

East Hants Court Liaison Officer Duties

File & Charge Management

- Review reports to confirm grounds and process Informations with the court
- Ensure charges, reports, and notes are complete in PROS
- Build Court Briefs and prepare/redact disclosure for Crown and defence

By the numbers

- In 2025 East Hants RCMP laid 917 charges
- Approximately 530 of these charges were processed through the Court Liaison Officer (CLO)
- The average court file takes the CLO 3 hrs – this is the average, there are some that are far less and some that are far more yearly work to 1590hrs
- Her paid hours are 1950hrs
- Leaving 360 hrs – she does more than charge files

Here is a breakdown of the other tasks performed by the CLO:

CPIC Administration

- Update CPIC after court appearances
- Add/modify release conditions, sentences, and bench warrants

Bench Warrants & Inter-Agency Coordination

- Obtain and file bench warrants from courts and other agencies
- Return executed warrants to the court

Court Support

- Assist Crown with file-related questions at arraignment and as needed
- Forward Reports to Justice and Detention Orders; liaise with court and Judges

PROS Task Management

- Monitor and complete CPIC and CLO task queues
- Create assistance files and add probation-related warrants to CPIC

Monitoring Individuals on Conditions

- Update Shift Report with individuals on house arrest, curfews, or court-ordered conditions
- Support member compliance checks

Subpoenas, Summons & Trial Preparation

- Obtain witness lists from Crown

- Prepare subpoenas/summons, send for issuance, and task members/other detachments for service
- Manage incoming subpoenas/summons from other agencies
- **Track trial dates and alert/schedule members for court**

Crown Communication

- Respond to Crown inquiries and provide file updates
- Monitor the Court Liaison email account
- Assist with surety vetting when requested