

Section 5.0 –	Specialized Investigations	Page 1 of 2
Sub Section 5.2 –	Major Case Management	Effective: January 1, 2019
Subject 5.2.4 –	Business Rules	Revised: n/a

Definitions

“investigative team” - police officers and civilian staff assigned to a major case investigation on a permanent or temporary basis, including the Command Triangle.

“major case” - for the purpose of these standards, includes:

- (a) The types of investigations listed in Standard (1) of *BCPPS 5.2.1 Threshold*;
- (b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of *BCPPS 5.2.1 Threshold and Reporting*, requires major case management.

Standards

The chief constable, chief officer or commissioner must ensure that:

Business Rules

- (1) Written procedures or business rules are in place for the management of major cases that provide direction on, at minimum, the following matters:
 - (a) roles and responsibilities and decision-making authorities within the investigative team;
 - (b) internal and external communication, including but not limited to:
 - (i) investigational briefings, and
 - (ii) engaging with the media;
 - (c) the conduct and documentation of investigative activities and strategic decisions, including but not limited to:
 - (i) records of briefings, and
 - (ii) the maintenance of an investigative chronology, including a decision log;
 - (d) file management, including but not limited to:
 - (i) Electronic case management system;
 - (ii) Document management;
 - (iii) Exhibit management;
 - (iv) Disclosure management
 - (v) Preparation of the Report to Crown Counsel
 - (vi) Processing audio\video and other media
 - (vii) Sensitive information handling.
- (2) Processes or systems are in place to ensure that the procedures or business rules are communicated to and reviewed by, and remain readily accessible to, members of the investigative team.

- (3) The procedures or business rules are reviewed and amended as necessary for consistency with any changes to legislation and case law.
- (4) Consideration is given to the need to tailor the business rules to the particulars of any major case investigation.