

## 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

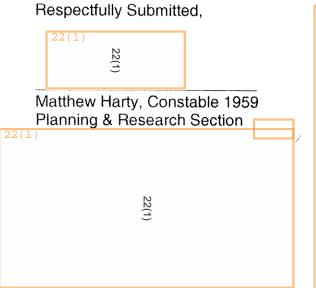
Interface Requirements.

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.



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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:			
	estigator Investigator Number Assignment		
IN CUSTODY REPORT Converge to Police Crown Liaison)			
NOT IN CUSTODY REPORT (Check appropriate box) (Envelope to Quality Assurance Sergeant)	Warrant Requested  Promise To Appear (PTA)  Appearance Notice (AN)  Summons Requested		
ADDENDUM (Envelope to Police Crown Liaison)	Additional Accused  Additional Charge(s)  Follow Up Information		
Number of Adults Accused	Number of Young Persons Accused		
OTHER REPORT (NO CHARGES) (Envelope to Central Records for Filing)			
Quality Assurance SGT Approval Stamp	Quality Assurance SGT PIN and Initials		
	USE #2		
General Occurrence Number:			
	estigator Investigator Number Assignment		
IN CUSTODY REPORT (Envelope to Police Crown Liaison)			
NOT IN CUSTODY REPORT (Check appropriate box) (Envelope to Quality Assurance Sergeant)	Warrant Requested Promise To Appear (PTA)  Appearance Notice (AN)  Summons Requested		
ADDENDUM (Envelope to Police Crown Liaison)	Additional Accused  Additional Charge(s)  Follow Up Information		
Number of Adults Accused	Number of Young Persons Accused		
OTHER REPORT (NO CHARGES) (Envelope to Central Records for Filing)			
Quality Assurance SGT Approval Stamp	Quality Assurance SGT PIN and Initials		
REPORT WRI	TING 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:			

	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;
$\Box$	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;
$\Box$	CP CPIC Level II for EACH Charged Person;
0	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
O	CR Concluding Remarks Text page if no further follow-up is required and case is closed.