

MAPPA/MARAC Protocol

Referral Process Letter



MULTI-AGENCY PUBLIC PROTECTION ARRANGEMENT

April 2009

**Lincolnshire Police Headquarters
P O Box 999**

Lincoln

LN5 7PH (Postcode for

directions: LN2 2LT)

☎ 01522 558668 & 558255

Fax : 01522 558299

e-mail:

amelia.wilson@lincs.pnn.police.uk

PROCESS FOR REFERRING CASE TO MAPPA LEVEL 2 OR 3 MEETING:

- Fill in referral form which you get from the MAPPA Senior Administrator, or via the Probation Intranet through the forms/leaflets & translations link, then click on forms, then click on MAPPA and it is the first form on the drop down list “Referral to a Level 2 or Level 3 MAPPA meeting.
- Please ensure that all boxes are completed, and if you do not have the information requested against any question, please indicate not applicable, or “no information available”, **then get it authorised by your Middle Manager.**
- Forward the completed form to the MAPPA Co-Ordinator, Nicole Norton at Nicole.Norton@lincolnshire.probation.gsi.gov.uk and also send a copy to me at amelia.wilson@lincs.pnn.police.uk
If your office location does not have a secure .gsi e-mail address, once the form is completed it will need to be either faxed to our secure fax on 01522 558299 (please call us to let us know it is about to be transmitted on 01522 558255 or 558668)

or post in hard copy format to:-

MAPPA Office

Lincolnshire Police Headquarters

P O Box 999

Nettleham, LINCOLN LN5 7PH

Referral Process Letter

- Your referral will be acknowledged by either post or e-mail, and as soon as it has been screened by the MAPPA Co-Ordinator and the thresholding board, a formal response will be sent to you in accordance with Section 9 of the MAPPA Guidance.
- The MAPPA Co-Ordinator will complete Sections 23-25 of the referral form, which will indicate whether the referral has been approved or not, and if successful, the date and location of the next MAPP meeting at which the case will be reviewed. Your original referral form, with Sections 23-25 filled in will be returned to you either by post or e-mail. If further information is required before a decision can be made, you will be advised.

continued.../

Page 2

PROCESS FOR MAKING A REFERRAL TO MAPPE LEVEL 2 OR 3 MEETING

/.....

- A copy of the decision will also be sent to the relevant MAPPA Administrator, and if the referral is accepted, they will then take on the responsibility of advising the Core Meeting Members about the case, for sending out any invitations/requests for information, and for advising you at what time/where the case will be heard. You will be expected to present the case to the MAPPA Core Meeting members at the MAPP meeting.
- In order to assist the MAPPA Administrators, please ensure that if you wish a representative from any other agencies to be invited to the meeting, that their contact details, including postal address, e-mail address (if a .gsi site) and telephone number are included in Section 20 – “Suggested Additional attendees”

If you have any questions regarding the referral process, please do not hesitate to contact me either by phone or e-mail, and I will do my best to help you.

Many thanks.

Amelia Wilson

AMELIA WILSON
MAPPA Senior Administrator