

LAW ENFORCEMENT AGENCIES (LEA)

BUSINESS FUNCTIONS

Initiate Charge

- ❑ Crown Opinions
- ❑ Create Charging Document

Prosecution Package Prep. & Distribution

- ❑ Initial Package Creation
- ❑ Request Processing
- ❑ Supplements
- ❑ Digital Assets Management and Distribution

Case File Updates

- ❑ Concluded Files
- ❑ Confirmed Files

Coordination with Courts & Crown

- ❑ Officer Involvement
- ❑ Court Appearance Notification
- ❑ Status of Subpoena Service

Officer Information

- ❑ Officer Availability/Schedule
- ❑ Officer Roster

APPROACH

Current

- Manual request to Crown for opinions
- Charging documents input into JOIN or word document

- Paper prosecution packages with PDF generation by selected LEAs
- Manual tracking of request processing
- Non-Standardized supplements distributions
- Inconsistent handling of Assorted media for Digital Assets
- Inconsistent Asset retention and document handling policies between LEA and Crown

- Adhoc reporting of updates and dispositions

- Adhoc notification of Court appearances through Subpoena and 'Appearance Notification' for officers
- Paper submission of Subpoenas to be served
- Varied LEA Subpoena servicing status update
- Adhoc notification of court case status changes

- Manual update of Officer availability
- Officers registered in JOIN
- Manual update of Officer Roster (Transfers)

Near Term (Dec 31st)

- Charging documents input primarily into JOIN

- Pilot generation of prosecution package by LEA
- Standardized request processing
- Resolve supplements distribution process
- Pilot digital media access network
- Collaborate to resolve inconsistent retention policies

- Pilot receipt of automated updates and dispositions

- Move LEA to 'Appearance Notification'
- Pilot electronic distribution of Appearance Notification

- Automated update of Officer schedules for RCMP (such as CARM to JOIN)

CCM Target State

- Automated workflow request for Crown opinions
- Consume Data Stream of charge information
- Pilot automated submission of document (Charging, Release

- Automated generation of prosecution package by LEA
- Consume Prosecution information through Data Stream by LEA
- Managed request processing between LEA and Crown
- Implemented automated supplements distribution processing and tracking
- Implement production Digital media access network
- Implement Asset retention policies

- Receipt of automated updates and dispositions

- Standardized (electronic) process for LEA notification of Subpoenas – Appearance Notification
- Automated support for Subpoena service status
- Automated notification to LEA of Court schedule changes and cancellations

- Automated update of officer availability for major LEAs
- Automated update of officer roster for major LEAs

SUPPORTING/Common Services

- Officer Schedules
- Case Dispositions
- Pilot Secure Media transfer
- Pilot Data Stream

- Subpoena Status updates
- Appearance Notifications
- Migrate CCM Regional operations to target state

TECHNOLOGY LAYER

- LiveLink – Calgary Police Services (CPS)
- JOIN (Officer's Schedule)
- CARM

- ORCA
- LiveLink
- CARM Interface
- JOIN (RCMP entering of charging document, Subpoena)
- API3
- VMThinApp

- OpenText Interface (GOA hosted)
- ORCA Interface extension
- JOIN (Charge Document Pilot)

CROWN

APPROACH

Business Functions

Prosecution Package Intake

- Receive Prosecution Information
- Document Capture
- Document Inventory
- Access to Digital Assets (Media)

Disclosure Processing

- Disclosure Requests
- Content Selection
- Redaction
- Disclosure Creation
- Disclosure Distribution
- Digital Disclosure Services

Crown File Management

- File Screening
- Access to Court File Events
- Appearance Status
- Case Communications
- File Notation and Update
- Crown Case Administrative Activity
- Request Management Tracking

Crown Scheduling

- Crown Schedules
- Court Case Scheduling

Subpoena Processing

- Witness Selection
- Law Enforcement Appearance Notification
- Subpoena Generation
- Subpoena Status Update and Inquiry
- Subpoena Cancellation

Current

- Paper Document Packages
- Scanning to PDF
- Receive Electronic Documents (PDFs; In Calgary through Live Link)
- Digital Asset (Hard drives and DVDs; In Calgary some through Live Link)

- Legacy supported Disclosure Requests process
- Limited automated support for Disclosure handling
- User driven Redaction process
- In-House Disclosure printing
- House DVD/Thumbdrive copying
- Paper based Disclosure
- Manual Disclosure pickup

