219. Correctional Officers shall ensure that offenders are screened and tested for infectious diseases before taking over from sentencing authorities.

220. Correctional Officers shall swiftly alert relevant agencies/offices when they suspect that an offender is exhibiting symptoms of a deadly infection.
221. A correctional officer must self-isolate and seek medical intervention if he or she has been in contact with anyone suspected or confirmed to have contracted a deadly virus.
222. A correctional officer must self-isolate and seek medical intervention if he or she displays any symptoms of deadly infection during a pandemic.
223. A correctional officer must self-isolate and seek medical intervention if he or she has travelled to a high-risk area or has been in contact with a person who has recently travelled to such a high-risk area.
224. A correctional officer should ensure that offenders that come under their care are screened with temperature thermometers and for other items that may affect their execution of their non-custodial sentence such as hard drugs.
225. Where an offender confirms that he/she has been in contact with a person from high risk locations, or with someone who is suspected of having symptoms of infectious disease, or the offender confirms he/she has a deadly virus, that offender shall not be supervised by the correctional Officer.
226. The Nigerian Correctional Service shall promote awareness of government Regulations, offences, punishment and consequences of reoffending among offenders.
227. NCOs shall ensure compliance with specified practical steps in line with the approved health protocols, amongst offenders serving community sentence.
228. A pre-sentence report recommendation for community service to be awarded shall align appropriately with public health requirements and restrictions.
229. A pre-sentence report may also recommend that a sentence of fine, community service or probation be suspended to take effect at a later date when the risk of infection has reduced.
230. Pre-sentencing (social inquiry) reports shall be prepared without delay in such a way that the decision of the Court is not unduly delayed.
231. The Non-Custodial Correctional Officer has a duty to diligently supervise all offenders who are sentenced to non-custodial measures and take all lawful steps to ensure that the sentence is carried out in compliance to approved health regulations.

Dealing with
children
offender.

Dealing with
offenders
with
physical
disability.

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Nature of community service work for offenders with disability.

232. The Non-Custodial Correctional Officer shall ensure that he/she contributes considerably to ensuring that the fundamental rights of the children in conflict with the law / juvenile offenders are protected, especially during pandemics.

Sanctions for physically challenged offenders.

233. The Non-Custodial Correctional Officer shall ensure that the physical disability of an offender is put into consideration during the preparation of the pre-sentence reports.

Presentencing report for mentally unstable offenders.

234. The nature of the community service or other non-custodial sanction given shall be such that does not present undue difficulty and suffering to the offender living with physical disability.

Mentally unstable offenders.

235. Non-custodial officers should explore sanctions that do not exert physical strain on offenders living with disabilities.

Case management for young offenders.

236. Pre-sentence reports for offenders living with mental instability should state clearly if the offender has the capacity to carry out the sanction meted out to them.

Gender responsive approach.

237. In cases where the offender is certified mentally unstable, steps should be taken to treat the mental health before the offender can serve his/her sanction.

Risk assessment for female offenders.

238. Where the person sentenced to community service is a young offender, his/her parents and family members should be included in the rehabilitation plan to aid reformation and reintegration.

Treatment of young offenders.

239. While preparing the pre-sentence report, non-Custodial Officers should bear in mind that in relation to children in conflict with the law/young offenders, strictly punitive approaches are not appropriate.

Case management for female offenders.

240. Non-custodial officers should while dealing with female offenders explore gender responsive policies and practices that enhance successful reintegration of female offenders into the community.

Gender responsive policy.

241. While writing pre-sentence report for female offenders, non-custodial officers should state if the offender has caregiving responsibilities that might affect her ability to carry out community service.

Female offender with caregiving responsibility.

242. Female offenders should be supervised by female non-custodial officers except when there are no female officers in the community where the non-custodial service is taking place.

