

**Casework Management Initial Tick List
(SCOTLAND)**

PROSECUTION * FORMAL CAUTION * WITHDRAW *
(To be **Bolded/checked** once DAM decision reached)

INV REF NO: POLTD/ 0809/0082 - WILLIAM JOHN QUARM - PAIBLE SPOB

Process No	Action	Form No	Date	CWM Initials
	<ul style="list-style-type: none"> • Upon Receipt of Investigation file, log on Casework spreadsheet as 'CWM Pending'. • Update 'Offender' details within casework spreadsheet • Input any other file info to spreadsheets. 	N/A	030/09/08	TC
	<ul style="list-style-type: none"> • Place onto Compliance Master schedule. 			
	<ul style="list-style-type: none"> • E-mail 1 copy of Discipline Report & interview summaries to Stakeholder (if applicable). (A Discipline report is required in all circumstances, chase I.M by e mail/phone if not received). 	Draft e-mail No. X	15/09/08	tc
?	Make diary entry to chase Discipline Manager 30 working days from forwarding reports etc for outcome of disciplinary action	Diary		
?	Receive Conduct decision (and Debarment Notice - if applicable) within 30 working days. In not received chase up decision			
?	Send Debarment Notice to CS Intelligence Transactions at Croydon (If applicable)			
?	Send result of conduct action to I M.	Draft e-mail No. X		
Notes				

DAM AUTHORITY

	<ul style="list-style-type: none"> Email DAM authority <ul style="list-style-type: none"> Offender report Interview summaries Interim reports relevant to Investigation matter, Update casework spreadsheet with sent date. (Received date auto-completes to give 'chase' date. 	Draft e-mail No. X	15/09/08	tc
	<ul style="list-style-type: none"> Receive decision from DAM within 5 working days and page in case file. If not received within 5 days chase DAM. 	e-mail	16/09/08	tc
	<ul style="list-style-type: none"> Following DAM decision E-mail Stakeholder (if applicable) with decision. Update casework spreadsheet. 	Draft e-mail No. X dependant on decision	16/09/08	tc

PROSECUTION PROCESS – FOLLOWING DAM'S DECISION RECEIVED

Process No	Action	Form No	Date	CWM Initials
	<ul style="list-style-type: none"> Send Investigation file to IM with instruction to submit to the Procurator Fiscal (PF) a report within 6 weeks. Update casework spreadsheet 	Memo - CWM003d (S&NI)	16/09/08	tc
	<ul style="list-style-type: none"> Receive SCRO/PFs number from IM Update casework spreadsheet (include into 'date sent to Legal Svc/PF column) 	Email/hardcopy		
	<ul style="list-style-type: none"> Receive final prosecution outcome from PF Update Casework Spreadsheet. 	Email/hardcopy		
	<ul style="list-style-type: none"> Inform DAM, IM & Stakeholder of outcome from PF. 	Draft e-mail No. X		

<u>CONDUCT CODE – FOLLOWING DAM’S DECISION RECEIVED</u>				
Process No	Action	Form No	Date	CWM Initials
	<ul style="list-style-type: none"> • Receive Conduct decision (and Debarment Notice - if applicable). • If not received chase decision. 	e-mail		
	<ul style="list-style-type: none"> • Send Debarment Notice to CS Intelligence Transactions (If applicable) 	e-mail		
	<ul style="list-style-type: none"> • E-mail result of Conduct decision to IM. 	Draft e-mail No. X		
	<ul style="list-style-type: none"> • Forward Investigation file to IM for closure. • Update casework spreadsheet. 	Memo - CWM002g		

<u>WITHDRAW – FOLLOWING DAMS DECISION RECEIVED.</u>				
Process No	Action	Form No	Date	CWM Initials
	<ul style="list-style-type: none"> • Return Case File to IM to arrange closure. • Update casework spreadsheet. 	Memo - CWM002g		
	<ul style="list-style-type: none"> • Deal with Case Closure and exhibits etc. as guided by IM and Casework Manager. • Update casework spreadsheet. 			

Abbreviations

CO = Crown Office

PF = Procurator Fiscal

DAM = Designated Authority Manager (currently TONY UTTING)

CTM = Casework Team Manager

IM = Investigation Manager

CS = Corporate Security