

**NCOA Ref:**

**This form is to be completed for all criminal, disciplinary and grievance matters.**

**Where possible, the NCOA representative should complete this form with the member present. Please provide as much information as possible on this form.**

**YOUR PERSONAL DETAILS**

Title

Forename       Surname

Address

Home Telephone       Mobile Telephone

Private Email Address

**YOUR EMPLOYMENT DETAILS**

Staff Number       Grade       Part Time Worker
\*This should be a six digit number beginning with 1 or 2

Work Location

**CASE CATEGORY***Please select the type of claim on which advice is sought.***Grievance** [ ]  **Employment Law** [ ]  **Misconduct - Internal Disciplinary** [ ]

**Misconduct/Criminal - IOPC** [ ]  **Criminal**[ ] **Capability** [ ]  **Post Incident Procedures**[ ] If other please specify

**DETAILS OF ISSUE**

Nature of problem and date(s) it happened (please provide **full** chronology - continue on additional page as necessary):

Action/outcome sought:

Has anyone else acted on your behalf?

*If yes please provide detail:*

**SUPPORTING DOCUMENTS / INFORMATION CHECKLIST**

Please enclose, where possible, the following supporting documents / information, depending on the nature of the assistance required.

**Criminal Prosecution Defence**

Copy of charge

Details of witnesses

Copy of driving licence and motor insurance policy (for motor prosecution defence claims only)

**Employment (including disciplinary matters)**

Copy of employment contract

Copy of disciplinary papers and your response
Copy of any letter of investigation

Copies of any other relevant correspondence

**IOPC/PONI/PIRC**Copy of any letter of investigation
Copies of any other relevant correspondence

**REPRESENTATIVE DETAILS**

Name

Telephone Number

NCOA Email Address

*I have read and accept the conditions for providing assistance. I confirm that the statement/details above are correct, and I agree to this information being shared with a third party in respect of any action. I understand that data and communications not held on NCOA IT systems may be accessed by third parties - including your employer.*

**Signature**

 **Date**

**The Personal Case Form is a confidential document between the member and the NCOA. It is not disclosable in any circumstances - except with the express permission of both the member AND the NCOA.**

**NCA officers are Civil Servants, bound by Civil service rules and governed by NCA policies & procedures. NCOA Lawyers are therefore not permitted to take part in internal misconduct proceedings.**

**This form should be completed in consultation with your representative, who will then retain it, and forward a copy to the National Case Coordinator and NCOA appointed lawyers as required - (where relevant criteria have been met).**