243. Non-custodial officers shall take into cognisance the care giving roles of female offenders, especially mothers, while agreeing on a time for community service work. Treatment of female offenders.
244. Where a female offender is nursing a baby, she shall be allowed to bring the baby to the site of community service work and shall be allowed to breastfeed the baby at agreed intervals. Community service schedule for female offenders.
245. In relation to pregnant women offenders and women offenders with dependent children, the best interest of the child or children (including the unborn child or children) and the health of the pregnant woman should be considered during the supervision of the non – custodial sentence assigned by the court. Nursing mothers with community service.
246. The Correctional Officer shall keep a logbook where he or she documents compliance with the court's order and his or her supervision of the processes. Pregnant female offender.
247. The logbook will be used when preparing the Progress Report on the Supervision. Log book for compliance.
248. Where the sentence duration is very short, such as where the offender is required to sweep/clean a given environment for one day, the correctional officer shall complete a Sentence Completion Form or Report. Progress report.
249. The Progress Report shall contain information of the offender's compliance or noncompliance with the sentence, as well as any relevant information that will aid the Correctional Service to make any necessary amendments that will ensure effective discharge of the terms of the sentence. Sentence completion form for short sentence.
250. Where it is apparent to the Non-Custodial Correctional Officer that varying the sentence is in the interest of justice, the health of the offender or the interest of the society, he/she shall urgently apply to the Court for a review of the sentence. Content of progress report.
251. Officers supervising non-custodial sentences should ensure that the rights of the offenders are respected. Sentence review.
252. Offender's personal records shall be strictly confidential and closed to third parties. Access to such records shall be limited to persons directly concerned with the disposition of the offender's case or to other duly authorized persons. Right of offenders.

Made at Abuja this 8th day of December, 2020.

JA'AFARU AHMED (fcmc)
The Controller-General of Corrections
Nigerian Correctional Service

<i>List of Forms</i>	<i>Form Number</i>
1. Pre-Sentence/Supervision Intake Form	NC/1A
2. Pre-Sentence (Fast-Delivery) Report Form	NC/1B
3. Non-Custodial Sentence Progress Report Form	NC/1C
4. Non-Custodial Sentence Breach Form	NC/1D
5. Non-Custodial Sentence Completion Form	NC/1E
6. Non-Custodial Service Report Form* (N/A)	NC/2A
7. Non-Custodial Services Report Weekly/Monthly Form* (N/A)	NC/2B
8. Same-Day Community Service Assessment Report Form	NC/2C
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10. Case Management Plan	
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16. Warning letter template	
17. Failure to Comply with a Condition Warning letter Template	
18. Final warning letter for Breach Proceeding Template	
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APPENDIX
SAMPLE FORMS OR TEMPLATES



FORM NC/1A

PRE-SENTENCE/SUPERVISION INTAKE FORM

(This form is to be completed at first contact [referral for assessment or direct placement under supervision] by a Non-Custodial Officer in relation to the defendant)

Name of Supervising Officer:

Rank and Official Number:

Phone Number:

1. Defendant's Name:

2. Offence/s:

3. Charge Number(s):

4. Date and Place of Arrest:

5. (a) Date of Birth: (b) Age:

6. Gender:

7. Residential Address:

8. (a) Nationality (b) State of Origin:

9. (a) LGA: (b) Town:

10. (a) Phone number: (b) Email-address:

11. Arresting Agency:

12. Employed ☐ Self Employed ☐ Unemployed ☐ Student ☐ Other [...]

13. Name and Address of Employer/School/College (as applicable):

14. Estimated Annual income: \$
.....15. Marital status: Married ☐ Single ☐ Divorced ☐ Widow ☐ Widower ☐

16. Name of Spouse:

17. Spouse Address:

18. Spouse Phone Number:

19. How many Children:

20. Next of Kin (NOK):

21. Address of NOK:

22. Phone number of NOK :
23. Previously convicted of any offence? Yes [] No []
24. If YES, give detail :
.....
.....
25. History of and compliance with previous sanctions/sentences – including
custodial and noncustodial :
.....
.....
26. Any current relevant health / mental health / disability issues? :
.....
.....
27. Any history of mental health issues, including addictions or substance misuse
(details) :
28. Contact & other details for relevant medical practitioner/clinic/counsellor/
therapist :
29. Other relevant background information—including physical/mental health,
financial or accommodation issues, addictions, significant relationships,
associates/peers, other responsibilities, interests, use of leisure time etc :
.....
.....
30. Factors that may support the defendant in avoiding further offending :
.....
.....
31. Court Decision/Sentence :
32. Any further Court adjournment, or progress report/s required? (Give details):
.....
.....
33. Any additional comments or notes on this matter :

.....
Supervising Officer's Signature

.....
Date



FORM NC/1B

PRE-SENTENCE (FAST-DELIVERY) REPORT FORM

(This form is to be completed by a Non-Custodial Officer in relation to the defendant)

For : Court

Name of Non-Custodial Officer :

Rank & Official Number :

Office Address :

Source/s of information for this report :

I solemnly give the details below willingly and knowing same to be true and nothing but the truth in accordance with the Oath Act.

1. Defendant's Name :
2. Residential Address :
.....
3. (a) Date of Birth : (b) Age : (c) Gender :
4. Charge Number :
5. Arresting Agency :
6. Previous Conviction/s? Yes [] No [] Don't Know []
7. If YES, give detail :
.....
.....
8. Does defendant accept responsibility for the current offence/s? Yes [] No []
9. Brief summary of defendant's view of current offence(s) :
.....
.....
10. Any identifiable pattern of offending behaviour and related risk issues? :
.....
.....
11. Is the defendant motivated to comply with a non-custodial sentence ?
Yes [] No []
12. Any victim-related issues, including defendant's understanding/appreciation of these? :
.....
.....

13. Non-Custodial Officer's analysis of current (and any previous) offending behaviour:.....
.....
.....
14. Employed : [] Self Employed: [] Unemployed : []
Student: [] Other (details):.....
15. Employment Details:.....
.....
.....
16. Marital Status : Married [] Single [] Divorced [] Widow [] Widower []
17. How many Children? :.....
18. Other relevant background information – including physical/mental health, financial or accommodation issues, addictions, significant relationships, associates/peers, other responsibilities, interests, use of leisure time etc:
.....
.....
.....
19. Factors that may support the defendant in avoiding further offending behaviour :
.....
.....
.....
20. Non-Custodial Officer's conclusion and proposal to the Court :
.....
.....
.....
21. If further adjournment is requested, give details of proposal :
.....
.....
.....

.....
Supervising Officer's Signature

.....
Date



Form NC/1C

NON-CUSTODIAL SENTENCE PROGRESS REPORT FORM

(This form is to be completed by a Non-Custodial officer for the Court)

For: Court

1. Supervisee's Name :
2. Address :
.....
3. Charge Number :
4. Date when Non-Custodial Sentence imposed :
5. Offence/s for which Non-Custodial Sentence imposed :
.....
6. Nature of Non-Custodial Sentence imposed :
 (a) Probation Supervision [] Details :
 (b) Community service [] Details :
 (c) Payment of fine [] Details :
7. Any specific conditions of the sentence :
.....
8. Is the sentence progressing satisfactorily ? [Y] [N]
9. If Community Service, how much if any of the Order remains to be completed ?
.....
10. If a fine, what portion of the payment has been made? [Fully] [Partly] [None so far]. If partial payment made, how much? :
.....
11. Is any change to the condition/s of supervision being proposed ? [Y] [N]
12. If 'Yes,' specify change/s proposed :
.....
13. Summary report and any other relevant comments/observations and the Non-Custodial Correctional Officer's proposal/s, if any, to the Court :
.....
.....

