



IM10

CRIMINAL INVESTIGATIONS

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POLICY

1. All criminal investigations conducted by members of the Delta Police Department (Department) shall be:
 - a) conducted in a manner that seeks the truth of what has occurred;
 - b) conducted in a manner that ensures consistency, accountability and transparency throughout the investigative process;
 - c) conducted in compliance with the *Criminal Code of Canada* (CCC) other Federal and Provincial Statutes, the *Canada Evidence Act* and the Charter of Rights and Freedoms;
 - d) conducted in compliance with any Department or Provincial Policy directive specific to that type of investigation;
 - e) carried out using the Major Case Management (MCM) model for serious or complex criminal investigations;
 - f) classified as being either ‘Open’ (still under investigation (SUI)) or ‘Closed’ (‘Concluded’); and
 - g) kept ‘Open’ (SUI) until the following has occurred:
 - i. charges are recommended or laid,



- ii. grounds for charges exist but are not recommended or laid at the discretion of the investigators, or
- iii. the file has not been solved, however all legitimate investigative avenues have been exhausted and this has been documented on the file.

REASON FOR POLICY

- 2. To ensure that all criminal investigations are conducted in a consistent, accountable and transparent manner.

RELATED POLICIES

- EA30 – Reportable Incidents of Injuries or Death (B.C. Police Act)
- IC60 – Young Persons
- IM20 – Sudden Death
- IM30 – Hate Crimes
- IM31 – Intimate Partner Violence
- IM32 – Sexual Assault Investigations
- IM33 – Third Party Reporting of Sexual Assaults
- IM60 – Motor Vehicle Collisions
- IP60 – Confidential Informers (& Agents)
- IP61 – Undercover Operations
- IR21 – Crime Scene
- IR22 – Forensic Identification Services
- IR47 – Missing Persons

PROCEDURES

Responsibilities

- 3. A member assigned to investigate an incident shall create a new file and conduct a preliminary investigation (e.g., identify victims/witnesses, location, suspect, further investigative needs or resources).
- 4. In consultation with their supervisor, where necessary, the primary investigator in each criminal investigation is responsible for the following (see Section 11 for Major Case Management investigator responsibilities):
 - a) controlling the speed, flow and direction of a criminal investigation;



- b) determining the priority of specific tasks in the investigation;
 - c) identifying additional police resources required for the criminal investigations, including, but not limited to the following:
 - i. Investigative Services,
 - ii. Patrol Support E Platoon,
 - iii. Victim Services,
 - iv. Lower Mainland District Integrated Forensic Identification Service (LMD IFIS),
 - v. B.C. Coroners Service, and
 - vi. ViCLAS;
 - d) obtaining proper statements from all relevant witnesses and victims;
 - e) seizing and documenting all exhibits appropriately (larger files may require identifying an Exhibit Coordinator);
 - f) ensuring the file is updated with all necessary text pages, including a detailed narrative, and entities;
 - g) completing a Report to Crown counsel (RTCC), if required, and providing all disclosures to Crown counsel; and
 - h) when the file is concluded, notifying the complainant and/or victim, and the suspect if appropriate.
5. Members are required to attend and investigate British Columbia Ambulance Service and hospital emergency ward calls for the following types of incidents:
- a) gunshot or knife wounds;
 - b) poisonings and gassings;
 - c) sexual assaults;
 - d) industrial accidents of a serious nature;
 - e) injuries as a result of an assault;



- f) any injuries resulting in death where there are suspicious circumstances or when the attending physician has refused to sign a death certificate; and
 - g) injuries received as a result of a motor vehicle collision.
6. The primary investigator shall retain control of a criminal investigation until the file has been closed or re-assigned, and all files shall be reviewed and approved by their supervisor prior to being closed.
7. Members shall complete detailed and accurate notes and reports on all relevant areas of the criminal investigations in which they are involved.
8. If the nature or circumstances of a file requires specialized skills and/or specialized investigative resources, the member shall consult with the Major Crime Section, Sexual Offence Section, Vulnerable Sector Unit, Cyber Crime Unit, or the Drug Investigative Support Team, as appropriate.
9. Supervisors are responsible for:
 - a) providing the primary investigator with access to required resources;
 - b) identifying investigations involving intimate partner violence, hate crimes, sexual assaults, missing persons, use of force, and sudden death, and adhering to the appropriate Department Policy;
 - c) assigning follow-up dates to each member involved in an active criminal investigation;

Note: Follow-up dates assigned for active criminal investigations shall not exceed 30 days at a time, except in exigent circumstances.
 - d) adding a text page to the file outlining any investigative tasks and directions given to the investigator; and
 - e) identifying any potential conflicts of interest and assigning or re-assigning members accordingly.
10. If the file is referred to Investigative Services, the Inspector, Investigative Services, or delegate may:
 - a) assume supervisory control of the investigation and assign it to a member of the appropriate section;



- b) assign a member to conduct some follow-up investigation on the file with the Patrol Section member remaining as the primary investigator; or
- c) refer the file back to the Patrol Section investigator for further investigation.

Major Case Management (MCM)

11. Serious or complex investigations shall be:
- a) led or overseen by a Provincially Accredited Team Commander;
 - b) conducted by the appropriate Investigative Services unit; and
 - c) conducted utilizing the Major Case Management (MCM) model, at the discretion of the Team Commander, including:
 - i. assigning a primary investigator, file coordinator, and affiant, and
 - ii. incorporating additional resources as required (e.g., LMD IFIS members, exhibits coordinator, additional investigators and/or affiants).
12. The business rules and principles of the Department MCM model shall be maintained and updated by the Inspector, Investigative Services, or delegate.

Threats Against Employees

13. Employees receiving a threat against themselves or to another Department employee shall notify the Duty Officer, and the Inspector, Investigative Services, as soon as practicable.
14. The Inspector, Investigative Services, shall:
- a) initiate or assume the file, and privatize the same;
 - b) assess the nature of the threat, and consider utilizing the following:
 - i. Cybercrime Unit,
 - ii. Intel Analysts,
 - iii. Major Crime Section,



- iv. Intel-Risk Assessment,
 - v. protective measures (online, physical, off-duty carry), and
 - vi. RCMP BSG Threat Assessment Unit or other appropriate external resources;
- c) assess and implement other measures as required or appropriate, with regard to member safety and security; and
 - d) notify the Deputy Chief, Community Policing Bureau, of the situation and all actions taken.

*Revised Dates:
N/A