

	<b>Abbotsford Police Department</b> <b>Policy</b>	
	<b>Administration</b>	<b>Investigation</b>
	<b>II.D.270</b>	<b>Major Case Management</b>

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## SCOPE

The following policy and procedures apply to those investigations defined in BC Provincial Policing Standard (BCPPS) 5.2.1(7).

## PREAMBLE

BC Provincial Policing Standards (BCPPS) require police in British Columbia to use Major Case Management (MCM) methodology when investigating Major Cases.

The BCPPS identify the minimum elements of the principles of MCM to be applied by all police in British Columbia to enhance consistency in investigations and to facilitate cooperation and coordination on multi-jurisdictional investigations. The Standards also provide a mechanism through which compliance with the principles of MCM can be assessed.

Early and disciplined application of the principles of MCM ensures that police can effectively and efficiently investigate crimes, identify suspects, eliminate the innocent from police scrutiny, and focus limited resources.

## DEFINITIONS

- (1) **Command Triangle** consists of the Team Commander, Primary Investigator and File Coordinator for a Major Case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.
  - (a) **Team Commander** – the person to whom overall authority, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.
  - (b) **Primary Investigator** – the person, reporting directly to the Team Commander, who is responsible for controlling the speed, flow and direction of the overall investigative process.
  - (c) **File Coordinator** – the person, reporting directly to the Team Commander, who is responsible for establishing the business rules and system protocols; assessing investigative material and ensuring complete tasking which includes that investigative strategies are completed; and where applicable, disclosure and prosecution support is provided.
- (2) **Major Case** for the purpose of this policy, means:
  - (a) the types of investigations listed in Standard (1) of [BCPPS 5.2.1 Threshold and Reporting](#), namely:
    - (i) homicides<sup>1</sup>, as defined in s. 222(4) of the *Criminal Code of Canada*;
    - (ii) missing persons, if foul play is suspected;
    - (iii) found remains, if homicide is suspected<sup>1</sup>;
    - (iv) sexual assaults that are suspected to be serial or predatory in nature;
    - (v) criminal investigations of:
      - a) workplace deaths or serious injury, or
      - b) mass casualties and injuries; and
    - (vi) non-familial abduction;

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<sup>1</sup> Conduct of homicide investigations, and investigations involving found remains where homicide is suspected, are assumed by the Integrated Homicide Investigation Team (IHIT). IHIT is responsible for ensuring that the Major Case investigations it conducts comply with BCPPS.

- (b) any other investigation where the Chief Constable or their designate has determined, with due regard to paragraph (8), requires MCM.
- (3) **Major Case Management (MCM)** means a methodology for managing major incidents that provides accountability, clear goals and objectives, planning, utilization of resources, and control over the speed, flow and direction of an investigation.
- (4) **Major Case Management Business Rules** means the AbbyPD written procedures for the management of Major Cases that provide direction on the matters noted in standard (1) of [BCPPS 5.2.4 Business Rules](#).

## POLICY

### GENERAL

- (5) Major Case investigations will be effectively planned and managed from the earliest opportunity to make effective and efficient use of resources, and to protect the public from further risk.
- (6) A Command Triangle is formed for all Major Case investigations, as soon as reasonably possible given the circumstances and the needs of the investigation.
- (7) AbbyPD will conduct Major Case investigations in compliance with BCPPS regarding MCM.<sup>2</sup>

### THRESHOLD

- (8) Investigations with any of the following elements must be referred to the Criminal Investigations Branch (CIB) or Investigative Support Branch (ISB) for review:
  - (a) Investigations that include:
    - (i) confidential informer(s) or agent(s), or
    - (ii) complex investigative techniques, or
    - (iii) an authorization to intercept private communications;
  - (b) investigations of violent crimes that likely spans multiple jurisdictions or multi-jurisdictional gang/organized crime investigations;

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<sup>2</sup> BCPPS 5.2.1 (1) and (2)

