

## **Major Case Management Regulation – Description**

### **Definitions**

“Approved software” means the software approved by the Minister for the purpose of this regulation

“Command Triangle” means the Major Case Manager, Primary Investigator and File Coordinator with respect to a major case investigation

“Familial relationship” means a current or former relationship between members of a family, or between an individual and their caregiver or their attorney for personal care or attorney for property, and includes, without limitation a relationship between:

- adoptive parents, adoptive siblings, and adoptive children
- stepparents, step-siblings and step-children
- individuals in a parent-child relationship within the meaning of s. 4 of the Children’s Law Reform Act
- current and former married and common-law spouses and the children of either spouse

“Forensic identification officer” means a member of a police service responsible for conducting forensic examinations at crimes scenes that has completed the forensic training prescribed by the Solicitor General.

“File Coordinator” means a police officer responsible for managing investigative information in relation to a major case investigation and who has successfully completed the training prescribed by the Minister.

“Joint management team” means representatives of the senior command from each police service involved in a multi-jurisdictional major case investigation who have authority to make decisions on the allocation of resources to investigations.

“Investigation” means a systematic inquiry to,

- (a) locate a missing person, or
- (b) determine whether an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada) or the Cannabis Act (Canada) has been or will be committed when there is a reasonable suspicion that such an offence has been or will be committed

“Linked major case investigation” means an unsolved major case investigation if there is reason to suspect that one or more offences under investigation were committed by the

same offender as in another major case investigation, whether the investigation is conducted by the same police service or another police service.

“Major case” means an occurrence involving one or more of the following:

- homicide within the meaning of subsection 222 (4) of the *Criminal Code* (Canada) and attempted homicide
- sexual assault and attempted sexual assault within the meaning of sections 271 to 273 of the *Criminal Code* (Canada)
- sexual interference within the meaning of section 151 of the *Criminal Code* (Canada)
- sexual exploitation within the meaning of section 153 and 153.1 of the *Criminal Code* (Canada)
- invitation to sexual touching within the meaning of section 152 of the *Criminal Code* (Canada)
- abduction or kidnapping within the meaning of sections 279, 280 or 281 of the *Criminal Code* (Canada), where the victim and offender are not in a familial relationship, or an attempt thereof
- trafficking in persons within the meaning of section 279.01 of the *Criminal Code* (Canada), trafficking in persons under the age of eighteen years within the meaning of s. 279.011 of the *Criminal Code* (Canada), or attempts thereof
- a missing person occurrence, if:
  - there is a strong possibility that the missing person has been the victim of homicide, an assault causing serious bodily harm, abduction or kidnapping, or
  - the person cannot be located or contacted by a member of a police service for 30 days after being reported missing
- occurrences involving found human remains that are suspected to be homicide
- criminal harassment within the meaning of section 264 of the *Criminal Code* (Canada) where the harasser is not known to the victim and there is reason to believe the harassment is for a sexual purpose

“Major case investigation” means an investigation into any major case, including a threshold investigation and a non-threshold investigation

“Major Case Manager” means a police officer responsible for the overall management and administration of a major case investigation and who has successfully completed the training prescribed by the Minister.

“Multi-jurisdictional major case investigation” means an investigation involving linked major case investigations being conducted by two or more police services, excluding investigations into trafficking in persons, trafficking in persons under the age of

eighteen, or attempts thereof, that the SPCIC has determined should proceed as a single investigation.

“Multi-jurisdictional major case manager” (or “MJMCM” in this document for convenience) means a major case manager identified by the SPCIC to manage a multi-jurisdictional major case investigation.