Supervising Officer's Signature

Date



NC/ID

NON-CUSTODIAL SENTENCE BREACH FORM

(This form is to be completed by a Non-Custodial officer in relation to the defendant)

For : Court

1. Supervisee's Name :
2. Address :
.....
3. Charge Number(s) :
4. Date when Non-Custodial Sentence imposed :
5. Offence/s for which Non-Custodial Sentence imposed :
.....
6. Nature of Non-Custodial Sentence imposed ?
 (a) Probation Supervision [] Details :
 (b) Community Service [] Details :
 (c) Payment of fine [] Details :
7. Any specific conditions of the sentence :
8. Was the sentence completed satisfactorily ? [Y] [N]
- 9) Brief general outline of level/extent of compliance/non-compliance with Order, including specific supervision conditions breached, where applicable :
.....
.....
10. If Community Service, how much if any of the Order was completed ?
11. If Payment of fine, was the full payment made? [Y] [N]
 If partial payment made, how much? :
- 12) Summary report and any other relevant comments/observations and the NonCustodial Correctional Officer's proposal/s, if any, to the Court :
.....
.....
.....

.....
Supervising Officer's Signature

.....
Date



FORM NC/IE

NON-CUSTODIAL SENTENCE COMPLETION FORM

(This form is to be completed by a Non-Custodial officer in relation to the defendant)

For : Court

1. Supervisee's Name :
2. Address :
.....
3. Charge Number :
4. Date when Non-Custodial Sentence imposed :
5. Offence/s for which Non-Custodial Sentence imposed :
.....
6. Nature of Non-Custodial Sentence imposed ?
 (a) Probation Supervision [] Details:
 (b) Community service [] Details :
 (c) Payment of fine [] Details :
7. Any specific conditions of the sentence :
.....
8. Was the sentence completed satisfactorily ? [Y] [N]
9. If Community Service, how long did it take to complete?
.....
10. If Payment of fine, was the payment made ? [Y] [N]
 Any additional information :
 8. Any other relevant comments/observations by the Non-Custodial Correctional
 Officer :

.....
 Supervising Officer's Signature

.....
 Date



NC/2C

SAME-DAY COMMUNITY SERVICE ASSESSMENT REPORT FORM

(This form is to be completed by a Non-Custodial Officer in relation to the defendant)

For : Court

Name of Non-Custodial Officer :

Rank & Official Number :

Office Address :

Source/s of information for this report :

I solemnly give the details below willingly and knowing same to be true and nothing but the truth in accordance with the Oath Act.

1. Defendant's Name:
2. Residential Address :
3. (a) Date of Birth : (b) Age : (c) Gender :
4. Case/Charge Number :
5. Arresting Agency :
6. Previous conviction(s) ? Yes [] No [] Don't Know []
7. If YES, give detail :
8. Does defendant accept responsibility for the current offence/s ? Yes [] No []
9. Is the defendant motivated to comply with a Community Service Order?
Yes [] No []
10. Any outstanding Court matters or history of previous non-compliance with supervision in the community (Y/N and details)? :
11. Employed : [] Self Employed: [] Unemployed: []
Student : [] Other (details) :
12. Employment Details :

13. Marital status : Married [] Single [] Divorced [] Widow [] widower []
14. How many children?:
15. Any other relevant background information that might impact on suitability or availability to undertake Community Service? – including physical/mental health, accommodation issues, addictions, associates/peers, involvement in gang/organised crime, other work or family responsibilities, use of leisure time etc:
.....
.....
.....
16. Any relevant health and safety issues presented by the defendant :
.....
.....
.....
17. Suitable for Community Service Order? Yes [] No [] :
.....
.....
.....
18. If further adjournment requested, give details of proposal :
.....
.....
.....

Declaration: I hereby declare that to the best of my knowledge, the information stated in the assessment process is accurate, I understand what is expected of me and consent to the making of a Community Service Order.

Signed (subject of assessment) :

.....
Supervising Officer's Signature

.....
Date



CONSENT FORM

*(This form is to be completed by a Non-Custodial Officer and
co-signed by the person in question)*

To :

.....
.....
.....

