

# Casework Management Initial Tick List

(ENGLAND AND WALES)

PROSECUTION ☐FORMAL CAUTION ☐WITHDRAW ☐

INV REF NO: POLTD/0506/0061 – Tahir Mahmood – SPMR – Ten Acre Street SPSO

Pro No	Action	Form No	Date	CWM Initials
1	Log file as received CWM Pending (Main Casework Sheet). Update Offender details and input any other file info to Casework Spreadsheet.		17/05/05	TC
1	Compliance check completed. Return File to Casework Support Duty.		17/05/05	BS
1	E-mail 1 copy of Discipline Report & record of interview to Conduct Manager (if applicable) NB: (not required if suspect has resigned, been dismissed or is not a PO Ltd employee) <i>If DMB staff, also email copy of discipline report and record of interview to Head of Operations (DMB) – (Stuart Stevens)</i>		17/05/05	TC
1	Make diary entry to chase Discipline Manager 30 working days from forwarding reports etc for outcome of disciplinary action	Diary		
1	Receive Conduct decision (and Debarment Notice - if applicable) within 30 working days. In not received chase up decision			
1	Send Debarment Notice to CS Intelligence Transactions at Croydon (If applicable)			
1	Send result of conduct action to LS & I M.	Draft e-mail (S&A casework DAM Decision)		
AND				
2	Print off copy of Full Offender Report and Taped Interview Summaries and place copy in Appendix 'C'	T/PON/Inv folders	17/05/05	TC
2	Send Case File to LS for prosecution advice. (England & Wales ONLY) Update Casework Spreadsheet.	CWM002a letter	17/05/05	TC
2	Receive LS advice via e-mail within 15 working days. (If not received within timescales (e-mail to LS)	e-mail	27/05/05	TC
2	Receive hard copy of advice and Case File from LS, number pages in file and update Casework Spreadsheet.		27/05/05	TC
	<i>As advised by LS attach appropriate Tick List for action i.e. Prosecution, Formal Caution etc. Depending on DAM's decision, go to relevant process, Prosecution, Formal Caution, Withdraw. See below.</i>			
Notes				

DAM AUTHORITY

<i>Ensure Compliance checks have been carried out by Casework Team Manager before continuing</i>				
3	Send 1 copy of the full report & record of Interview to the DAM with LS advice and charges. Update datasheet. Retain file in CWM pending until decision received. Update Spreadsheet.	Draft e-mail (S&A casework DAM authority to _ _ _)	31/05/05	TC
3	Receive decision from DAM within 5 working days and page in case file. If not received chase DAM. Update Spreadsheet.	e-mail	01/06/05	TC
3	E-mail LS and Discipline Manager the DAM's decision.	e-mail	01/06/05	TC
<b>PROSECUTION PROCESS</b>				
<i>England &amp; Wales Case – Summonses to be obtained by Investigation Manager</i>				
11	Send file to IM to obtain process.	CWM011a or 11b if answering bail	01/06/05	TC
11	Receive e-mail from IM confirming that summonses have been served & copies of NPA01 & 02 (if appropriate) (File will be received if further enquiries were carried out) - (forms to be received within 24 hours of charging/summonses served)	e-mail	05/07/05	Dko
8	E-mail NPA 01 (& 02 if appropriate) to CS Intelligence Transaction Team (CSIT). Update Casework Spreadsheet.	e-mail	05/07/05	Dko
8	Receive (Via post) details of NPA check within 2 working days (if not received chase CSIT).	e-mail	11/07/05	tc
8	Email IM and LS details of NPA check. If trace found, send results (by post) to IM & LS. File paperwork into NPA process files.	Draft e-mail (S&A Casework CRO check result)	12/07/05	tc
<i>Prosecution Ongoing</i>				
21	Receive written notification of outcome of court case from LS. (Pre-sentencing) Update Casework Spreadsheet and Offender Spreadsheet.	e-mail	Casework Spreadsheet	
21	e-mail advice to CSIT for notification to police.	e-mail		
21	Receive notification of prosecution result and sentence.	e-mail	17/01/06	TC
21	Complete NPA03 with result of case.	NPA03 form T/PON/Prosecution Process Forms NPA03	18/01/06	tc
21	Before e-mailing NPA03 Check NPA01 to confirm if fingerprints/photograph have already been taken. If so include a note on the e-mail to this effect.			
21	e-mail copy of NPA03 to CS Intelligence Transaction Team. Update Casework Spreadsheet.	e-mail	18/01/06	tc
21	Inform DAM, and Discipline Manager of outcome.	e-mail	18/01/06	tc
21	Case File to IM for closure. Update Casework Spreadsheet.		Casework Spreadsheet	
21	Deal with Case Closure and exhibits etc. as guided by IM and Casework Manager, Update Casework Spreadsheet.		Casework Spreadsheet	