- Paper File based Screening
- Limited workload information
- Prosecuting by Paper File (Some E-File docket work)
- Case updates based upon both paper and electronic notations
- Inconsistent methods of Case Communication
- Disconnect between electronic and paper files
- Manual initiation and tracking of requests

- Individual Crown maintain manual schedule
- Spreadsheet to maintain Crown Schedule for Crown Office
- Manual schedule updates from Court Appearance
- Varied approaches for communicating Crown available dates

- Manual input of witness information
- Witness selection in paper and updated in JOIN
- JOIN Subpoena generation
- Varied LEA Subpoena servicing status updates re-key
- Use of signed Subpoenas for Law Enforcement
- Manual handling and signing Subpoena
- Adhoc Subpoena cancellation

Near Term (Dec 31st)

- Pilot Secure E-doc Transfer
- Some API3 ProPac
- Pilot Secure Media Transfer
- Enhanced Scanning Process to integrate with Document management
- Automated updates to Prosecutors on package changes
- Automated assisted Document Management classification
- Automated Document and Digital Asset Retention processes
- Migrate Files from AJDA

- Automated support for Disclosure process
- Enhanced routing for Redaction
- Automated assembly of E-Disclosure based on business rules
- Automated Email Notifications
- Automated access to E-Disclosure for optional download
- Pilot outsourced generation of Digital asset copies
- Pilot Digital Asset viewing service
- Implement automated Disclosure status
- Retire BERT and CHICO

- Direct feed of RAC notes to CMO (CASS)
- Addition of Youth, other Adult criminal files and QB Files
- Automated Request initiation and Tracking
- Integrate E-document references and viewing
- Implement automated workflows to support file processes
- Enhanced Crown Workload Report

- Pilot improved communication of Crown available dates for scheduling purposes
- Standardize Crown's use of outlook schedules

- Shift Law Enforcement to appearance notification
- Pilot communication of automated appearance notification
- Integrate Witness selection into PRISM
- Use PRISM for Subpoena generation

CCM Target State

- Migrate to E-Documents transfer from LEA
- Migrate to Secure Media transfer and display
- Automated Document Inventory
- Implement Digital Asset viewing
- Retire AJDA

- Outsourced generation of Digital asset copies
- Migrate away from printed disclosure
- Implement Digital Asset Viewing service

- Enhanced File Screening
- Real time access to Court information
- Re-platformed and Enhanced PRISM
- Extend automated workflows
- Increase the use of electronic files

- Integrate appearance changes (cancellations, brought forwards)
- Integrate Crown availability into appearance scheduling process
- Automated Crown master schedule

- Migrate all Subpoena users to new service
- Electronic Subpoena management signatures
- Automated Subpoena status updates from Law Enforcement
- Automated Subpoena cancel request with support for witness cancellation
- Deactivate JOIN Subpoenas

SUPPORTING/Common Services

- JOIN batch update to PRISM
- Crown Schedule Spreadsheet

- Crown file information (i.e. RAC notes)
- OpenText File viewing and access
- Court Info. Business service
- Court appearance info service
- Crown available date service
- Crown appointment update service
- Request Tracking Service

- Outlook and Exchange integration
- Court Info. Business service (File Events, File Identification, File Status)
- Prosecution Data Stream
- Migrate CCM Regional operations to target state

TECHNOLOGY LAYER

- AJDA
- BERT
- CHICO
- ADOBE 9/10
- PRISM
- RCS

- OpenText
- Secure Transfer Sites
- Decommission BERT
- RCS Enhancements
- PRISM Enhancements
- Secure Mailbox Site
- VMThinApp
- Email Automation
- Activate Subpoena in PRISM
- ADOBE 10

- Decommission AJDA
- Remove Data Replication to PRISM
- Extend PRISM functionality
- Decommission JOIN Subpoena

JUDICIARY

APPROACH

BUSINESS FUNCTIONS

Calendar Setup

- Rule and Role based Schedule Process
- Judicial Registry
- Manage Personal Schedules
- Manage Judge-specific criteria

Judicial Assignment

- Coordinate availability of Judiciary for courtrooms
- Judiciary Case Schedule
- Judiciary Workload Schedule

Manage Workload

- Assigned Judicial Workload
- Processing of Judicial Processes such as Managing Charter Notices, FACS and PSR

