



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Major Case Management
Policy Number:	LE-019
Effective Date:	October 28, 2024
Reviewed:	
Amended:	

Authority/Legislative References

Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1

Ontario Regulation 87/24 Training

Ontario Regulation 90/24 General Matters Under the Authority of the Minister

Ontario Regulation 394/23 Major Case Management and Approved Software Requirements

Policy Statement

This policy outlines the responsibilities of the Chief of Police (the "Chief") regarding compliance with procedural standards and reporting requirements. The Woodstock Police Service Board (the "Board") mandates that procedures be established and maintained in accordance with the Major Case Management Manual.

Policy Application

1. The Chief shall ensure that:

- a. procedures on major case management are developed that are consistent with *Ontario Regulation 394/23 (O. Reg. 394/23)* and address, at minimum, how to structure a major case investigation and who is responsible for each task in a major case investigation.
- b. the procedures outlined above reflect and acknowledge the importance of the following principles in major case investigations:
 - i. following a consistent and thorough investigative methodology;
 - ii. effective management of large volumes of investigative information;
 - iii. effective communication among members of the investigative team;
 - iv. maintaining clear and detailed investigative chronologies and records of investigative decisions
 - v. effective investigation management planning with clear objectives and strategies to achieve them; and
 - vi. preventing tunnel vision in major case investigations;
- c. any individual assigned as a major case manager has the necessary competence, experience, and training to fulfil the role in accordance with *O. Reg. 394/23* and *Ontario Regulation 87/24 Training*;
- d. a major case manager is assigned to every threshold investigation conducted by a member of the Service and shall ensure that the major case manager assigns a primary investigator and file co-ordinator;
- e. a major case manager is assigned to every non-threshold investigation conducted by a member of the Service.

Reporting

2. The Chief shall prepare and submit a report to the Ministry of Community Safety and Correctional Services, as stipulated by *Ontario Regulation 90/24*.