



NDSA W

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NDSA W Officer Case Handling Framework – 2025

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1. Objective

To ensure active engagement, accountability, and measurable and equal contribution from each and every officer within the agency, this framework mandates a yearly minimum number of independently handled digital safety cases.

2. Case Assignment Requirement

- Each officer must independently take on and lead a minimum of 6 cases per calendar year.
- Officers are encouraged to exceed this number for recognition and promotion opportunities.

3. Officer-in-Charge Privileges

When an officer initiates and leads a case, they will receive:

- **Lead Authority: Full control over the case plan, evidence review, and investigation process (under supervision of seniors where necessary).**
- **Recognition Points: Each completed case contributes towards annual awards, promotion rankings, and public acknowledgments (if approved).**

4. Termination Policy

- Officers who fail to bring in a minimum of 4 cases in a school year will be immediate terminated from their position.
- Exceptions may only be granted under rare and justifiable circumstances like the two months prior of the Half- Yearly, Annual, Test, Pre-Boards and Board exams. Other reasons will be reviewed by the Chief Operating Officer (COO).