

# Standard Work - Joint Investigation Liaison

Month: \_\_\_\_\_

Updated:  
03/12/2021

Daily Activities	Week 1					Week 2					Week 3					Week 4				
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
Review report directories for criminal conduct reports in assigned areas continually																				
Complete Assessment form including investigative suggestions, and provide to DCS supervisor/case manager																				
Upline high profile reports, fatalities, near fatalities, and serious cases involving foster children and open investigations to OCWI Chief																				
Assist DCS/law enforcement (LE) in outlying counties where child has been transported to a hospital in Pima or Maricopa County, as requested																				
Act a a liaison between DCS (OCWI and DCS field) and/or LE on criminal conduct reports, as requested																				
Respond to emails and voicemails within 24 hours																				

Day of week	Weekly Activities	Week 1	Week 2	Week 3	Week 4
	Complete/verify OCWI Criminal Conduct Assesment form for each report missing documentation per Management Analyst's weekly report				
	Attend multi-disciplinary team (MDT) meetings in assigned counties/Regions				

Week of month	Monthly Activities	Status
First week	Complete Quality JIP (Joint Investigation Protocol) review; email to Management Analyst	
First week	Complete outstanding OCWI Criminal Conduct Assesment forms from prior month(s) to ensure 100% completion	
First Friday	Attend Region Huddle Board meeting	

Month of Quarter	Quarterly Activities	Status

Projects	Status
Assist or train JIP, as needed	