

# Task Assessment – DISCHARGE PROCEDURES

Corrections Officer Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Introduction

Task assessment can be used to support the Competency Assessment and can be used as evident for the assessment of some Units..

## Assessment Scale

**Competent:** Demonstrates skill at required job level, can perform task satisfactorily, accurately and with higher quality, without assistance or direction, and with acceptable speed.

**Not Yet Competent:** Requires further training or mentoring

Task Outline – Discharge Procedures	Assessment		
	Competent	Not Yet Competent	Initial
<b>1. TASK Discharge procedures</b>			
<p><b><u>Identification</u></b></p> <ul style="list-style-type: none"> <li>- Confirms the authenticity of the release order or the release dates</li> <li>- Confirms the identity of the inmate</li> <li>- Confirms the status of the inmate whether detained or convicted</li> <li>- Records the discharge and counter checks all the details given on admission</li> <li>- Amends all the necessary documents</li> </ul>			
<p><b><u>Searching</u></b></p> <ul style="list-style-type: none"> <li>- Conducts a pat down search on the inmate to ascertain that no institutional property is smuggled out</li> </ul>			
<p><b><u>Property</u></b></p> <ul style="list-style-type: none"> <li>- The inmates is given back all their properties as recorded in the property register as well as any cash or valuables belonging to them</li> <li>- Inmates signs to acknowledge receipt</li> <li>- Inmate surrenders all institutional property issued upon admission</li> </ul>			
<b><u>Overall Rating</u></b>			
<b>Comments:</b>			
<b>Supervisor/Assessors Signature</b>			