Access to Information

- Shared scheduling information
- Operational Reports

Current

- Judiciary listed in excel
- Capabilities and disqualifications available in excel and staff knowledge
- Access Courtroom Calendar
- Update Judicial schedules in excel (black and white days)

- Judicial courtroom schedules maintained in excel based upon business rules
- Assignment of Judicial workload (Chamber days, Specific courtroom assignment, multi-day, seized matters etc.) based on criteria
- Creation of working spreadsheet schedules for user adjustment
- Ongoing comparisons and reconciles between excel spreadsheet and JOIN/JOIN scheduling
- Manual entry for daily updates

- Manual workflow process (such as Charter Notices/FACS/PSR) based on case criteria
- E-Filing of charter notices on the court's website
- Manual tracking for day-of updates
- Access to charging information and Dockets through Judicial Clerks
- Manual Notifications from CMO or Courtroom

- Communication of Judicial schedules manually initiated distribution
- Manual and electronic capture of Case characteristics based on business rules
- Update personal judicial schedules based on case assignments (email, excel, JOIN subsystem, reports)
- Manually provide special case assignment notifications

Near Term (Dec 31st)

- Investigate Judicial schedule management option

- Implementation of harmonized business processes
- Adapt processes to assist regional rollout

- Provide access inquiry to case status and appearances

- Enhanced automated capture of information from CASS

CCM Target State

- Automated Judicial Registry including capabilities and disqualification criteria
- Access automated Courtroom Calendar
- Automated support for maintenance of individual schedules (Black dates)
- Automated support for disqualification criteria

- Automated support for assignment of Judicial workload (Chamber days, Specific courtroom assignment, multi-day, seized etc.) based on criteria
- Presentation of drafts schedules for user adjustment
- Automated support for daily updates and access
- Automated scheduling based upon business rules and securities

- Link to existing workflow processes (such as Charter Notices/FACS/PSR)
- Link access to charge information
- Capture case updates
- Automated Notifications from CMO or Courtroom

- Automated communication of judicial schedules based on business rules
- Automated capture of Case characteristics
- Automated update of judicial schedules based on case assignments
- Provide electronic case assignment notifications based on business rules
- Online access to assignments and schedules
- Judicial ability to view/download/print in individual calendar

SUPPORTING/Common Services

- Outlook and Exchange Integration
- Interface real time to individual calendar
- Migrate CCM Regional operations to target state

TECHNOLOGY LAYER

- Excel spreadsheet
- JOIN subsystem
- JOIN
- GroupWise scheduling

- CASS Access

- GroupWise connection to scheduling of dates
- JOIN, CASS

COURTS

APPROACH

BUSINESS FUNCTIONS

Court File Creation

- Private Information
- Information Process
- Other File Types (Fatality Inquiry, Hearings, ...)

Case Scheduling

- Maintain Scheduling Rules
- Case Schedule Maintenance
- Schedule Communication

Case Appearance

- CMO Appearances
- Court Appearances
- Endorsements

Court Administrative Duties

- Administrative File Maintenance
- Document Signing

Access to Information

- Sharing Day-of Courtroom schedules

Current

- Paper feed from LEAs of charging and support documents
- Charging Information entry into JOIN by some LEAs
- Information captured from public
- Charging Documents Reviewed, Sworn and Signed by JP
- Manual Entry by the Hearing Office (RCMP)

- Manually apply Judge disqualification
- Access PDF Judicial Schedule
- Schedules tracked by JOIN scheduling subsystem
- Available dates through Remote Courtroom scheduling for use by Defence and Crown
- Officer availability on JOIN
- Manual application of complexity considerations

- Electronic Endorsements on the JOIN subsystem in some CMO locations
- Apply CMO Guidelines Rules
- Manual and Electronic Endorsements

- Prepared required documents on JOIN
- Manual signing of documents such as Subpoena, Warrants, Disposition.....

