

F. Hard Copy P.R.P. Reports

1. Hard copy P.R.P. reports (see Appendix "A") shall be completed as instructed on the form, ensuring all C.C.J.S. mandatory data items are included.
2. When completing a hard copy report form, the investigating officer shall:
 - (a) complete in handwritten or typed format, at the time of the investigation or as soon as practicable;
 - (b) ensure that the form and any attachments are legible; and,
 - (c) submit the completed report to the Staff Sergeant for authorization.
3. When in receipt of a hard copy report form, as outlined in section F.2.(c) of this directive, the Staff Sergeant shall ensure that the appropriate copy(ies) of the hard copy is (are) forwarded to Records Services, as required.

G. Confidential Occurrences

1. In certain circumstances where specific confidentiality or security is an issue, reports that would normally be entered in Niche via D.D.E./D.D.S., with the approval of an officer of the rank of Staff Sergeant/Detective Sergeant or higher, shall be entered in Niche by the D.D.E. Records Supervisor, Records Services or designate.
2. Officers shall:
 - (a) obtain authorization from an officer of the rank of Staff Sergeant/Detective Sergeant or above; and,
 - (b) contact the D.D.E. Records Supervisor, Records Services directly by telephone to dictate the details of the Occurrence.
3. The D.D.E. Supervisor shall:
 - (a) ensure the details of the Occurrence are entered in Niche, including all C.C.J.S. mandatory data fields;
 - (b) forward/task the Occurrence to a Records System Reviewer for immediate review;
 - (c) after the Occurrence has been reviewed and approved, print a hard copy of the Occurrence; if required, ensuring that the Print Notice has been completed and printed;
 - (d) return to the Occurrence in Niche and delete the synopsis of events indicating in the synopsis field "for further details, see the O.I.C., Records Services"; and then update and resequence the reports included under the Crown Brief Assembly tab to remove the synopsis from the court folder; and,
 - (e) forward the printed hard copy Occurrence to the O.I.C., Records Services.
5. Records System Reviewers shall:
 - (a) review the Occurrence to ensure that it conforms in content and format with U.C.R./U.C.R.2 requirements, applicable statutes, P.R.P. Directives, and C.P.I.C. Policies and Procedures; and,
 - (b) create and complete the U.C.R. Incident and if applicable, the Stats Classification and Stats Classification Local Tab.