

Out of Court Disposal (OoCD) Process Hillingdon

1. Child comes to the notice of the police for an offence.
2. Child is interviewed under caution for the offence.
3. During interview the child must admit the offence and show remorse for their actions.
4. The Investigating Officer will discuss the case with an Evidence Reviewing Officer (Sgt level or above) regarding disposal options.
5. If an OoCD is deemed an option for disposal following consideration of: admission, gravity factor, previous offending, mitigating and aggravating factors and if it is the public interest to pursue the matter then:
6. The Investigating Officer will complete an MG3 form and send electronically to Hillingdon Youth Justice Team.
7. On receipt the YJS Police Officers will undertake a review of the evidence and rationale for referral to ensure compliance with guidelines.
8. If the YJS Police Officers are satisfied that the information provided is sufficient further background checks will be made accessing police information systems.
9. Once all information has been collated the case will be allocated to a Youth Justice Services (YJS) Officer for assessment.
10. Where there is an identifiable victim an RJ screening will be booked as soon as possible. YJS police will make initial contact with the victim to ascertain whether they wish to participate in RJ. The YJS RJ Co-ordinator will be informed once consent has been given.
11. The YJS Officer will arrange to complete an assessment with the child and parent/carer.
12. The YJS Officer will complete a home visit as part of the assessment process and obtain information from key agencies working with the child.

13. A Liaison and Diversion health screening will take place for all young people where this has not occurred previously.
14. A Salt assessment will take place for all young people where this has not previously occurred.
15. Once the assessment is completed the case will be discussed at a Decision Meeting within 12 working days of referral.
16. Present at the Decision Meeting will be representatives from both the YJS and the Police with a member of the YJS management team present.
17. A decision sheet will be completed ensuring that all key aspects of the discussion are recorded. Those present will collectively decide on the appropriate OoCD, interventions, RJ opportunities and any referrals to other agencies required.
18. If a decision cannot be agreed by the Panel, then an agreed escalation process between the YJS and Police should be followed (Please see appendix one).
19. The Hillingdon OoCD assessment tool will be used for all Triage and first Youth Caution cases. Where the child receives a subsequent Youth Caution or Youth Conditional Caution the Assetplus OoCD module will be completed.
20. The YJS Police Officers will update the MG3 form with the outcome of the meeting and rationale for the agreed outcome. This will be returned electronically to the Investigating Officer. YJS Police will update the CRIS so that the OIC can close using the correct disposal codes. YJS police will also ensure that the custody record and PNC records are correctly updated.
21. The allocated YJS Officer will deliver the agreed OoCD and linked interventions/referrals.
22. If a Youth Caution or Youth Conditional Caution is to be administered this will be undertaken by a YJS Police Officer prior to any interventions.
23. On completion of the agreed disposal the YJS Officer will advise the YJS Police Officers of completion.

Cases returning from court for consideration of an OoCD

24. As part of the pre court checks it should be established why the matter has not been diverted for an OoCD. Information should be obtained from the YJS Police.
25. The Court Officer should ascertain from discussions with the YJS Police if representations can be made to support the matter being referred back from court for consideration of an OoCD. Possible reasons for this are - No/poor legal advice, change in charged offence, other information such as compliance with other OoCD/Court Orders.
26. Where a case maybe suitable to returned for consideration of an OoCD the Court Officer should proactively discuss the matter with the Defence Solicitor and CPS.
27. The Court Officers should actively engage with the bench to inform any discussions and decisions based on the information they have obtained.
28. Where the court are in agreement that a matter can be returned to consider an OoCD the Court Officer should request a 4-week adjournment including a direction that should the child engage they will not need to reattend court.
29. The Court Officer must ensure that the CPS send an email to the secure Police email address (see appendix 2) and copy in Hillingdon YJS group CJSM email
30. The Court Officer must ensure that the correct contact details are obtained for the child and parent/carer including address, phone number and email address.

APPENDIX 1

OOCD ESCALATION PROCESS

STEP 1:

If panel chair and Police representative cannot reach consensus, step two would be initiated within 24 hours. Record of action is recorded by panel chair on Childview



STEP 2:

Senior with lead for OoCD and Police Sergeant review within 28 hours. If consensus cannot be reached, step three is initiated within 24 hours. Record of action is recorded by panel chair on Childview



STEP 3:

Police Inspector and YJS HOS review within 48 hours of notification. Final decision must be agreed with rationale recorded by HOS on Childview. YJS Case Manager to notify child and family of outcome

APPENDIX 2

Referred to OoCD (Out of Court Disposal) scheme from Court

This form is to be completed FOR ALL cases referred from court

If adjournment not supported by CPS lawyer: YJS will only assess suitability for OoCD and will report back for next hearing