“Non-Threshold investigation” means any major case investigation that is not a threshold investigation, i.e., an investigation into any major case other than a major case listed under the definition of threshold investigation. For greater certainty, a non-threshold investigation means an investigation into:

- trafficking in persons within the meaning of section 279.01 of the *Criminal Code* (Canada), trafficking in persons under the age of eighteen years within the meaning of s. 279.011 of the *Criminal Code* (Canada), or attempts thereof
- a missing person occurrence, if the person cannot be located or contacted by a member of a police service for 30 days after being reported missing, but there is not a strong possibility that the missing person has been the victim of homicide, serious bodily harm, abduction or kidnapping
- sexual assaults or attempts, if the criteria for a threshold investigation in respect of sexual assault are not met or at least one of the following circumstances applies:
  - the victim and offender have or had a familial relationship,
  - the victim and offender have or had another kind of relationship,
  - the offence being investigated occurred more than one year prior to the commencement of the investigation, or
  - within 14 days of the commencement of the investigation into the offence, the offender is arrested, charged, or deceased
- criminal harassment where the harasser is not known to the victim and the harassment is believed to be for a sexual purpose

“Non-threshold investigator” means a police officer responsible for leading a non-threshold investigation who has the competency and experience to perform the duties.

“Primary Investigator” means a police officer responsible for leading the investigation of a threshold major case and who has successfully completed the training prescribed by the Minister

“Supporting role” means:

- Canvass Coordinator,
- Digital Evidence Coordinator,
- Field Investigator,

- Forensic Identification Officer,
- Judicial Authorization Coordinator,
- Information Coordinator,
- Media Liaison,
- Scene Coordinator,
- Victim Liaison, or
- Any other role deemed necessary for a particular major case investigation by the major case manager

“Threshold investigation” means an investigation into one or more of the following major cases:

- abduction or kidnapping within the meaning of sections 279, 280 or 281 of the *Criminal Code* (Canada), where the victim and offender are not in a familial relationship, or an attempt thereof
- homicide or attempted homicide,
- occurrences involving found human remains that are suspected to be homicide
- a missing person occurrence, but only if there is a strong possibility that the missing person has been the victim of homicide, serious bodily harm, abduction or kidnapping
- sexual assault, attempted sexual assault, sexual interference, sexual exploitation, or invitation to sexual touching, if the offender is believed to have done one or more of the following:
  - carried, used, or threatened to use a weapon or an imitation weapon
  - threatened to cause bodily harm to a person other than the victim
  - caused bodily harm to the victim
  - was a party to the offence with any other person
  - committed an aggravated sexual assault within the meaning of subsection 273 (1) of the *Criminal Code* (Canada)
  - tortured the victim
  - used restraints, bondage or a disguise
  - used photographic, video or audio equipment to record to offence
  - removed a personal item of the victim from the location of the offence
  - told the victim what to say or how to speak during their interaction
  - used a con or ruse to lure the victim
  - committed any other offence for the purpose of facilitating any offence listed in this definition

However, an investigation into sexual assault, attempted sexual assault, sexual interference, sexual exploitation, or invitation to sexual touching meeting the

above criteria is not a threshold investigation if one or more of the following circumstances apply:

- the victim and offender have or had a familial relationship,
- the victim and offender have or had another kind of relationship,
- the offence being investigated occurred more than one year prior to the commencement of the investigation, or
- within 14 days of the commencement of the investigation into the offence, the offender is arrested, charged, or deceased

“Scenes of crime officer” means a police officer responsible for supporting forensic examinations at crime scenes that has completed the forensic training prescribed by the Solicitor General.

“SPCIC” means the Serial Predator Crime Investigations Coordinator in the Major Case Management Unit of the Ministry of the Solicitor General.

Note the following acronym is also used in this document for convenience:

“ICT” means investigative consultant team

# General Major Case Investigation Requirements

## Procedures

- The chief of police shall develop procedures on major case management that are consistent with this Regulation.
- The procedures referred to above must address, at a minimum, the following:
  - how to structure a major case investigation in compliance with this regulation, and
  - who is responsible for each task in a major case investigation, consistent with the roles and responsibilities set out in this regulation.
- Without limitation, the procedures referred to above shall reflect and acknowledge the importance of the following principles in major case investigations:
  - Following a consistent and thorough investigative methodology;
  - Effective management of large volumes of investigative information;
  - Effective communication among members of the investigative team;
  - Maintaining clear and detailed investigative chronologies and records of investigative decisions;
  - Effective investigation management planning with clear objectives and strategies to achieve them; and
  - Preventing tunnel vision in major case investigations

## Assignment of Major Case Personnel

- The chief of police shall ensure that any individual assigned as a major case manager:
  - has the necessary competence, experience and training to fulfill the role in accordance with this regulation, and
  - at a minimum, possesses the following attributes:
    - Strong communication skills
    - Leadership and team building skills
    - Emotional intelligence and creativity
    - Critical thinking skills
    - Ability to understand ethical and legal considerations
    - Time management and organizational skills
- A major case manager shall ensure that any individual assigned as a primary investigator, a file coordinator, has the necessary competence, experience, and training to fulfil the role in accordance with this regulation.

