

CASE PROGRESSION PROCESS MAP

Case Raised

- Case Raised will be emailed from casework team with the attached new case raised document and case number. The front page of the case raised should be printed off and be the first page (not numbered) of your file.

Stakeholder Notification

- This should be emailed to all stakeholders, Casework Team and Team leader and a copy of the email printed off and associated in Appendix C

Book Interview

- Offender should be contacted and Interview should be arranged without delay timescales will depend on investigation that needs to take place prior to this.

Investigate

- Obtain as much information as possible before the interview takes place such as HR Printout – Assistant Lists - audit report – historical balance paperwork – witness statements.

Interview

- To take place at arranged time tape recorded and under caution.

48 Hour Offender Report

- To be emailed to Team Leader, Casework Team, Financial Investigator (if appointed) Primary Stakeholder within 48 Hours of the interview.

FES Report

- Financial Evaluation Sheet to be emailed to Financial Investigator within 72 hours of the interview.

Tape Transcripts

- To be completed by the individual or when appropriate send to the typist – Cath Philbin Post the tapes to Cath By special delivery (address on the form) and email the form to (See Link Below)

GRO

 Copy in Helen Dickinson because she picks up the tapes to post back.

Interim report

- If the report is not going to be submitted within 12 working days due to annual leave then an interim report should be submitted to Team Leader Casework Team and financial investigator. This should be discussed with Team Leader before hand and a copy of the report enclose in main file.

Write Offender Report Legal

- Offender Report to be written using example report and guidelines. This has to be submitted in the complete file within 12 working days to the casework team.

Write Discipline Report

- Discipline report to be written using example report and guidelines. This has to be submitted in the complete file within 12 working days to the casework team.

Business Failings Reported

- If business failings or procedural weaknesses identified this should be completed on the relevant tab of the new case raised form and emailed to all stakeholders. This should be printed off and associated in appendix C of the file.

Green Jacket

- Green Jacket should be put together as per the compliance guidelines (See Link below) with report, tape transcripts and all evidence etc in the correct appendix.
- General Rule **Appendix A = Witness Statement B = Evidence C = Other**

Body Of File	Appendix A	Appendix B	Appendix C
Case Raised Sheet	Witness Statement	GS001	HR Printout
Interim Report		Evidence	GS003
Offender Report		Notebook Entry	Stakeholder Notification
Tape Transcript		Search Documents	Business Failings
		Working Tapes	Discipline Report
			Antecedents
			NPA1

Submit to Team Leader

- The file should be submitted to your team leader for them to check and ensure everything is ok.

Submit to Casework Team

- Submit the complete file to the casework team and email them the Offender Report Discipline report and tape transcripts. This should be done within 12 working days of the interview.

Summons Process

Contacting the Court

- Contact the Magistrates court where the offence took place and confirm that, that court deals with the matter and the address where the summons are to be sent for signature.
- Speak with listings and inform them you are a private prosecution – (reason certain courts have set days for non police prosecutions).
- Obtain a date normally six weeks from date of request but no more than 8 weeks.

Acquiring AS Number

- Update the front of the NPA01 with the date of the court hearing and the details of the court,
- Complete the offence and the method used in offence section on the front of the NPA01. If more than one offence, then complete the NPA02 for the relevant number of offences.
- Email the updated NPA01 (and NPA02 if required) to the casework team. This will generate an AS number which is required for the court to sign the summons, the AS number will be emailed back within a few days of the submission of the NPA01.