# CCM Business Process Review Analysis Session
## Recommendations
## October 7 to 11, 2013

**TIMELINE:**

Short Term - Within 6 Mos - 1 Year

Long Term - 1 Year +

| # | Timeline | Recommendation | Decision | IT ? |
|---|---|---|---|---|
| 1 | Short Term | Crown requires a received (s. 508.1 CC) or sworn copy of Information for initial screening. | Approved | No |
| 2 | Short Term | Crown offices to have read only access to electronic files on all Alberta Crown Prosecution Services shared drives. | Approved | Yes |
| 3 | Short Term | Excepting fresh arrests, the police file must be forwarded to the Crown Office within the time requirement (agreed upon by the police service and Crown's office) after the charge is laid and in any event not less than two (2) weeks before the first appearance. | Approved | No |
| 4 | Long Term | Crown move to a paperless (PRISM) management system for docket courts. | Approved | Yes |
| 5 | Long Term | That we move as quickly as possible to electronic disclosure. | Approved | Yes |
| 6 | Short Term | Eliminate the details of an ECR offer from RAC instructions. | Approved | No |
| 7 | Short Term | Any ECR offer delivered to the CMO must be in a sealed envelope for hand out at the counter. The existence of an ECR offer will be noted in the RAC instructions. | Approved | No |
| 8 | Short Term | PRISM amended to include a field for trial time estimates. | Approved | Yes |
| 9 | Long Term | Trial time estimates are to be pushed from PRISM to CASS and RCS. | Approved | Yes |
| 10 | Short Term | Prior to first appearance, initial screening for out-of-custody files should include Crown election, diversion, file complexity, and risk of jail, all of which should be entered into PRISM. | Approved | Yes |
| 11 | Short Term | To have File Ownership files assigned and entered into PRISM before the first appearance. | Approved | No |
| 12 | Short Term | Domestic Violence files can appear at the CMO. | Approved | No |
| 13 | Short Term | Federal files should be dealt with at CMO. | Approved | Yes |
| 14 | Short Term | Special sittings to be pre-arranged then scheduled at CMO. | Approved | No |

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| 15 | Short Term | Explore the possibility, and set guidelines for appearances at a centralized CMO at the base point court locations for their circuits. | Approved | No |
| 16 | Short Term | Once bail has been addressed, and a Designation of Counsel filed on indictable matters, in-custody matters can be adjourned for next appearance at CMO. | Approved | No |
| 17 | Short Term | Absent exceptional circumstances, a matter mst be set for trial, preliminary,or disposition within 3 months of the first appearance. | Approved | No |
| 18 | Short Term | Maximum period allowed at CMO should be consistent across the province. | Approved | No |
| 19 | Short Term | All parties are reminded that cases appearing in either Docket courts or RAC, should be returned to CMO, in the appropriate circumstances. | Approved | No |
| 20 | Short Term | To investigate/analyze the possibility of an Assignment Court in locations where there is more than one courtroom. | Approved | No |
| 21 | Short Term | Crown's available dates should be available to view on RCS and CASS. When a date is set, the Crown's schedule would be updated, and time no longer available. This would be in real time. | Approved | Yes |
| 22 | Short Term | A) File Ownership Files: Officer de-selection be completed in JOIN before trial date set.<br>B) Regional: Officer de-selection should be completed in JOIN before first appearance. | Approved | No |
| 23 | Short Term | Process to be sought on failing to appear charges. | Approved | No |
| 24 | Short Term | The Scheduling Notice to contain the agency code of the charging enforcement agency. | Approved | Yes |
| 25 | Short Term | All matters, including pre-trials are to be scheduled through CASS. | Approved | No |
| 26 | Long Term | Have a province-wide (live) call centre to assist witnesses (24/7). | Approved | No |
| 27 | Short Term | To expand RCS that allows defence counsel the ability to schedule CMO appearances. | Approved | Yes |
| 28 | Short Term | Enable the ability for the Crown offices to bring a file forward through RCS. | Approved | Yes |
| 29 | Short Term | All disclosure files vetted by the Crown. **Combined into #31** | N/A | N/A |
| 30 | Long Term | Additional resources be provided in regional Crown offices to assist the vetting of files. | Rejected | N/A |
| 31 | Short Term | The Crown should adopt a standardized vetting practice throughout the province, and all files to be vetted accordingly to the practice. | Approved | No |

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| 32 | Long Term | Investigate the possibility of centralized location(s) for vetting. | Approved | Yes |
| 33 | Short Term | Ensure that staff duty counsel is provided by Legal Aid for each docket court province-wide. | Approved | No |
| 34 | Short Term | Develop province-wide Crown practice on s. 486.3 CC applications and recommend an amendment to the *Criminal Code* through the Uniform Law Commission. | Approved | No |
| 35 | Short Term | Finalize the process of not signing officer subpoenas | Approved | No |