

JRU Process

DoCS

Manager Client Services (MCS) allocates the matter to CW for commencement of SAS1 record

MCS oversees completion of the SAS1 record and ensures it is completed within the timeframe specified in the *JRU Task Sheet*.

CW commences SAS1 record

CW copies the MT agreed additional information gathering tasks and timeframe from the JRU Task Sheet into Q1 of the SAS1 record.

CW completes any information gathering tasks allocated to DoCS by the MT and records the details in Q1 of the SAS1 record.

CW receives information from the other agencies electronically and records it in Q1 of the SAS1 record.

CW prints the SAS1 and attaches it to JRU Form 2a. Submits to the DM for consideration by the MT.

Information gathering

POLICE

Police Coordinator allocates the matter to a Team Leader (TL) or Senior Constable (SC) for relevant Police arising from the case.

Police Coordinator reviews Police reports, searches and ensures they are completed and forwarded electronically to the DoCS CW within the required timeframe specified in the *JRU Task Sheet*.

TL or SC completes tasks allocated by the MT.

TL or SC completes tasks allocated by the DoCS. Database searches for relevant information on nominated points.

TL or SC copies all relevant information to the DoCS CW.

HEALTH

Healthcare Services, including SAS1 allocated by manager, for Health Services, Criminal Proceedings and other relevant health services, is received.

TL or SC reviews health information and ensures it is completed and forwarded electronically to the DoCS CW within the required timeframe specified in the *JRU Task Sheet*.

HSC completes tasks allocated by the MT.

SC completes tasks allocated by DoCS and records details in Q1 of the SAS1 record.

SC copies all relevant information to the DoCS CW.

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