To be passed to YJS Police colleagues as soon as possible after court appearance:

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Section 1: Admission (To be signed by young person and parent/carer)

Date:

Court:

Name of YP:	<input type="text"/>
DOB:	<input type="text"/>
Address:	<input type="text"/>

Parent name:	<input type="text"/>
Telephone contact:	<input type="text"/>

I admit to the offences outlined below:

Signed Young Person:

Signed Parent / carer:

Offence(s) Date	Offence(s)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Next court date:

URN or Offence(s) and date(s) details:

If not stated overleaf

Section 2: CPS Authority for OOCd Assessment

Name of CPS Rep: _____ (Please print)
Email of CPS Rep: _____
Date: _____

ANY OTHER COMMENTS: _____

YOT police require authority of CPS for an OOCd assessment if youth is charged

If a referral form is not completed and handed to YOS Court staff, please contact YOT Officers directly by email with authority for an OOCd assessment.

IF THE ASSESSMENT INDICATES THAT AN OOCd IS APPROPRIATE THIS WILL BE DELIVERED **UNLESS** THE CPS INDICATE HERE THAT THEY WISH TO CONSIDER THE RECOMMENDATION FIRST

Please see below full list of MPS YOT Police secure email addresses

ALL Metropolitan area YOT Police Email mailboxes

(Please note some used shared mailboxes with neighbouring YOT, please indicate home borough in title)

Barking Dagenham, Redbridge & Havering YOT (shared mailbox) East-Area-EA-BCU-YOT@met.police.uk
Barnet YOT (SX) YOT-.SX@met.police.uk see also shared all NORTH WEST area NW-YOT@met.pnn.police.uk
Bexley YOT (RY) YOT-.RY@met.police.uk
Brent YOT (QK) YOT-.QK@met.police.uk see also shared ALL NORTH WEST area NW-YOT@met.pnn.police.uk
Bromley YOT (PY) YOT-.PY@met.police.uk see also shared Mailbox SNMailbox.YOT@met.police.uk
Camden YOT (EK) EK-YOTLPM@met.pnn.police.uk
Croydon YOT (ZD) YOT-.ZD@met.police.uk see also shared Mailbox SNMailbox.YOT@met.police.uk
Ealing YOT (XB) YOT-.XB@met.police.uk see also WA-.YOTEaling@met.police.uk
Enfield YOT (YE) NAMailbox.YOTSSouth@met.pnn.police.uk or shared with Haringey NA-YOT@met.police.uk
Greenwich YOT (RG) YOT-.RG@met.police.uk
Hackney YOT (GD) CEMailbox.YOTHackney@met.police.uk
Hammersmith & Fulham YOT (FH) YOT-.FH@met.police.uk also monitoring: AW-YOT@met.pnn.police.uk
Haringey YOT (YR) NAMailbox.YOTSSouth@met.pnn.police.uk or shared with Enfield: NA-YOT@met.police.uk
Harrow YOT (QA) YOT-.QA@met.police.uk see also shared all NORTH WEST area NW-YOT@met.pnn.police.uk
Havering YOT Shared mailbox East-Area-EA-BCU-YOT@met.police.uk
Hillingdon YOT (XH) YOT-.XH@met.police.uk see also WA-.YOTHillingdon@met.police.uk
Hounslow YOT (TX) YOT-.TX@met.police.uk see also WA-.YOTHounslow@met.police.uk
Islington YOT (NI) YOT-.NI@met.police.uk
Kensington & Chelsea YOT (BS) YOT-.BS@met.police.uk
Kingston on Thames YOT (VK) use Shared mailbox YOT-.VKTW@met.police.uk
Lambeth YOT (LX) YOT-.LX@met.police.uk
Lewisham YOT (PL) YOT-.PL@met.police.uk
Merton YOT (VW) YOT-.VW@met.police.uk
Newham YOT (KF) YOT-.KF@met.police.uk see also shared mailbox NE-YOT@met.pnn.police.uk
Redbridge YOT shared mailbox East-Area-EA-BCU-YOT@met.police.uk
Richmond-Upon-Thames YOT (TW) use Shared mailbox YOT-.VKTW@met.police.uk
Southwark YOT (MD) YOT-.MD@met.police.uk
Sutton YOT (ZT) ZT-YOT@met.police.uk see also shared Mailbox SNMailbox.YOT@met.police.uk
Tower Hamlets YOT (HT) YOT-.HT@met.police.uk see also: CEMailbox.YOTHackneyTH@met.pnn.police.uk
Waltham Forest YOT (JC) YOT-.JC@met.police.uk see also shared mailbox NE-YOT@met.pnn.police.uk
Wandsworth YOT (WW) YOT-.WW@met.police.uk
Westminster YOT (CW) YOT-.CW@met.police.uk