- (c) the volume or type of disclosure materials and/or exhibits may exceed the routine capacity of the police force;
  - (d) the offence or incident under investigation is believed to be sexually motivated **and** either serial or predatory<sup>3</sup> in nature; or
  - (e) the offence or incident under investigation involves complex or rarely used legislation.<sup>4</sup>
- (9) The CIB or ISB supervisors will delegate file review of investigations identified under paragraph (8) to a Team Commander, Primary Investigator or File Coordinator.
- (10) The steps taken to assess investigations pursuant to paragraph (8) must be documented by the reviewer. Documentation must include:
- (a) the referral of the investigation to the reviewer;
  - (b) the reviewer's recommendation regarding classification of the investigation as a Major Case; and
  - (c) the decision of the CIB or ISB supervisor, as delegated by the Chief Constable.<sup>5</sup>

## OVERSIGHT AND ACCOUNTABILITY

- (11) The Team Commander is accountable to a senior officer responsible for monitoring the progress of a Major Case investigation.<sup>6</sup>

## INVESTIGATION

- (12) MCM investigations will follow AbbyPD MCM Business Rules, updated as necessary and approved by the OIC CIB or OIC ISB (as delegated by the Chief Constable).<sup>7</sup>
- (13) MCM Business Rules are available to, and have been reviewed by, all police officers acting in a Command Triangle role.
- (14) Paragraph (12) notwithstanding, MCM Business Rules will be tailored to meet the specific needs of an MCM investigation as applicable.

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<sup>3</sup> BCPPS 5.2.1 Annotation: **Serial in nature** – refers to crimes of a similar nature where there are reasonable grounds to suspect that they were committed by the same offender(s), within the same or multiple policing jurisdictions. **Predatory in nature** – refers to activity characterized by systematic targeting for the purpose of exploiting others for one's own gain.

<sup>4</sup> BCPPS 5.2.1 (3)

<sup>5</sup> BCPPS 5.2.1 (5)

<sup>6</sup> BCPPS 5.2.5 (1)

<sup>7</sup> BCPPS 5.2.4 (All)

**FILE MANAGEMENT AND DISCLOSURE**

- (15) A standardized system is used for information and evidence management and documentation of investigative roles, investigative tasks and decision making.
- (16) MCM investigations will be structured, managed and resourced in a way that allows investigators, in a timely and accurate manner, to:
  - (a) prepare the Report to Crown Counsel (RTCC); and
  - (b) provide disclosure to Crown Counsel in compliance with established protocols.<sup>8</sup>

**TRAINING**

- (17) Major Case investigative team members must have the knowledge, skills, abilities and required provincially approved training appropriate to their assigned role<sup>9</sup>.
- (18) The OIC CIB, OIC ISB, and any other senior officer responsible for monitoring the progress of a Major Case investigation must have appropriate knowledge and skills, including previous experience in a Command Triangle role.<sup>10</sup>
- (19) The Training Section maintains a written record of training required by BCPPS and completed by AbbyPD police officers.<sup>11</sup>

**INTERNAL AUDIT**

- (20) An internal audit of a sample of major case investigations is conducted each year, using generally accepted audit sampling methods. The assessment will include an assessment of compliance with MCM BCPPS.<sup>12</sup>
- (21) A report summarizing the results of the internal audit is retained and provided to the Director of Police Services upon request.<sup>13</sup>

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<sup>8</sup> BCPPS 5.2.7 (All)

<sup>9</sup> BCPPS 5.2.1 (4), BCPPS 3.2.7 (1) through (3), BCPPS 5.2.2 (2) through (7)

<sup>10</sup> BCPPS 5.2.5 (2)

<sup>11</sup> BCPPS 3.2.7 (4)

<sup>12</sup> BCPPS 5.2.5 (7) and (8)

<sup>13</sup> BCPPS 5.2.5 (9)

**ANNUAL REPORT**

- (22) AbbyPD will submit a report annually to the Director of Police Services which summarizes, in the manner laid out in BCPPS<sup>14</sup>, the Major Case investigations initiated during the year.

*The above constitutes Policy approved by the Police Board on March 29, 2023.*

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<sup>14</sup> BCPPS 5.2.1 (7)