Intake Analysis Session Recommendations

	Timeline	Recommendation	Analysis Team Member	Decision
1	New Model	Recommend that future systems provide province-wide access to appropriate stakeholders.	RCMP Okotoks/ High River/Turner Valley(Rhonda presenting)	Approved
2	New Model	Recommend that new systems accommodate stakeholders on various technology platforms.	RCMP Okotoks/ High River/Turner Valley(Rhonda presenting)	Approved
3	New/ Existing Model	Recommend that Law Enforcement make every effort to ensure they have adequate equipment available to send information to the Crown and Courts electronically.	RCMP Okotoks/ High River/Turner Valley(Rhonda presenting)	Approved
4	New Model	Recommend that numbering and file relationship issues are resolved amongst Law Enforcement, Crown and Courts.	Martin	Approved
5	New Model	Recommend that, whatever technology is used, the shared data must be accessible until the end of the longest retention period.	Melinda	Approved
6	New/ Existing Model	Recommend that inter-agency legal direction is provided for retention and destruction of original documents.	Martin	Approved
7	New Model	Recommend that users have access to systems 24-7, 365.	Melinda	Approved
8	New Model	Recommend that the assigned Crown prosecutor is alerted when a file is added to the Crown system that is related to an accused they already have in their case load.	Martin	Approved
9	New Model	Recommend that bail status is displayed on the file, and connected to all applicable files.	Martin	Approved
10	New Model	Recommend that systems identify search warrants and tracks their status.	Melinda	Approved

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11	New Model	Recommend that: a) A legal opinion is obtained on the use of electronic signatures in the Justice system, and validity of the electronic Information in Courts. b) If the use of electronic signatures is approved, the tools to capture electronic signatures are available to Law Enforcement, Crown and Courts. c) If the electronic Information is approved, processes are developed for the swearing of electronic documents.	Trent/Melinda/Caron	Approved
12	New Model	Recommend that: a) if the electronic Information is approved, the Information is locked from editing, and all its data is viewed in a document form; b) amended Information displays original and amended data.	Caron	Approved
13	New Model	Recommend that, where possible, all data be stored once at their source of truth with real time access given as per set business rules.	Lenore (Frank presented)	Approved
14	New Model	Recommend that the author of any document is identified.	Dick	Approved
15	Existing Model	Recommend that Law Enforcement and Crown collaborate on determining requirements, developing processes, and training on the use of officer's notes electronically in court.	Frank	Approved
16	New Model	Recommend to: a) Obtain a legal opinion on the downstream effect on the Prosecutions when only certified electronic copy of the original paper documents exist. b) Develop a standard for creation of electronic documents. c) Maintain the integrity of scanned and copied documents.	Anita	Approved
17	New Model	Recommend that transcripts of media are created through a consistent process, electronically accessible, and searchable when produced.	Deb / Greg	Approved
18	New Model	Recommend that, where possible, the contents of electronic documents are searchable.	Anita	Approved
19	New Model	Recommend that all electronic disclosure is reasonably searchable, accessible and user friendly for defense.	Martin	Approved

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20	New Model	Recommend that Law Enforcement is allowed access to a remote scheduling capability to book hearings for Law Enforcement led matters.	Melinda	Approved
21	New Model	Recommend that federal, provincial, municipal Law Enforcement and other stakeholders are involved in developing how to enter and share information.	Frank	Approved
22	New Model	Recommend that a system search on an accused returns all the accused's court matters.	Lisa	Approved
23	New Model	Recommend that, where appropriate as per business rules, systems have the capability to link tickets and provincial statute files to criminal files.	Sandra	Approved
24	New Model	Recommend that, wherever possible, information is captured once at the source, in an electronic format and maintained electronically throughout its life.	Amanda	Approved
25	New Model	Recommend that the Crown prosecutor receives system notifications when Orders are mandatory or maybe requested in court.	Martin	Approved
26	New/ Existing Model	Recommend a review of processes to: a) determine how and under what conditions evidence could be presented in electronic format (new) b) determine how to handle, retain, and dispose of physical exhibits (existing)	Jeff (Allan presented)	Approved
27	New/ Existing Model	Recommend that Law Enforcement communicate an exhibit list to the Crown. At the conclusion of the matter, a list of items to be returned or destroyed is communicated back to Law Enforcement.	Jeff (Allan presented)	Approved
28	New Model	Recommend that, when Law Enforcement enters initial data in the system, a basic bail package can be generated, and available for use during a bail hearing.	Shelley	Approved
29	New Model	Recommend that systems identify and track all requests, and their current status.	Lenore and Martin	Approved
30	New Model	Recommend that Crown system has the ability to: a) share Crown file contents amongst various Alberta Justice Crown offices and PPSC; b) restrict access as per set business rules and security model.	Camelia	Approved

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31	New Model	Recommend that release and sentencing documents are captured electronically, when possible, and pushed to the Crown, Courts, and Law Enforcement.	Deb / Greg	Approved
32	New/ Existing Model	Recommend that different IT departments collaborate to determine and maintain effective interaction between the various stakeholder systems.	Kathy	Approved
33	Existing Model	Recommend that Courts standardize technology used to access and to present evidence in courtrooms.	Kathy	Approved
34	New/ Existing Model	Recommend that all Crown offices are equipped with the appropriate hardware and software to manage electronic files, and present electronic evidence in court.	Sandra	Approved
35	New Model	Recommend that Crown and Law Enforcement are notified when a Form 7 warrant is executed. The systems are updated with the release documents, the next court date, the current custodial status and the location.	Deb / Greg	Approved
36	New Model	Recommend that when there are updates to a prosecution package by Law Enforcement systems that an alert is sent to the Crown's Office to notify that additional information has been added.	Martin	Approved
37	Existing Model	Recommend that additional user ID's are issued to Law Enforcement agencies to access the current JOIN system.	Melinda	Approved
38	New Model	Recommend that: a) a standard process is created to handle media between Law Enforcement and Crown; b) a media storage area(s) is created where all media information can be stored, viewed and accessed through systems by Law Enforcement, Crown, Defence, and Court; c) all photos and media, related to an investigation, are stored as one master copy, and linked to appropriate files once charges are laid.	Dick/Deb/Greg	Approved
39	Existing Model	Recommend that the Law Enforcement processes are reviewed to determine if other items can be created electronically.	Frank	Approved
40	New Model	Recommend that defence can access a web based server to receive disclosure and related file information.	Lisa	Approved

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41	New Model	Recommend that systems are capable of adding a photograph of the accused to the Crown file.	Carla (Martin presented)	Approved
42	New Model	Recommend that where practical, new systems include old and current systems' data and documents.	Elise	Approved
43	New Model	Recommend that stakeholders exchange data in a standard interoperable format in real time.	Martin	Approved
44	Existing/New Model	Recommend that analysis team members continue as resources for information and implementation of the recommendations where appropriate.	Lisa	Approved
45	New Model	Recommend that the system advise whenever an accused has been fingerprinted in respect to a file.	Martin	Approved