**Criminal Justice - Administration of Justice Unit**

**Shift Pattern for newly recruited Case Administrators and Witness Care Officers - June 2017**

**Case Administrator**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Week 1 | 0700 - 1500 | 0700 – 1500 | 0700 – 1500 | 0700 – 1500 | 0700 - 1430 | 0700 - 1500 | RD |
| Week 2 | RD | 0700 – 1500 | 0700 – 1500 | 0700 – 1500 | 0700 – 1430 | RD | RD |
| Week 3 | 1000 - 1800 | 1000 - 1800 | 1000 - 1800 | 1000 - 1800 | 1030 - 1800 | RD | RD |
| Week 4 | 0700 – 1500 | 0700 – 1500 | 0700 – 1500 | 0700 – 1500 | 0700 – 1430 | RD | RD |
| Week 5 | 1000 - 1800 | 1000 - 1800 | 1000 - 1800 | 1000 - 1800 | 1030 - 1800 | RD | RD |
| Week 6 | 1000 - 1800 | 1000 - 1800 | 1000 - 1800 | 1000 - 1800 | 1030 - 1800 | RD | RD |

There is an operational requirement to work some Bank Holidays

**Witness Care Officer**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thurs | Fri | Sat | Sun |
| Week 1 | 0830 – 1600 | 0800 – 1600 | 0800 – 1600 | 0800 – 1600 | 0800 – 1600 | 0900 - 1700 | RD |
| Week 2 | RD | 0830 – 1600 | 0800 – 1600 | 0800 – 1600 | 0800 – 1600 | RD | RD |
| Week 3 | 1100 - 1830 | 1030 - 1830 | 1030 - 1830 | 1030 - 1830 | 1030 - 1830 | RD | RD |
| Week 4 | 0830 – 1600 | 0800 – 1600 | 0800 – 1600 | 0800 – 1600 | 0800 – 1600 | RD | RD |
| Week 5 | 1100 - 1830 | 1030 - 1830 | 1030 - 1830 | 1030 - 1830 | 1030 - 1830 | RD | RD |
| Week 6 | 1100 - 1830 | 1030 - 1830 | 1030 - 1830 | 1030 - 1830 | 1030 - 1830 | RD | RD |

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