



NOVA SCOTIA
PUBLIC PROSECUTION SERVICE

DOCUMENT TITLE:

MAJOR CASE CONTINGENCY PROTOCOL

NATURE OF DOCUMENT:

PROTOCOL

FIRST ISSUED:

APRIL 18, 2001

LAST SUBSTANTIVE REVISION:

APRIL 18, 2001

EDITED / DISTRIBUTED:

SEPTEMBER 3, 2002

MAJOR CASE CONTINGENCY PROTOCOL

This protocol sets out the means by which the PPS will, normally, assemble a team of prosecutors on short notice to provide immediate assistance to the police or other investigative agency in complex cases where the demand for prosecutorial services exceeds that which the local Crown Attorneys' office can provide.

When a request is received by the PPS which necessitates a prosecution team being assembled on short notice to provide immediate assistance to the police or other investigative agency:

1. As soon as possible the Director of Public Prosecutions, in consultation with the applicable Chief Crown Attorney, will appoint a case manager;
2. Where assistance is required before a prosecution team can be put together, the Director of Public Prosecutions, in consultation with the applicable Chief Crown Attorney, will assign counsel to provide the required advice/assistance to the police;
3. The case manager, after discussing the case with the investigating officer(s) (and others, if necessary), will, as soon as possible, prepare an assessment of the personnel, technology and physical resource requirements needed to respond to the matter and will forward their assessment to the Director;
4. The Director, in consultation with the case manager and the Chief Crown Attorneys will assign counsel to the matter;
5. In determining which Crown Attorneys to assign to the case, the Director will consider the views of the case manager, the views of the Chief Crown Attorneys and the experience and skills needed to respond to the matter;
6. Where persons possessing the requisite experience and skills have expressed a willingness to serve on such cases, the Director will, normally, call upon them;
7. Where the requisite skills and experience are not available within the Service, the Director will hire outside staff from the list of lawyers previously approved for employment from time to time by the Service;
8. The Director will request that the Manager of Administrative Services immediately begin the process of obtaining approval for staff to backfill for those assigned to the case in question.
9. The Director or Case Manager will advise the Director of Communications of

the matter being resourced and request an assessment of the communication needs.