

- (h) maintaining a case log of all assigned Occurrences, including:
 - (i) Occurrence number;
 - (ii) name of complainant/victim;
 - (iii) type of Occurrence;
 - (iv) date assigned to the investigator;
 - (v) dates that the case is reviewed with the Detective Sergeant;
 - (vi) date that the case is closed or suspended;
 - (vii) disposition of the case; and,
 - (viii) date victim is contacted by Officer or Victim Services; and,
- (i) if they wish to extend the investigation beyond the review date, reviewing the open case with the Detective Sergeant and obtaining approval for continuance;
- (j) maintaining a case file, including original documents, on Occurrences where follow-up is required. In many cases the copy of the Occurrence will constitute the case file. Determined by the complexity of the investigation the case file may contain:
 - (i) a copy of the original report;
 - (ii) statements;
 - (iii) photographs;
 - (iv) Centre of Forensic Science Reports, etc.; and,
 - (v) other certificates or documents; and,
- (k) properly storing the case file, alphabetically, using:
 - (i) the surname of the victim/complainant, where no charges are laid; and,
 - (ii) the surname of the accused where charges are laid; and,
- (l) entering information regarding criteria offences into the PowerCase System, including, but not limited to:
 - (i) homicide and attempts;
 - (ii) sexual assaults and attempts;
 - (iii) criminal harassment, when the culprit is not known to the victim;
 - (iv) found human remains, where homicide is suspected;
 - (v) missing persons, where foul play is suspected; and,
 - (vi) abduction and attempts (non-familiar).