TO WHOM IT CONCERNS

I, (Name) : Gender :

Date of Birth :

Of (Address) :

.....
.....

give my consent and permission for the sharing and provision of information about
me (above-named) with and by the Nigerian Non-Custodial Service.

This information is required for Court / Supervision purposes by (date) :

.....

Should you require further information, please contact the undersigned Non-Custodial
Officer at: (location/phone number / other contact details) :

.....

Signed :

Thumb Print (if required) :

.....
.....

.....

Witnessed by :

.....
Supervising Non-Custodial Officer's Signature

.....
Date



SERIAL NO.....

FEDERAL REPUBLIC OF NIGERIA

IN THE COURT AT

CRIMINAL CASE NO of :

PROBATION ORDER

(Issued under authority of Sections 453 to 455 of the Administration of Criminal Justice Act, 2015)

You.....have been convicted (proved guilty) of the offence of.....

It is ordered that you be placed on probation for Years/months under the supervision of the Non-Custodial Officer of This means that if during the next years/months you misbehave or you fail to obey any of the provisions of this order, you will be brought again before this court and (convicted) punished for this offence.

The following are the provisions which you are ordered to obey :

1. You will be of good behaviour during the period of your probation.
2. That you report to the Non-Custodial Officer once a month or more frequently if required by the Non-Custodial Officer.
3. That you do not associate with anyone that you are forbidden to do so by the Non-Custodial Officer.
4. That you will receive visits from the Non-Custodial Officer, at your home or place of residence.
5. That you will answer truthfully all questions put to you by the Non-Custodial Officer with regard to whereabouts of your residence, your conduct or your employment.
6. That you will report to the Probation Officer any change of your employment or residence.
7. That you abstain from over-indulgence in intoxicating substances.

8. That you endeavour to obtain and remain in regular employment and that you follow any direction or advice given to you by the Non-Custodial Officer with regard to your employment.
9. That you reside at :
10.
11. Additional Conditions.....

And it is further ordered that you enter into a recognizance in the sum of with one surety in the sum of

This means that if during the next Years/months you commit any offence or fail to comply with any of the provisions of this order, you (and your surety) may be ordered to pay this sum.

Given under my hand and seal of the court this day at

.....
Judge/Magistrate



Order understood and receipt acknowledged.

Signature.....



NIGERIAN CORRECTIONAL SERVICE

CASE MANAGEMENT PLAN

(This form is to be completed by a Non-Custodial Officer, with the person under supervision)

1. Supervisee's Name :
2. Residential Address :
3. (a) Date of Birth : (b) Age : (c) Gender :
4. Serial/File Number :
5. Summary Details of Supervision Order :
6. Duration of Order :
7. Date of Order :

8. OVERALL WORKPLAN INFORMED BY ASSESSMENT:

(a) Summary of offending-related problem areas as identified at assessment :

.....

.....

(b) What actions are required by the end of the period of supervision to address each of the identified problem areas? (Identify who is to do what, when, where and how).

.....

.....

(c) Summary of any risks of causing serious harm in future, as identified at assessment :

.....

.....

(d) What changes are required by the end of the period of supervision to address risk of future harm? :

.....

.....

.....

(e) What is required of the supervisee, as well as by the Non-Custodial Service, family of the supervisee and others (including any relevant community resources? (it may be necessary to obtain signed consent form here).

.....

.....

.....

(f) Any other notes on the workplan :

.....

.....

.....

9. CONTRACT

I, (Name of Supervisee) agree to work diligently towards the changes outlined in this Case Management Plan with my NonCustodial Officer.

My Non-Custodial Officer has explained their expectations to me, regarding :

- Keeping appointments,
- Co-operating with the conditions of my supervision,
- The consequences of failing to co-operate.

I have read the above workplan and I know that I must not attend my supervision appointments under the influence of alcohol or drugs.

