

T. Responsibilities of the Officer-in-Charge of the Case

1. The responsibilities of the O.I.C. of the investigation shall include, but are not limited to:
 - (a) service of certificates (e.g. certificate of analysis, etc.);
 - (b) follow-up investigation;
 - (c) preparation of Court Briefs or other documents;
 - (d) ensuring that exhibits are available to be tendered at a trial or preliminary hearing;
 - (e) ensuring that all witnesses receive a subpoena and are reminded of Court appearances;
 - (f) keeping victim(s) informed of status of the case;
 - (g) notifying all Witness Officers of required court attendance or cancellations within Niche by:
 - (i) ensuring all involved Officers are linked or removed in the Case Court Session tab;

Note: The R.M.S. Court Scheduling will update the witness Officer's schedule automatically.
 - (ii) sending a Court Task to all Witness Officers notifying them of the court date or cancellation.