- Digital displays in courthouse
- KIOSKS

Near Term (Dec 31st)

- RCMP entry of Charging Document into JOIN
- Confirm use of electronic signatures

- Enhanced Scheduling interface presenting proposed dates using business rules
- Remove need for data entry scheduling notices into JOIN
- Tracking the number of First Appearances scheduled for CMO
- Ability to manage Brought Forwards electronically
- Provide access to all provincial files for searching in RCS
- Enable remote scheduling in CCM regions
- Enhanced CMO and CCM Guidelines

- Support input electronic endorsements at CMO
- Access to endorsements
- Electronic access to Crown notes related to CMO appearance
- Enhanced search capabilities
- Access to File Scheduling History

- Finalize requirements for electronic signatures

- Provision of Digital display to regions
- Extended RCS search capabilities

CCM Target State

- Pilot CMO as an electronic courtroom
- Receive electronic documents and generate paper where required
- Charging Document (and attached Release docs) will be reviewed, sworn and signed electronically

- Real time access to Judicial Schedule
- Ability to send appearance notifications to key stakeholders
- Scheduling System automatically factors in Judges schedule, Officer, Crown and Court availability considering file complexity.
- Real time transfer of scheduling information from all systems
- Provide access to electronic dockets
- Enhanced Remote Courtroom Scheduling
- Retire JOIN Scheduling Sub-system

- Access to electronic Charging documents/attachments
- Electronic signatures charging documents
- Investigate Pre-Sentence Reports and FACS assessments electronic interface with SOLGEN
- Designation of Counsel submitted through Defence portal
- Enable Booking within courtroom after CMO hours

- Generate electronic documents and support electronic signatures
- Route Electronic documents

- Real time update of Digital displays
- Extend searches to additional file statuses and types
- Enhanced viewing of File Events
- Enhanced capture of operational statistics

SUPPORTING/Common SERVICES

- PRISM Docket
- JOIN Reports

- Crown file information (i.e. RAC notes)
- Scheduling confirmation

- Real time interface between CASS and JOIN
- Judicial scheduling information
- Migrate CCM Regional operations to target state

TECHNOLOGY LAYER

- JOIN Scheduling sub-system
- JOIN
- DDS/KIOSK

- CASS
- JOIN Scheduling sub-system
- RCS Enhancements

- Retire Scheduling Sub-system
- DDS/KIOSK Enhancements

DEFENCE

APPROACH

BUSINESS FUNCTIONS

Disclosure

- Request Disclosure
- Preliminary Bail Package
- Disclosure Receipts

Request Processing

- Defence Notifications such as:
 - Request for early Case Resolution
 - Request to Preserve Evidence
 - Request to Bring File Forward
 - Designation of Counsel
 - Change of Counsel

Case Scheduling

- Schedule Hearings

Registry Management

- Defence Attorney Information
- Contact Information
- Security Token where required
- Associated Assistant

Access to Information

- Searches
- View confirmed charging document
- View File Events
- View Courtroom Schedules
- Link Existing court document and services

Current

- Manual Request process
- Pick up Hardcopy Disclosure
- Pick up Digital Disclosure by DVD/Hard drive

- Manual Paper documents

- Limited scheduling through RCS
- Counter and Phone scheduling

- Adhoc Registry information such as email lists
- No single source of truth for Defence information
- RCS enrollment

- Search at the Counter and RCS
- Request a photocopy for Charge documents
- Request a copy of Endorsements
- View Courtroom docket through RCS
- Links access to Courts website

Near Term (Dec 31st)

- Register Defence for E-Disclosure access
- Implement Defence Portal
- Automated support for Disclosure Request
- Automated email notifications
- Access to E-Disclosure for optional download
- Pilot Digital Asset viewing service

- Document triggered automated workflows

- Include Adult/Criminal provincial files for scheduling in CCM regions
- Enhanced RCS scheduling capabilities
- Encourage use of Remote scheduling

- Centralized Defence Registry
- Extend contact information
- Investigate integration with legal directory

- Extend RCS search capabilities

CCM Target State

- Extend Defence registration
- Automated Request Processing
- Online document Viewing and download
- Encourage move to Electronic Disclosure
- Phase-out Disclosure Print Service

- Extend Automated Request Processing
- Pilot automated Designation of Counsel

- Align scheduling to CCM regional needs
- Integrate remote scheduling into Case Appearance scheduling system
- Continue encouragement of Remote scheduling

- Maintained Defence E-Roster
- Enhanced Security where needed

- Enhanced Search capabilities (Warrant)
- Online Charging Document Viewing
- Enhanced Viewing of File Events
- Access to Judicial assignments based on business rules
- Linking to Court website services

SUPPORTING/Common SERVICES

- Disclosure

- Media and E-Disclosure
- Migrate CCM Regional operations to target state

TECHNOLOGY LAYER

- RCS
- Alberta Courts website
- GOA security services

- OpenText Pilot
- KIOSK

- OpenText
- Secure Media Access
- RCS Enhancements
- Defence Portal