**CONDUCT CODE\***

\*AFTER DAM'S DECISION RECEIVED

Proc No	Action	Form No	Date	CWM ACTION
<b>Ensure Compliance checks have been carried out by Casework Team Manager before continuing</b>				
1	Receive Conduct decision (and Debarment Notice - if applicable) within 30 working days. If not received chase decision.	e-mail		
1	Send Debarment Notice to CS Intelligence Transactions (If applicable)			
1	E-mail result of Conduct action to I M.	e-mail		
	Return Case File to IM to arrange closure. Update Casework Spreadsheet.	CWM002g letter	Casework Spreadsh eet	

**FORMAL CAUTION \***

\*AFTER DAM'S DECISION RECIEVED

Proc No	Action	Form No	Date	CWM ACTION
<b>Adult Caution – England &amp; Wales</b>				
6	Send file to IM to administer formal caution. Update Casework Spreadsheet.	CWM006a letter	Casework Spreadsh eet	
6	IM confirms by e-mail the above action has been completed within 10 working days and forwards NPA01/02 by e-mail. Update Data Input & Offender Spreadsheets.	e-mail	Casework Spreadsh eet	
6	Chase up formal caution administered via IM (if timescale not met).	e-mail		
8	E-mail NPA forms to CS Intelligence Transaction Team and file in NPA Process file. Update Casework Spreadsheet.	e-mail	Casework Spreadsh eet	
6	Inform Discipline Manager, DAM and LS of outcome	e-mail		
21	If appropriate return Case File to IM for closure. Update Casework Spreadsheet.	CWM002g letter	Casework Spreadsh eet	
	Deal with Case Closure and exhibits etc. as guided by IM and Casework Manager			
<b>JUVENILE CAUTION – England &amp; Wales</b>				
6b	Send file to IM to administer the caution via the police. Update Casework Spreadsheet.	CWM006a-JUV letter	Casework Spreadsh eet	
6b	Receive notification of police action within 10 working days. If not received chase up Police action via IM re email.			
6b	Receive Case File - Inform Discipline Manager, DAM and LS of outcome.	e-mail	Casework Spreadsh eet	
6b	Send original NPA forms to CS Intelligence Transactions, file copies in NPA process file.		Casework Spreadsh eet	
21	If appropriate return Case File to IM for closure. Update Casework Spreadsheet.	CWM002g letter	Casework Spreadsh eet	

	Deal with Case Closure and exhibits etc. as guided by IM and Casework Manager, Update Casework Spreadsheet.		Casework Spreadsh eet	
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<p><b>WITHDRAW *</b></p> <p>*AFTER DAMS DECISION RECEIVED.</p>
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Proc No	Action	Form No	Date	CWM Team Initials
4	Return Case File to IM to arrange closure. Update Casework Spreadsheet.	CWM002g letter	Casework Spreadsh eet	
	Deal with Case Closure and exhibits etc. as guided by IM and Casework Manager. Update Casework Spreadsheet.		Casework Spreadsh eet	

### **Abbreviations**

**DMB** Directly Managed Branch

**LS** LS

**RLM** Retail Line Manager

**DAM** Designated Authority Manager (currently Phil Gerrish)

**IM** Invesigation Manager

**CS** Corporate Security