



Manual Part: Operations (OP)	Policy Number: OP20PO	Alberta Policing Standards: OP 7.1
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# Crown Disclosure Policy

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## Purpose:

To ensure that the EPS is providing effective and comprehensive disclosure to the Crown Prosecutor's Office in a timely manner in relation to criminal matters.

## Statement of Principle:

Appropriate documentation of police activities is a requirement of the EPS, and the appropriate submission of these reports is of critical importance to the effective and timely prosecution of offenders.

## Definitions:

*Definitions listed in this section apply to this document only with no implied or intended organization-wide or EPS Policy and Procedure Manual wide use.*

**Charge Report** – An occurrence file that contains at least one entity with a charge disposition (i.e., accused/arrested/charged), and as such, is submitted as an Arrest Report or Custody Arrest Report associated to the original occurrence report.

**Crown Request Reports** – A type of task, generated by Court Services Unit in the RMS, that prompts a member to respond to a request for additional information from the Crown.

## Policy Statement:

The Crown Prosecutor, or their delegates, are to be given full cooperation with respect to disclosure requests made in the context of a Crown Prosecution. Members must supply information pertaining to a Crown request, and where applicable, advise the Crown of any information that should be protected from disclosure to an accused person or their defence counsel.

Reports to be disclosed to the Crown are approved by supervisors in various areas of the Service. Members and their supervisors are responsible for ensuring the quality of these reports. Disclosure Section is responsible for disclosing all available and applicable disclosure-ready reports and information. Digital media items, including video



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and audio that exist in the Digital Evidence Management System (DEMS), will be disclosed by the Digital Evidence Management Unit.