

Out of Court Disposal (OCD) process Hillingdon

1. Young Person comes to the notice of the police for an offence.
2. Young person is interviewed under caution for the offence.
3. During interview the young person 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 OCD 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 should 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. Where YJS police are unable to speak with the victim a letter will be sent, informing the victim that their contact details will be passed to the YJS RJ worker in 7 day so they can offer an RJ service directly.
11. The YJS Officer will arrange to complete an assessment with the young person 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 young person.

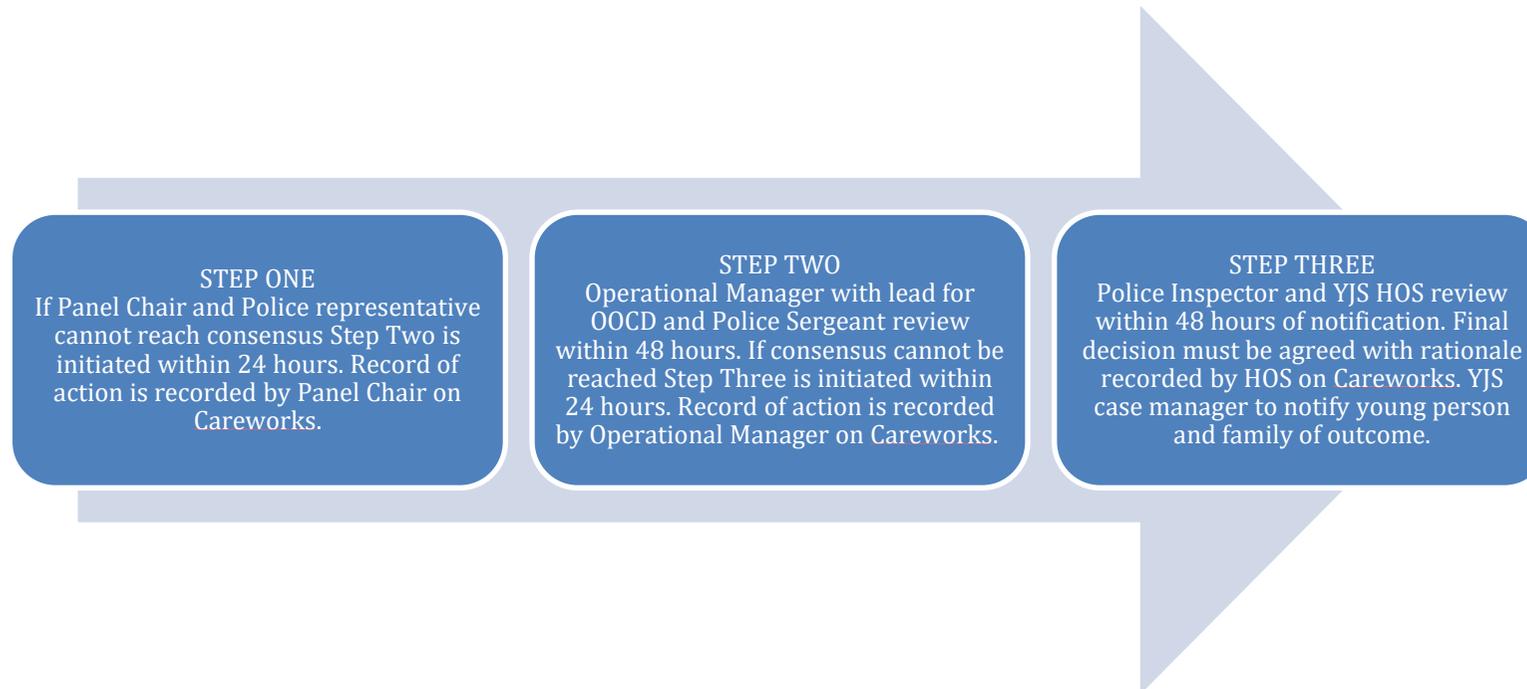
13. A Liaison and Diversion health screening should take place for all young people where this has not occurred previously.
14. A Salt assessment should take place for all young people where this has not previously occurred.
15. Once the assessment is completed the case will be discussed at a Decision Meeting.
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 OCCD, 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 OCCD assessment tool should be used for all Triage and first Youth Caution cases. Where the young person receives a subsequent Youth Caution or Youth Conditional Caution the Assetplus OCCD module should 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 OCCD 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. There will be a weekly review of all referred OCCD Cases attended by the YJS OCCD manager and YJS Police, to provide a brief update on the progress of each referral.

Cases returning from court for consideration of an OOC

24. As part of the pre court checks it should be established why the matter has not been diverted for an OOC. 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 OOC. Possible reasons for this are - No/poor legal advice, change in charged offence, other information such as compliance with other OOC/Court Orders.
26. Where a case maybe suitable to returned for consideration of an OOC 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 OOC the Court Officer should request a 4-week adjournment including a direction that should the child engage they will not need to re attend court.
29. The Court Officer must ensure that the CPS complete and sign the **Referral for Out of Court Disposal** form (Please see appendix two).
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



APPENDIX 2

Referral for Out of Court Disposal

I,, Admit to the offence of:

1. committed on:

2. committed on:

and, if it is approved by the CPS, agree to undertake an Out of Court Disposal Assessment with (YOT/YJS) Youth Justice Service. I understand that if I do not attend and engage with the process or engage in the intervention suggested, I may be returned to court for alternative sentencing options.

Signed (Child) Mobile:

Signed (Parent/carer) Mobile

Relationship to child

I (please print) on behalf of the Crown Prosecution Service (CPS), agree to the above young person being referred to YOS for an OOCD ASSESSMENT.

Further,

- I agree that an OOCD disposal can be delivered by YJS/YOT **Yes / No OR**
- The CPS **MUST** approve any recommendation for an OOCD Outcome. **Yes / No**

Signed for and on behalf of above

Date: