

- MR5 -

JRU PROCESS

REFERRAL FINALISATION – Rejected Referrals

DoCS

Manager Client Services (MCS) returns documents from the decision-making meeting to the CW for DoCS JIRT referral finalisation for rejected referrals.

When requested by the MT, the CW prepares s248 request for information on behalf of the CSC and attaches to the SAS1 record.

CW updates SAS1 record as per the MT advice

CW electronically completes JRU Form 2b as per MT advice into Q10 of SAS1 record

CW receives the Job Overview Sheet from Police. CW arranges for MCS, HSM and Police Co-ordinator to sign Job Overview Sheet. The CW scans the Job Overview Sheet, attaches it to the SAS1 record and sets record to requested.

MCS approves the SAS1 record and sets record to complete. MCS transfers the Plan to CSC. Approval occurs immediately for <24 hrs matters.

MCS allocates to DoCS Admin officer for finalisation tasks.

MCS transfers rejected Plans to the owning CSC on KIDS

DoCS Admin Officer where relevant, Fax/ mails s248 Request for Information

DoCS Admin Officer completes data entry on DoCS JRU Database

DoCS Admin officer files documents

NSW Police

The Police Admin updates or creates CGPS Event and JIRT Police Database entries as per MT advice.

The Police Admin completes Job Overview Sheets as per MT advice.

The Police Admin prints the Job Overview Sheet and immediately hands a printed copy to the DoCS CW.

Police IP verifies the CGPS and JIRT Police Database entries.

The PI verifies and transfers the event on the CGPS to the corresponding Police Admin's investigation file based on the relevant LEAC following item 10 of 100.

NSW Health

NSW Health receives the signed Job Overview Sheet.

NSW Health receives the signed Job Overview Sheet and completes the relevant sections.

NSW Health completes the Health Plan details.

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