

APPENDIX C - Police Service Inspection Program – Major Case Management 2018/19

INTRODUCTION

The purpose of this standard is to identify the data entry requirements for the ministry-approved software for both threshold and non-threshold major cases. The maintenance of these standards will ensure the integrity of the case management investigative data and the triggering database.

POLICY AND PROCEDURES

1. All investigative information shall be entered in the software within 30 days of receipt of the information. In the situation where an investigation has been reclassified as a major case, then all investigative information shall be entered in the software as soon as resources allow.
2. Tombstone information shall include, but is not limited to, the following relevant information: full name(s), alias(es), date of birth, personal descriptors, telephone number(s), address(es), unique identifier (e.g., driver's licence), vehicle(s), and a detailed summary of the investigation.
3. The entry of cases that have been reported prior to the installation of the ministry-approved software at the police service of jurisdiction may be entered in the software at the discretion of the Major Case Manager.
4. Command Triangle personnel shall consider the privilege attached to the identity of confidential informants. Personal information or information that, by reason of its exclusivity would tend to identify a confidential informant, should not be entered into the incident database, notwithstanding the necessity to disclose certain information to the Crown Attorney, once judicial proceedings are commenced or until such time as the case is declared inactive and the case file is archived.
5. Command Triangle personnel shall consider the security of agents and undercover police officers utilized during an investigation. Personal information or information that by reason of its exclusivity would tend to identify an agent or undercover police officer should not be entered into the incident database, notwithstanding the necessity to disclose certain information to the local Crown Attorney, once judicial proceedings are commenced or until such time as the case is declared inactive and the case file is archived.

Threshold Major Cases

1. For threshold major cases, the following procedures shall be followed:
 - a) all investigative information shall be entered, indexed, researched, and cross-referenced into the ministry-approved software; and,
 - b) the File Coordinator shall ensure the investigative information entered into the ministry-approved software is filed within the appropriate document.

Non-Threshold Major Cases

1. For non-threshold major cases, tombstone information shall be entered, indexed, researched and cross-referenced into the ministry-approved software:
 - a) a summary of the offence providing the date and time, location and circumstances;
 - b) the name and personal identifiers of the victim;
 - c) the name and personal identifiers of the accused, suspect or person of interest; and,
 - d) any other relevant investigative information that may, in the opinion of the Case Manager, assist in the early detection of serial or predatory behaviour; and where there is evidence of serial or predatory behaviour, the data entry standard for threshold cases shall be implemented.

Data Entry Standard Exceptions to Threshold Major Cases

1. The data entry requirements for a non-threshold major case as indicated in sections 1 (a) to (d) above may be used in the following situations:
 - a) sexual assaults including sexual interference, and attempted sexual assaults, sexual exploitation and invitation to sexual touching with a known suspect when the conduct is not predatory or serial in nature and any of the following circumstances are present:
 - i) the victim and suspect are in a familial relationship including genealogical blood lines or common-law union, and shall include adoptive parents/siblings, step parents/siblings and legal guardians;
 - ii) the victim and suspect have a previous relationship;
 - iii) the case involves historical sexual offences (e.g., an offence reported over a year after having been committed);
 - iv) any sexual assault where a suspect has been identified and arrested within 14 days; and,
 - v) sections (a) (i) to (a) (iv) do not apply in cases which are deemed to be predatory or serial in nature.
 - b) in homicide investigations, including attempts where:
 - i) the victim and suspect were in a familial relationship including genealogical blood lines or common-law union, and shall include adoptive parents/siblings, step parents/siblings and legal guardians; and/or,
 - ii) the suspect has been arrested and identified within 14 days or is deceased;
 - iii) sections (b) (i) and (b) (ii) do not apply in cases which are deemed to be predatory or serial in nature.