- A major case manager shall ensure that any individual assigned as a non-threshold investigator or to a supporting role has the necessary competence, experience and training to fulfil the role in accordance with this regulation.
- A major case manager, in assigning individuals under the bullet above, shall consider whether the individual to be assigned possesses the following attributes:
  - Strong communication skills
  - Leadership and team building skills
  - Emotional intelligence and creativity
  - Critical thinking skills
  - Ability to understand ethical and legal considerations
  - Time management and organizational skills
- A major case manager shall ensure that anyone assigned as a forensic identification officer or scenes of crime officer has successfully completed the training prescribed by the Minister
- A major case manager shall ensure that anyone assigned as information coordinator has successfully completed the training prescribed by the Minister

## **General Compliance Requirements**

- A major case manager shall ensure that every major case investigation for which they are responsible is conducted in accordance with this Regulation
- No member of a police service shall speak to the media regarding a major case investigation except as authorized by the major case manager

# Threshold Investigations

## Threshold Investigation Personnel

- The chief of police shall ensure a command triangle is assigned to every threshold investigation
- The major case manager shall ensure that the following supporting roles are assigned to every threshold investigation: field investigator, forensic identification officer, media liaison, scene coordinator and victim liaison
- The major case manager shall assign the field investigator, media liaison, scene coordinator and victim liaison
- The forensic identification supervisor shall assign the forensic identification officer

## Major Case Manager Responsibilities

- The major case manager shall assign and oversee a primary investigator and file coordinator for each threshold investigation
  - The major case manager may assign the same individual as both primary investigator and file coordinator in major case investigations that are, in the opinion of the major case manager, less complex
- For every threshold investigation, the major case manager shall:
  - oversee the investigative process
  - in consultation with the primary investigator and file coordinator, develop strategies with respect to the speed, flow, and direction of the investigation
  - in consultation with the primary investigator and file coordinator, identify risks and develop mitigation strategies relating to the investigation
  - ensure the implementation of investigative strategies as appropriate
  - in consultation with the primary investigator and file coordinator, determine whether a threshold investigation requires any supporting roles beyond those identified under “Threshold investigation Personnel” above, and if so, shall assign an individual to the role
  - in consultation with the primary investigator, identify and manage the human, financial, and material resources required to conduct the investigation
  - assign a member of the police service as a victim liaison
  - assign a member of the police service as a media liaison
  - determine whether a member of the police service is authorized to speak to the media regarding the investigation maintain thorough and complete investigative notes
  - ensure a detailed investigative chronology is maintained by the file coordinator in consultation with the primary investigator



- in consultation with the file coordinator, establish and implement processes to manage investigative information as required under this Regulation
- in consultation with the primary investigator and file coordinator, determine whether there are linked or potentially linked major case investigations of which the SPCIC should be notified
- ensure that any linkages or potential linkages between major cases are investigated
- if there are linked major case investigations, ensure that the SPCIC is notified within seven days and, in consultation with the SPCIC, determine any further investigative action
- consider engaging forensic and other support resources as needed ensure that case conferences are facilitated at the earliest stage possible of the investigation
- request the assignment of a scientific advisor from the Centre of Forensic Sciences as needed
- in consultation with the primary investigator and the file coordinator, where there is a suspected nexus to organized crime, contact the officer in charge of the police service's intelligence unit, or their designate, to seek direction and guidance on the collection, storage, and dissemination of intelligence information, or, if the police service does not have an intelligence unit, liaise with the assigned Regional Intelligence Coordinator from the Criminal Intelligence Service Ontario for advice and guidance
- consider engaging the Ontario Multi-Disciplinary Case Conference Consortium for investigative assistance as needed
- ensure that human resources are sufficient to manage investigations through the approved software
- ensure compliance with this regulation throughout the investigation
- the Major Case Manager, in consultation with the Primary Investigator, File Coordinator, and Scene Coordinator, shall determine whether to obtain expert services for conducting examinations of digital evidence
- the Major Case Manager, in consultation with the Primary Investigator and the File Coordinator, Scene Coordinator and Forensic Identification Officer, shall determine whether to obtain expert services for conducting examinations of the scene under investigation

## Primary Investigator Responsibilities

- The primary investigator shall report to the major case manager
- For every threshold investigation, the primary investigator shall:
  - consult with the major case manager on:
    - the speed, flow, and direction of the investigation,
    - risks and mitigation strategies relating to the investigation, and
    - human, financial, and material resources required to conduct the investigation
  - provide instructions, and assign roles and responsibilities to personnel within the investigative team based on their competency, investigative experience, and training
  - consult with the file coordinator on the investigative chronology
  - review and assess all investigative information
  - when individuals are identified as a suspect or a person of interest:
    - ensure thorough and complete background inquiries are conducted
    - review the results of the inquiries in consultation with the major case manager and file coordinator
    - ensure that all relevant investigative avenues have been exhausted
  - ensure any information received in connection with the investigation is assessed for investigative significance, prioritized, and actioned in the approved software as required
  - ensure actions are generated in the approved software and completed in a timely fashion
  - communicate relevant investigative information to the investigative team through regular meetings/briefings and, in consultation with the file coordinator, maintain meeting/briefing minutes
  - maintain a record of all investigative decisions in consultation with the file coordinator
  - report if any investigations may be linked major case investigations to the major case manager as soon as possible
  - report if there is a reasonable suspicion of any other potential linkages between major case investigations to the major case manager as soon as possible
  - consult with the major case manager and file coordinator regarding notifying the SPCIC of any investigations that may be linked major case investigations
  - ensure similarities between any entries in the approved software about a person, place or thing relevant to the investigation are investigated
  - liaise with the Digital Evidence Coordinator to ensure that digital evidence is submitted for processing and analysis and is reviewed upon completion.

- when required, in consultation with the major case manager, assign members of the police service to supporting roles
- ensure all persons submitting exhibits to forensic testing facilities provide the primary investigator with status reports every 30 days until all final results have been received
- when judicial authorizations to intercept private communications are required, ensure a qualified police officer prepares the affidavit in consultation with the local Crown Attorney designated as agent for the Attorney General
- maintain thorough and complete investigative notes

## **File Coordinator Responsibilities**

- The file coordinator shall report to the major case manager
- For every threshold investigation, the file coordinator shall:

### Investigative Duties

- consult with the major case manager on processes to manage investigative information as required under this Regulation
- ensure actions that are generated are completed and entered in the approved software
- in consultation with the primary investigator, create and maintain the investigative chronology
- maintain a record of investigative decisions
- report any potential linkages between major case investigations to the major case manager and primary investigator as soon as possible
- report where there is a reasonable suspicion that two or more major case investigations involve the same offender, whether within a single or multiple jurisdictions, to the major case manager as soon as possible
- consult with the major case manager and primary investigator regarding notifying the SPCIC of potentially linked major case investigations
- notify the primary investigator of any similarities between any entries in the approved software about a person, place or thing relevant to the investigation in consultation with the primary investigator, ensure meeting minutes are maintained
- ensure the appropriate security (as in, security to an appropriate level) of all documents containing investigative information
- maintain thorough and complete investigative notes
- consult with the primary investigator on the record of all investigative decisions

- ensure all investigative information is prepared for disclosure in accordance with local requirements

#### Information Management Duties

- review all investigative information to ensure accuracy and completeness
- provide advice to the major case manager and primary investigator on the investigative relevance of all investigative information
- ensure the investigative information is prioritized for review by the Command Triangle in accordance with [provisions on information management below]
- in consultation with the major case manager, select and assign as required, one or more members of the police service to fulfill the role of information coordinator
- ensure all investigative information is entered, researched, indexed, and cross-referenced in the approved software by a member of the police service who has successfully completed the training prescribed by the Solicitor General
- review and verify all investigative information entered in the approved software
- ensure all investigative information is entered in the approved software as soon as practicable, but no more than 30 days after receipt of the information
- ensure investigative information is managed and stored in accordance with this Regulation

## **Mandatory Supporting Roles**

### **Field Investigator**

A field investigator shall:

- report to the primary investigator
- develop appropriate interviewing strategies to maximize the effectiveness of interviews and the quality of information and evidence obtained

### **Forensic Identification Officer**

A forensic identification officer shall:

- report to the primary investigator
- determine the sequence of evidence examination
- work in close cooperation with the Scene Coordinator

- contact the Centre of Forensic Sciences or other forensic testing facilities to determine the status of exhibits submitted at least every 30 days and report the results of that contact to the Command Triangle

In a major case investigation of any major case other than homicide, a scenes of crime officer may undertake the duties of a forensic identification officer, when the primary investigator, in consultation with the forensic identification officer, determines that the scenes of crime officer is qualified to conduct the required tasks.

## **Media Liaison**

A media liaison officer shall:

- report to the major case manager
- obtain approval for all media releases from the major case manager
- manage and control all police media releases
- meet with the media as necessary
- liaise directly with the major case manager on matters concerning written releases, media enquiries, public appeals, problems involving media personnel, or chiefs' procedures relating to media
- ensure all media releases and reports in any medium are forwarded to the file coordinator

## **Scene Coordinator**

A scene coordinator shall:

- report to the primary investigator
- in consultation with the command triangle and forensic identification officer, develop a scene investigation plan including:
  - areas to be searched and items to be searched for
  - personnel requirements (who will be needed to assist)
  - specialized investigative techniques or equipment to be used
  - legal requirements relating to the search
- in consultation with the forensic identification officer, identify barriers to controlling scenes of crime, assess how to overcome them, and implement scene control measures and health and safety procedures
- ensure a log of who has entered and exited the crime scene is maintained
- in consultation with the Command Triangle and Forensic Identification Officer, release the scene after ensuring that all practicable search methods and investigative techniques in relation to the scene have been exhausted

## **Victim Liaison**

A victim liaison shall:

- report to the major case manager
- ensure all information releases (disclosures of information about the investigation) to victims are authorized by the major case manager
- liaise and maintain regular contact with victims
- maintain a log of contact with victims
- control all information released by the investigative team to victims
- ensure that any information relating to a major case investigation that is going to be made public is first shared with victims
- assist victims in obtaining support and referrals for victim support services
- work closely with the appropriate support service liaison or Victim Witness Assistance Program personnel as applicable
- ensure victims are informed of the case status, bail conditions, court dates and final disposition, as applicable

## **Optional Supporting Roles**

### **Canvass Coordinator**

A canvass coordinator shall:

- report to the primary investigator
- in consultation with the primary investigator, establish a canvass plan that:
  - outlines the objectives of the canvass
  - determines the area to be canvassed
  - identifies any specific questions to be asked when canvassing
- brief canvass personnel on the questions to ask and the types of information to be collected
- collect all documents prepared for the purpose of or resulting from the canvass and provide them to the file coordinator

### **Digital Evidence Coordinator**

A digital evidence coordinator shall:

- report to the primary investigator
- as needed, consult with digital forensics analysts or experts to ensure coordination for the proper seizure, continuity, submission, processing, and preservation of digital evidence

- submit digital evidence for analysis (by applicable analysts or experts, e.g., experts in video footage) as needed
- report the results of the analysis to the primary investigator

## **Information Coordinator**

An information coordinator shall:

- report to the file coordinator
- assist the file coordinator with responsibilities under this Regulation
- enter complete and accurate investigative information into the approved software
- enter actions that are generated and completed into the approved software (as in, indicate in the approved software where actions are completed)
- research, index, and cross-reference all investigative information as required under this Regulation
- identify and report immediately to the file coordinator:
  - any inconsistencies observed in investigative information, and
  - any similarities between new and existing entries in the approved software about a person, place or thing relevant to the investigation
- assist the file coordinator in the preparation of disclosure in accordance with local jurisdictional requirements

## **Judicial Authorization Coordinator**

A judicial authorization coordinator shall:

- report directly to the primary investigator
- prepare or coordinate the preparation of all judicial authorizations, search warrants, production orders and consent forms
- monitor applicable judicial timelines, including for reports on seized items and for detention orders
- provide updates to the Command Triangle on the status of all judicial authorizations, search warrants, production orders and consent forms
- liaise with the local Crown Attorney on legal issues, as required

## **Non-Threshold Investigations**

### **Major Case Manager Duties**

For every non-threshold investigation, the major case manager shall:

- assign a non-threshold investigator
- consider assigning personnel to supporting roles as needed
- when linked major case investigations have been identified, ensure that the SPCIC is notified within seven days, and, in consultation with the SPCIC and the major case managers of any linked major case investigations, determine the need for any further investigative action
- consider engaging forensic and other support resources as needed
- continually assess the nature of the investigation, taking into account that a non-threshold investigation can transition quickly into a threshold investigation subject to the rules for threshold investigations under this Regulation
- approve the results of the investigation or assign it back to the primary investigator for further investigation

## **Non-Threshold Investigator Duties**

A non-threshold investigator shall:

- report to the major case manager
- (for greater certainty) comply with the Investigations Regulation, except where this regulation conflicts; in the event of conflict, this Regulation prevails over the Investigations Regulation (as noted above)

## **Multi-Jurisdictional Major Case Investigations**

### **SPCIC**

Upon being notified of linked or potentially linked major case investigations (whether in a single or multiple jurisdictions), the SPCIC shall:

- conduct a review of:
  - the nature of the offences under investigation
  - the scope and complexity of the investigations
  - the number of victims
  - the time-frame in which the offences were committed
  - the likelihood of escalation of criminal activity by the offender
- facilitate a case conference with the police services involved in the investigations
- following the case conference, determine whether the investigations will proceed as a multi-jurisdictional major case investigation



- in consultation with the Provincial Lead of the Major Case Management Unit, identify the multi-jurisdictional major case manager responsible for the multi-jurisdictional major case investigation, if applicable
- continue to monitor and assess the multi-jurisdictional major case investigation or linked or potentially linked major case investigations, as applicable
- if it is determined the investigations will not proceed as a multi-jurisdictional major case investigation, continually assess the progress of the linked or potentially linked major case investigations to determine whether they should proceed as a multi-jurisdictional major case investigation

The SPCIC shall ensure that an individual assigned to the role of multi-jurisdictional major case manager (MJMCM) has the necessary competence, experience and training to fulfil the role in accordance with this regulation, and in assigning an individual shall consider whether the individual possesses the following attributes:

- Strong communication skills
- Leadership and team building skills
- Emotional intelligence and creativity
- Critical thinking skills
- Ability to understand ethical and legal considerations
- Time management and organizational skills

The SPCIC shall also ensure that the individual assigned to the role of MJMCM has successfully completed the training prescribed by the Solicitor General.

## **Multi-Jurisdictional Major Case Manager (MJMCM)**

In every multi-jurisdictional major case investigation, the MJMCM shall:

- determine whether the linked major case investigations will proceed separately or as a merged investigation.
  - If proceeding separately, all duties pertaining to threshold investigations shall continue to be met by members of the command triangle in each police service, the MJMCM shall oversee the investigations, and the major case manager from each police service shall report to the MJMCM
  - If proceeding as a merged investigation, the requirements pertaining to threshold investigations apply with the following modifications:
    - The MJMCM shall carry out the duties of the major case manager
    - The MJMCM shall ensure a single file coordinator, primary investigator, media liaison and victim liaison is assigned to act in

relation to the merged investigation in place of the individuals assigned to these roles by each police service

- establish an investigative consultant team
- draft a multi-jurisdictional major case investigative plan in accordance with this Regulation
- ensure the multi-jurisdictional major case investigative plan is approved by all members of the Joint Management Team before the investigation proceeds or investigative information is shared between the involved police services for the purpose of the investigation
- Amend the multi-jurisdictional major case investigative plan and seek approval from the joint management team as needed throughout the investigation
- report to the Joint Management Team as required with regard to the overall direction and management of the investigation and decisions to change investigative strategies or directions
- when needed, as determined in consultation with the SPCIC, prepare a request for provincial funding
- ensure detailed written progress updates, reports, briefing notes, and financial records are prepared as requested by the Joint Management Team
- consult with the SPCIC throughout the investigation
- at the conclusion of the investigation, participate in a case review as directed by the SPCIC

## **Multi-Jurisdictional Major Case Investigative Plan**

The multi-jurisdictional major case investigative plan shall include the following components:

- Investigative Overview
- Threat to Community
- Purpose of Investigation (known operationally as “project proposal”; major initiatives are generally titled “project XX”)
- Investigative Goals
- Operational Plan
- Other Investigative Issues/Techniques
- Duties and Responsibilities
- Reporting
- Administrative/Miscellaneous Matters
- Provincial Funding Requests

## **Joint Management Team**

In every multi-jurisdictional major case investigation, the joint management team shall:

- meet with SPCIC, the MJMCM, and the involved major case managers and maintain contact throughout the investigation
- approve a Multi-Jurisdictional Major Case Investigative Plan
- monitor the expenditure, financial accountability, and cost effectiveness of the investigation
- provide general oversight of the investigation without participating in investigative decisions, unless those investigative decisions involve a substantial change to the investigative plan or require a change in the (board/Solicitor General) policies or (chief's) procedures for the police service, in which case the joint management team shall assist with making the investigative decision
- provide advice, support, and authorization of additional resources as needed to facilitate the investigation
- establish a schedule for reporting on the progress of the investigation by the MJMCM
- ensure the minutes of joint management team meetings are retained in the records of the investigation
- in consultation with the SPCIC and MJMCM, determine whether the investigation should continue to proceed as a multi-jurisdictional major case investigation or proceed instead as multiple distinct major case investigations

## **Investigative Consultant Team**

- The investigative consultant team shall consist of the members of the command triangles from each police service involved in conducting the multi-jurisdictional major case investigation.
- The investigative consultant team may also include, without limitation and at the discretion of the MJMCM: forensic experts, medical experts, representatives from the Centre of Forensic Sciences, representatives from the Office of the Chief Coroner, forensic psychiatry experts, local Crown Attorneys, and forensic pathology experts.
- In every multi-jurisdictional major case investigation, the investigative consultant team shall provide guidance, assistance and support to the MJMCM.

## **Major Case Managers**

In every multi-jurisdictional major case investigation, the major case managers involved in the investigation from each involved police service shall:

- report to the MJMCM
- meet with the MJMCM as required to share investigative information for briefings
- liaise with the investigative consultant team, in consultation with the MJMCM

# Investigative Information

## Prioritizing Suspects and Persons of Interest

- If an individual is identified as a suspect, the major case manager, in consultation with the primary investigator and file coordinator, shall rank the suspect as high, medium, or low priority for further investigation based on the following factors:
  - existence and extent of corroborating evidence
  - reliability of investigative information
  - the frequency with which the person is mentioned across all sources of investigative information
  - existence of motive
  - existence of opportunity
  - relationship to the victim
  - background of the suspect
- If an individual is identified as a person of interest, the major case manager, in consultation with the primary investigator and file coordinator, shall rank the person of interest as high, medium, or low priority for further investigation.
- For all suspects and persons of interest, the primary investigator shall:
  - ensure that a thorough background investigation is conducted
  - in consultation with the Command Triangle, review the results of the inquiries
  - ensure that all relevant investigative avenues have been exhausted (i.e., until no further follow-up is required)

## Prioritizing Actions

- The major case manager, in consultation with the primary investigator and file coordinator, shall rank all actions in the approved software as high, medium, or low priority based on the following factors:
  - risk to public safety
  - potential for loss of evidence
  - whether the source of the information is known or anonymous, and if known, whether the source can be contacted frequency of references to the same information
  - specificity of the information
  - whether the source of the information is known or anonymous
  - seriousness of the offence
  - reliability of the source, if known

- For all actions, the primary investigator shall:
  - ensure that a thorough investigation is conducted
  - in consultation with the Command Triangle, review the results of the actions
  - ensure that all relevant investigative avenues have been exhausted (i.e., until no further follow-up is required)

## **In-Custody Informers**

In any major case investigation that involves an in-custody informer, the primary investigator or non-threshold investigator, as applicable, shall consult with the local Crown Attorney prior to commencing investigation.

