

Office Duty Officer's responsibilities

Court

- call Colindale Police Station by 9am to ascertain if there are any overnights
- if there is an overnights, take details of the young person and what offence they are remanded for, then speak to the duty manager to discuss the case and ascertain if there is a need to go to court
- if there is a call out, follow court bail and remand process
- officer needs to attend court before 10am
- if the Duty officer gets called out to court, the rest of the team will need to help out with office duties.

Office duty

- Business support officer to provide a copy of the young people which are expected to attend the YOT to the duty officer
- check which young people need to be seen and update CW accordingly
- deal with any telephone queries which do not require management oversight
- liaise with the Business support officer in relation to lunch time cover to ensure that the phones are being answered
- do not organise prison visits or PSR interviews with young people whilst you are on office duty
- liaise with the duty manager in the event that you require support
- office based duty to start at 9am until 5.15pm (5pm on Friday)
- any office duty swaps need to be updated on the outlook duty rota.

In addition:

If the Business support is not available (leave/sickness)

- Duty officer to check the CJSM account twice per day and forward any relevant messages to YOTO's or duty manager
- duty officer to print off list of young people expected to attend the YOT and provide to security reception on ground floor and on the second floor
- check answering machine and forward any messages to the appropriate person.