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.