



VANCOUVER POLICE DEPARTMENT PLANNING, RESEARCH & AUDIT SECTION

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To: Drazen Manojlovic, Director
Planning, Research & Audit Section

From: Roger Berar, Constable 1862
Planning, Research & Audit Section

Subject: *Crown Counsel Queries*

PR# 2009-107

A housekeeping amendment to the Regulations and Procedures Manual (RPM) Section 1.16.5(ii): Crown Counsel Queries (CCQs) is necessary because CCQs and Follow-ups (F/Us) are not properly being routed to Crown. Concerns have been raised that members are not following proper process or not completing CCQs or F/Us at all. Problems also exist with members not forwarding responses to CCQs to Police Crown Liaison (PCL).

The proposed housekeeping amendment will provide clear direction and guidance for members responding to CCQs and F/Us. It will also reiterate the importance of completing CCQs and directing their responses through PCL while recognizing that Crown does not have access to PRIME, therefore, making it extremely imperative that members follow the proper process to avoid undue delays.

Recommendations

I recommend that:

1. the proposed amendment to RPM Section 1.16.5(ii): Crown Counsel Queries be approved as a housekeeping amendment; and
2. this file be concluded.

Roger Berar, Constable 1862
Planning, Research & Audit Section

Existing Procedure

No current policy exists addressing this issue

Proposed Procedure

FOI recommendation: Not for Public Release

1.16 Report Writing

1.16.5(ii) - Crown Counsel Queries

Policy

Reports to Crown Counsel (RTCCs) written by police officers form an official record of their involvement in events. The timely completion of RTCCs, Crown Counsel Queries (CCQ) and Follow-Ups (F/Us) ensures that information is available to follow-up investigators, police in other jurisdictions, and the Information Management Section. The information contained in reports enhances intelligence gathering capabilities, aids in solving crimes, and may mitigate the risks that police officers are faced with in an operational environment. As a result, the importance of timely RTCC and CCQ completion cannot be overstated.

Members are to properly route and complete all CCQs and any F/Us related to Crown, in a timely fashion and should be checking their personal workflow each day.

Note: It is important to recognize that Crown does not have access to PRIME. The original GO is accessed through the JUSTIN interface by Crown. All subsequent CCQ and F/U information cannot be accessed through JUSTIN by Crown. Therefore, it is imperative for members to route all subsequent CCQs and F/Us through PCL otherwise the information will not be received by Crown. The only exception is where the urgency of the situation requires that members contact Crown directly and PCL must be advised of the steps taken.

Procedure

Section 1

Steps to submit a follow-up through a Mobile Data Terminal (MDT):

- a. Review the F/U request and complete all necessary actions;
- b. Submit a Police Statement (PS) text page detailing action(s) taken and possible evidence obtained in response to the FU request within the Supplemental option;
- c. Submit the F/U by routing the information to PCL, initiate a follow-up document, and fill in the four required fields (note: members are not able to do this specific step on the MDT);
- d. Add a F/U text page replying to the person who issued the F/U; and
- e. Send the F/U and Supplemental information through the MRE to MDT and ensure it was successful.

(<LINK> Workflow for Members)

Section 2

Steps to submitting a follow-up through Desktop Report Entry (DRE) (7.0):

- a. Review the F/U request and complete all necessary actions;
- b. Submit a PS text page detailing action(s) taken and possible evidence obtained in response to the F/U request;
- c. Submit the F/U by routing the information to the PCL and complete the information on the F/U page in relation to date and time submitted;
- d. Add a F/U text page replying to the person who issued the FU; and
- e. Back out of the F/U option of the report, back out of the main body of the report and when the "Routing" screen has been initiated on the screen ensure that "HCROWN" is one of the indicated routing options as an update/notify.

(<LINK>Workflow for Members)

Members are reminded that once they have completed a GO they must ensure all subsequent CCQs and F/Us are forwarded thru PCL. This will ensure that no information is missed and will create a record that the CCQ has been completed.

If a member determines that the CCQ or F/U does not pertain to their involvement in the investigation they shall re-direct the CCQ or F/U by submitting a follow-up text page to PCL identifying the member that PCL should direct the query to and conclude the F/U process by completing the date and time fields. (Note: If the member is the lead investigator they are responsible for all F/Us unless it has been reassigned to a follow-up unit which then would be responsible for all subsequent F/Us).