.....
Signed

.....
Thumb print (if required)

Date :

10. WORKPLAN REVIEW:

Name : Serial/File Number :

Review Period, From : To :

No. of Review (1st, 2nd, 3rd etc) :

(a) Record any significant event / change in circumstance that has occurred :

.....

.....

.....

(b) Outline whether actions specified in the workplan were completed in the period under review and explain any reason/s for divergence :

.....

.....

.....

(c) What success/es have the above actions had in achieving the desired outcomes in relation to risk of reoffending? :

.....

.....

.....

(d) Summarise level of contacts achieved (number, place, dates of appointments kept by supervisee with NCO) :

.....

.....

.....

(e) Summarise any change/s to the Case Management Plan, for the next period of supervision, from to (insert dates).

.....

.....

Date of next scheduled review:

.....

Signature of NCO

.....

Date

11. FINAL REVIEW—CONCLUSION OF SUPERVISION ORDER :

Name: Serial/File Number:

(a) What was achieved over the period of supervision in relation to each of the offending-related areas identified in the workplan? :

.....

.....

.....

(b) Comment on the effectiveness of the methods of supervision in achieving the required/targeted change :

.....

.....

.....

B 2920

(c) Any other summary comments/observations :

.....
.....
.....

.....

Signature of NCO

.....

Date



FEDERAL REPUBLIC OF NIGERIA

NON-CUSTODIAL SERVICE

RECORD OF PROBATION/PAROLE SUPERVISION

Name :

Serial No./Charge No. :

Date of report, visit or

Notes of reports, visits or Incidental Meetings

Date of meeting recording

Date of report, visit or

Notes of reports, visits or Incidental Meetings

Date of meeting recording



NIGERIAN CORRECTIONAL SERVICE

COMMUNITY SERVICE REPORTING INSTRUCTIONS

*(This form is to be completed by a Non-Custodial Officer,
with the person under supervision)*

1. Name:
2. Residential Address :
3. (a) Date of Birth: (b) Age: (c) Gender:
4. Case/Charge Number:
5. Serial/File Number:
6. You were today made subject to a Community Service Order for a period of
(Summary details of Order :
7. Duration of Order:
8. You are required to report to your Community Service Supervising Officer
(Name) : On (date): At
(Time): for work assignment.
9. Any additional notes :
.....

Signed (offender) :

Signed (NCO) :

Date :



NIGERIAN CORRECTIONAL SERVICE

COMMUNITY SERVICE ORDER—WORK ASSIGNMENT & CONTRACT

*(This form is to be completed by a Non-Custodial Officer,
in respect of the person under supervision)*

1. Name:
2. Residential Address:
3. (a) Date of Birth: (b) Age: (c) Gender:
4. Case No./Charge No.:
5. (a) Telephone Number: (b) Email:
6. Serial/File Number:
7. Next of Kin and contact details:
8. Summary Details of CS Order (hours/days/months/years):
9. Magistrate/Judge/Court:
10. Duration of Order:
11. (a) Date Order made: (b) To be completed by (date):
12. Any special conditions attached:
13. Work/Agency to which assigned:
14. On (days/dates):
15. Type of work duties to be carried out:
16. Supervisor/Contact Person at work agency:
17. Agency/Supervisor Contact details:
18. Any additional notes:

Signed (Supervisee):

Signed (NCO):

Date:

Copy to be given to supervisee and copy to be retained on NCS file.



FEDERAL REPUBLIC OF NIGERIA

NON-CUSTODIAL SERVICE

COMMUNITY SERVICE WORK ATTENDANCE RECORD SHEET

Name: Serial / Case / Charge No:
 Address/residence:
 Community Service Order:
 Supervisor: Work Site:
 Type of work:

This form is to be filled in full for every day worked.