## **Approved Software**

Members of police services shall use the approved software to manage investigative information in major case investigations.

The Minister shall approve software capable of supporting the requirements relating to managing investigative information, including data entry and organization of records, in this regulation. The minister may approve new software from time to time.

## **Data entry requirements**

### **Threshold investigations**

- Subject to the exceptions below, for all threshold investigations: a member of a police service who has been assigned responsibility for entering investigative information in the approved software shall enter the information as soon as practicable, but no more than 30 days after receipt of the information
- The file coordinator shall ensure all investigative information is entered, indexed, researched, and cross-referenced in the software

### **Exceptions**

- In situations where an investigation has been reclassified as a threshold investigation, a member of a police service who has been assigned responsibility for entering investigative information in the approved software shall enter the information as soon as practicable, but no more than 30 days following the reclassification
- For all threshold investigations where the victim and offender were in a familial relationship or the offender is arrested, charged, or deceased within 14 days of the commencement of the investigation, only the following information must be indexed, researched, and cross-referenced (still as soon as practicable but no more than 30 days after receipt):

- date, time, location of incident
- name and personal identifiers of the victim
- name and personal identifiers of the accused, suspect or persons of interest

For greater certainty, where the exception in the bullet immediately above applies, it is still permitted, but not required, to input any other information that may assist in the investigation into the approved software.

## **Non-threshold investigations**

For all non-threshold investigations:

- a member of a police service who has been assigned responsibility for entering investigative information in the approved software shall enter all investigative information into the software as soon as practicable, but no more than 30 days after receipt of the information
- The file coordinator shall ensure the following information is indexed, researched, and cross-referenced in the software:
  - date, time, location of incident
  - name and personal identifiers of the victim
  - name and personal identifiers of the accused, suspect or persons of interest

For greater certainty, in non-threshold investigations, it is permitted, but not required, to input any other information that may assist in the investigation into the approved software.

## **Rules for certain confidential information**

Crime Stoppers tips

- Despite anything in this regulation, documents provided by Crime Stoppers relating to tips received shall not be entered into the software.
- Despite anything in this regulation, investigative information obtained from a Crime Stoppers tip shall only be entered into the approved software in a manner that does not identify the source of the tip

Confidential human sources

- Personal information or information that, by reason of its uniqueness would reasonably be expected to identify a confidential human source, also known as a confidential informant, shall not be entered into the software.

## Police Agents and Undercover Officers

- Information that would identify a police agent or undercover police officer shall not be entered into the approved software

## ViCLAS submissions

- Despite anything in this regulation, ViCLAS submissions (i.e., reports required to be submitted to ViCLAS, the requirements for which will remain largely the same as in O Reg 550/96 and will likely be included in the Investigations regulation) shall not be entered into the software.

## Headings

- The file coordinator shall ensure all investigative information in the approved software is organized using the headings available within the approved software, or such additional headings as applicable

# Using Approved Software for Non-Major Case Investigations

- Members of a police service may use the approved software for an investigation that is not a major case investigation if the investigation relates to one or more of the following:
  - arson
  - child pornography
  - cruelty to animals
  - discharge of a firearm
  - indecent act
  - indecent exposure
  - an intelligence project
  - luring child by means of a computer
  - major fraud
  - organized crime
  - trespass at night
  - voyeurism
  - hate-related offences, including any offences believed to be motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, or gender identity or expression, or on any other similar factor

- Members of police services may use the approved software for any other investigation if authorized to do so by the Provincial MCM Software Coordinator (in the Ministry's Major Case Management Unit)