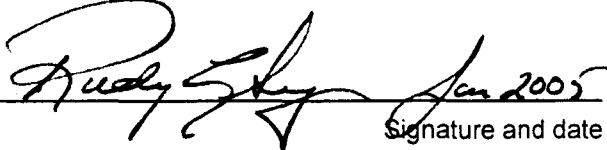


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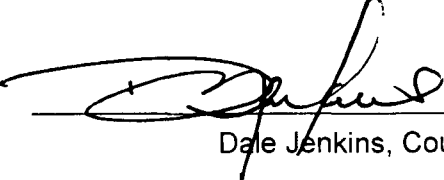
Ontario Police College Course Training Standard

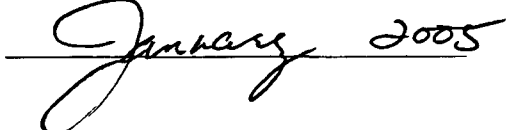
Transitional Ontario Major Case Management Training Course

Approved by 
Signature and date

Rudy Gheysen, Director

This document replaces previous CTS dated: October 2004


Dale Jenkins, Course Coordinator
Signature and date


January 2005

**Policing Services Division
Ministry of Community Safety and Correctional Services**

This Course Training Standard was prepared at the Ontario Police College. Every effort is made to ensure the accuracy and providence of the material.

If you have concerns about this material, or if you find any errors or omissions, please notify:

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T M C M C O U R S E


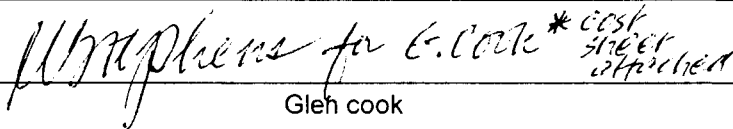


Course Title	Transitional Ontario Major Case Management Training Course
Revisions made:	This course has been revised to fully integrate PowerCase/Watson software training into the OMCM system. It has be redesigned to provide transitional support for the proposed Ontario Major Case Management Course to commence in January of 2005 and the proposed regulation of the use of PowerCase/Watson as the identified Major Case Management Software in the Province commencing January of 2005.
Course Coordinator Endorsement:	 Dale Jenkins, Signature and Date
Administrator Endorsement	 * cost sheet attached Gleh cook
Supervisor endorsement	 Bill Stephens Signature and Date
Director endorsement	 Rudy Gheysen Signature and Date



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T M C M C O U R S E

<p style="text-align: center;">COURSE DESCRIPTION</p>	<p>This course is designed for the experienced investigator who has completed the OMCM course and requires training in the approved major case management software.</p> <p>Integral to the management of major cases is the electronic storage, retrieval, and systematic analysis of information. This course builds on the major case management skills acquired through training and experience and connects these practices to case management through the approved major case management software to ensure the efficient management of information in major cases, to provide for the sharing of information throughout Ontario and potentially link cases within or among police agencies.</p> <p>An additional training need for members of the command triangle has been identified in the areas of project management and personnel management. These topics are included in this course.</p> <p>This course will provide training for the transitional period between the original OMCM course and the new model of training that will fully integrate OMCM and the approved major case management software commencing January 1, 2006.</p>
<p style="text-align: center;">PREREQUISITES</p>	<p>OPC General Investigation Training Course or equivalent and OPC Major Case Management Training Course or equivalent and Demonstrated proficiency in Microsoft Windows based software applications (e.g. Microsoft Word, Excel, Outlook, etc.).</p>
<p style="text-align: center;">DURATION</p>	<p>10 days</p>
<p style="text-align: center;">STANDARDS</p>	<p>Learners in this course will be assessed on their ability to</p> <ol style="list-style-type: none"> a) Utilizing the PowerCase/Watson software application, learners will create a Crown Brief as well as the following OMCM Manual required documents; <ul style="list-style-type: none"> • Detailed investigative chronology, • Detailed event chronology, • Action/assignment register, • Crime scene continuity registers, • Tip registers b) Complete the end of course evaluation, that examines knowledge and ability to <ul style="list-style-type: none"> • Implement investigative functions contained in the OMCM Manual using the major case management software to ensure the efficient analysis and sharing of data and early identification of linked cases;



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	<ul style="list-style-type: none">• Comply with the selection criteria, reporting relationships, duties and responsibilities for personnel performing case management and other functions within single and multiple jurisdiction major cases;• Utilize the investigative process in a flexible, yet standardized, response to Major Case investigations based on the requirements of the particular case;
SUBJECTS	<ul style="list-style-type: none">• Review of OMCM• Information Management• Personnel Management• Project Management• PowerCase/Watson Software Skills Development
DRESS	Business (court) attire.