<i>Reporting Date</i>	<i>Time of Arrival</i>	<i>Time of Departure</i>	<i>Hours Worked</i>	<i>Work Done</i>	<i>Next Reporting Date</i>	<i>Offender's Signature</i>	<i>Supervisor's Signature</i>	<i>Remarks</i>

<i>Reporting Date</i>	<i>Time of Arrival</i>	<i>Time of Departure</i>	<i>Hours Worked</i>	<i>Work Done</i>	<i>Next Reporting Date</i>	<i>Offender's Signature</i>	<i>Supervisor's Signature</i>	<i>Remarks</i>

Date Case Completed/Suspended/Terminated :

Signed : (NCO/Supervisor)



To:

.....

.....

WARNING LETTER

Dear Name of offender,.....

You were placed on community service forstate time
period..... by thename the court.....
ondate of the order.

You are required to comply with the conditions of your non-custodial order.
You failed to keep an appointment with me on date and time.

I am writing to warn you formally that your failure to comply with your
community service supervision is not acceptable.

Any further unacceptable failures may lead to you being brought before the
court for not complying with the requirements of your community service
order.

However if you had a genuine reason for not keeping this appointment please
contact me urgently and no later than give date five days forward maximum
so that you can discuss with me the reason for your absence.

Yours sincerely,

.....

Non-Custodial Officer

Date :



FAILURE TO OBSERVE A CONDITION OTHER THAN A PROBATION APPOINTMENT

To: Name of Offender, Address of Offender

.....

.....

Dear Name of offender,

You were placed on probation for state time period by name the court on date of the order.

You are required to comply with the condition(s) of your probation order which include :

- * Attendance at name the treatment programme/course/other programme.
- * Residence at name the location/residence/address/hostel.
- * Notifying me as your supervising Officer of any change in employment/training.
- * Any other condition inserted by the court.

I am writing to warn you formally that your failure to comply with this /these conditions is not acceptable. Any further unacceptable failures may lead to you being brought before the court for not complying with the requirements of your probation order. However if you had a genuine reason for not keeping this/these condition(s) please contact me urgently and no later than give date five days forward maximum so that you can discuss your reason with me.

Yours sincerely,

.....
Non-Custodial Officer

Date :

* Delete or insert as appropriate



FINAL WARNING OF BREACH PROCEEDINGS

Name of Offender, Address of Offender.

.....
.....
.....

Dear Name of Offender,

You were placed on probation by the name of the court on date of the order for a period of state time period.

You agreed to observe the conditions of your probation order. However despite two formal warning letters issued to you on insert dates of letters you have failed to do so.

I intend therefore to apply for a summons / warrant * to return your case to name the court for breach of probation. Your supervision will be suspended until the court has dealt with your case.

You may wish to contact your solicitor or legal representative to advise him/her of this application.

However if you had a genuine reason for not keeping this/these condition(s) please contact me urgently and no later than give date five days forward maximum so that you can discuss your reason with me. If you do not contact me breach proceedings will begin.

Yours sincerely,

.....
Non-Custodial Officer

Date :

* delete as appropriate



RESTORATIVE INTERVENTION INITIAL SUITABILITY SCREENING

Name of person being screened :
 Date of Birth :
 Address :
 Court and Date :
 Offence(s) :
 Brief description of circumstances :

Questions

*Yes/No/Unsure/
Not Applicable*

1. Has the person entered a guilty plea to an offence ?
2. If the case has not proceeded to plea, does the person fully admit the offence ?
3. Where there is partial acceptance of responsibility, would this undermine the restorative process ?
4. Has the person and his/her family been given an explanation of restorative approaches ?
5. Is the person willing to take part and agreeable to further assessment ?
6. Have the parent(s)/carer(s)/family given their consent ?
7. Does the person appear motivated ?
8. Are the parent(s)/Carer(s)/family motivated ?
9. Is the service aware of any issues pertaining to the victim at this stage which need to be highlighted? (If Yes give details).
10. Any other concerns of any nature? (If Yes give details). *Suitable for further assessment/Intervention ?*

Signed by Non-Custodial Officer:.....

Date