



VANCOUVER POLICE DEPARTMENT PLANNING & RESEARCH SECTION

November 8, 2005

To: Daryl Wiebe, Inspector 1162
Planning & Research Section

From: Matthew Harty, Constable 1959
Planning & Research Section

Subject: House-Keeping changes to Attachments Envelope to Meet JUSTIN
Interface Requirements. PR 2005-095

Sir,

Julie Birtch, Constable 1873, PRIME Training Coordinator, provided the Planning & Research Section (P&R) with an updated version of the Attachments Envelope with some minor house-keeping changes that were required to meet the new JUSTIN interface requirements.

I have reviewed the form and the changes are complete. I recommend that this new Attachments Envelope be approved and implemented.

Respectfully Submitted,

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Matthew Harty, Constable 1959
Planning & Research Section

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VANCOUVER POLICE DEPARTMENT

INFORMATION MANAGEMENT SECTION
DOCUMENT SUBMISSION ENVELOPE

Instructions: Complete the next "unused" section of this envelope in its entirety and cross off previous entries.

If the boxes below have been previously used, DO NOT RE-USE the envelope
USE # 1

General Occurrence Number:			
Investigator Name		Investigator PIN Number	Investigator Assignment
IN CUSTODY REPORT (Envelope to Police Crown Liaison)		<input type="checkbox"/>	
NOT IN CUSTODY REPORT (Check appropriate box) (Envelope to Quality Assurance Sergeant)		Warrant Requested	<input type="checkbox"/>
		Promise To Appear (PTA)	<input type="checkbox"/>
		Appearance Notice (AN)	<input type="checkbox"/>
		Summons Requested	<input type="checkbox"/>
ADDENDUM (Envelope to Police Crown Liaison)		Additional Accused	<input type="checkbox"/>
		Additional Charge(s)	<input type="checkbox"/>
		Follow Up Information	<input type="checkbox"/>
Number of Adults Accused		Number of Young Persons Accused	
OTHER REPORT (NO CHARGES) (Envelope to Central Records for Filing)		<input type="checkbox"/>	
Quality Assurance SGT Approval Stamp		Quality Assurance SGT PIN and Initials	

USE #2

General Occurrence Number:			
Investigator Name		Investigator PIN Number	Investigator Assignment
IN CUSTODY REPORT (Envelope to Police Crown Liaison)		<input type="checkbox"/>	
NOT IN CUSTODY REPORT (Check appropriate box) (Envelope to Quality Assurance Sergeant)		Warrant Requested	<input type="checkbox"/>
		Promise To Appear (PTA)	<input type="checkbox"/>
		Appearance Notice (AN)	<input type="checkbox"/>
		Summons Requested	<input type="checkbox"/>
ADDENDUM (Envelope to Police Crown Liaison)		Additional Accused	<input type="checkbox"/>
		Additional Charge(s)	<input type="checkbox"/>
		Follow Up Information	<input type="checkbox"/>
Number of Adults Accused		Number of Young Persons Accused	
OTHER REPORT (NO CHARGES) (Envelope to Central Records for Filing)		<input type="checkbox"/>	
Quality Assurance SGT Approval Stamp		Quality Assurance SGT PIN and Initials	

REPORT WRITING REQUIREMENTS

Every Report submitted to Crown Counsel requesting charges, whether an in-custody or an out of custody, MUST have the following complete prior to submission:

- NCO Approval in the Approval Field of GO;
- STATUS of "D" on Front Page of GO if Charges are requested;
- Proposed Charges section on Linkage Screen completed;
- AL Attachment List and all attachments in envelope;
- BA Background/Bail Comments;
- AT Accused Template for EACH Charged Person;
- CP CPIC Level II for EACH Charged Person;
- SY Synopsis that includes date, time, location, essential elements of offence, names of persons involved – witnesses and accused, police action AND The disposition of charged person;
- CW Civilian Witness Will Say Templates for EACH Civilian Witness Entity;
- PW Police Will Say Template for EACH Police member involved or who authors a text page; and
- OR Occurrence Report Text page to give a detailed chronology of the entire event/incident; and
- CR Concluding Remarks Text page if no further follow-up is required and case is closed.

IF YOU REQUIRE ASSISTANCE, PLEASE CONTACT THE QUALITY ASSURANCE SERGEANTS OR THE PRIME TRAINER