T M C M C O U R S E

SUBJECT	FUNDAMENTALS OF MAJOR CASE MANAGEMENT
TOPIC	Review
RATIONALE	To provide a brief review of the material covered in the OMCM course that refreshed the memory of learners and sets the goals of the course in context.
LEARNING OBJECTIVES and EVALUATION CRITERIA	The learner will review: <ol style="list-style-type: none">1. the six goals of major case management1. the systemic nature of investigative problems and the common errors of major investigations;2. the structure of major case investigations3. the structure of the Major Case System in Ontario4. the OMCM Manual<ol style="list-style-type: none">a) updates to standardsb) updates to MJMCM structure



SUBJECT	INFORMATION MANAGEMENT
TOPIC	Electronic File Management
RATIONALE	<p>Campbell Recommendation 3 <i>A major case management system for the investigation of serial predators is required to ensure:</i></p> <p style="padding-left: 40px;">c) <i>a standard computerized case management system for the recording, organization, management, analysis, and follow up of tips and investigative leads</i></p> <p>Campbell Recommendation 12 <i>A standard computerized case management information system is required for major sexual assault and homicide investigations that have the potential to involve inter-jurisdictional investigations</i></p> <p>The OMCM Manual Information Management Standard addresses; ... the collection, classification, prioritization and flow of investigative information, ... the classification of suspects to the point where the individual can be eliminated, or prioritized for probability in the interests of effective and efficient allocation of investigative resources.</p>
LEARNING OBJECTIVES and EVALUATION CRITERIA	<p>GIVEN classroom instruction, practice exercises, the OMCM Manual and training in the PowerCase/Watson software application, the learner will understand and be able to;</p> <ol style="list-style-type: none"> 1. Apply the principles of Information management 2. Create OMCM Manual Required Documents such as a <ol style="list-style-type: none"> a) Detailed investigative chronology, b) Witness in brief list c) Detailed event chronology, d) Action/assignment register, e) Daily activity reports, f) Meeting/briefing summaries, g) Crime scene continuity registers, h) Tip registers 3. Use the approved Major Case Management Software Application



T M C M C O U R S E

SUBJECT	INFORMATION MANAGEMENT
TOPIC	Using PowerCase/Watson
RATIONALE	<p>Campbell Recommendation 22</p> <p><i>Early approval of one single uniform computerized case management system for mandatory use in all serial predator investigations and all major sexual assault and homicide cases that could potentially fit the ViCLAS definition or the triggering definition and turn into a serial predator investigation</i></p> <p>Members of the command triangle must comply with the OMCM standard on Information Management.</p>
LEARNING OBJECTIVES and EVALUATION CRITERIA	<p>GIVEN classroom instruction, practice exercises, the OMCM Manual and training in the PowerCase/Watson software application, the learner will understand and be able to</p> <ol style="list-style-type: none"> 1. apply principles of information management 2. collect, classify, and analyze investigative information, 3. prioritize investigative information in the interests of effective and efficient allocation of investigative resources. 4. classify suspects to the point where the individual can be eliminated, prioritized, or arrested 5. recognize, compare and act upon information gained through triggering mechanisms



SUBJECT	INFORMATION MANAGEMENT
TOPIC	Archiving Hard Copy Files
RATIONALE	Documentation received or generated within major case investigations must be maintained in an organized and consistent manner. All hard copy documents must be collected and managed in accordance with the filing system set out in the Hard Copy File Management standard detailed in the OMCM Manual.
LEARNING OBJECTIVES and EVALUATION CRITERIA	<ol style="list-style-type: none">1. Transfer electronic data to hard-copy2. File documents3. Utilize the 52 Heading Numeric MCM System



SUBJECT	SKILLS DEVELOPMENT
TOPIC	Managing Defined Major Case with PowerCase Software
RATIONALE	<p>The OMCM Manual's Data Entry standard identifies the data entry requirements for the approved major case management software for both threshold and non-threshold major cases. The maintenance of these standards will ensure the integrity of the case management investigative data and the triggering database</p> <p>This exercise will provide a skills development opportunity for undertaking data management for a non-threshold major case (Tombstone data entry only)</p>
LEARNING OBJECTIVES and EVALUATION CRITERIA	<p>GIVEN classroom instruction, practice exercises, the OMCM Manual and the PowerCase/Watson software application, the learner will understand and be able to apply principles of information management to a defined major case by</p> <ol style="list-style-type: none"> 1. Creating a case in Incident Administration 2. Entering/Creating Documents 3. Creating and Researching Objects 4. Sharing Information 5. Creating an Incident Overview 6. Detailed investigative chronology, 7. Detailed event chronology, 8. Action/assignment register, 9. Crime scene continuity registers, 10. Tip registers 11. A Crown Brief



Transitional MCM

1-Sep-05

G. Cook

Location of Course:	OPC	Offsite
# of Instructor(s):	2	1
# of Offerings	4	1
Duration (days):	10	10
Guest Lecturer Fees/Expenses:		0
# of Scenario Actors/Course:		
Materials:	500	500
Other Costs:		
Class Size:	10	10

Guest Lecturer Information	
Guest Lecturer Name:	
Rate/day:	
# of Days Required:	
Travel Expenses:	
Contract #:	

OPC Accommodation Rate	50.00/day
OPC Instructor Rate/hr:	55.16
Offsite Accommodation Rate	164.00/day

Notes:
 Scenario Actors - 2 actors for 5 days would equal 10 actors;
 3 actors for 2 days would equal 6 actors etc.

Costs:		
Accommodation:	\$ 5,000.00	
OPC Instructor	\$ 7,998.20	\$ 3,999.10
Travel Expenses - Offsite		\$ 1,640.00
Guest Lecturer Fees	\$ -	\$ -
Materials	\$ 500.00	\$ 500.00
Registrar Fees	\$ 200.00	\$ 200.00
Scenario Actors	\$ -	\$ -
Other Costs	\$ -	\$ -
20% Administration Fee	\$ 2,739.64	\$ 1,267.82
Total	\$ 16,437.84	\$ 7,606.92
Cost per Student	\$ 1,643.78	\$ 760.69
Published Fee	\$ 1,645.00	\$ 900.00

Estimated Revenue	\$ 65,800.00
CTS Approval Date:	
CTS Reference #:	