



EMPLOYEE PROFILES

10. Haruto Minoru



Haruto has been with the Investigations Division for about 1.5 years. Haruto has completed basic training in conducting criminal investigations, which includes establishing theory of proof, conducting interviews, drafting of judicial applications for search warrants, preparation of various reports, including preparation of inventory of seized records, as well as disclosure methods and practices.

Haruto has assisted with tasks on a few investigations and has not had carriage of any investigative file to date. For the most part, Haruto has gained experience in and knows how to manage, inventory, organize, retrieve and store evidentiary materials and investigative work product using computer technology and e discovery software and tools to prepare reports, and disclosure productions and exports for various end users.

Haruto has a good understanding of and demonstrates skills in implementing standards and control measures for the maintenance of a file coordination system, and related procedures to ensure all investigative information and work product, including data, documents and records are appropriately indexed, cross referenced, and classified for proper dissemination.

Haruto knows and understands key elements in developing usable file structures to organize related documents and records according to business function needs and related activities of the investigation, which improves workflow, and contributes to a better application of business rules and a more systematic and routine management of records in order to facilitate better control of evidence in the case.

Haruto has experience in and very good ability to efficiently handle voluminous records and documents from various sources to ensure their completeness, authenticity, integrity, usability and quality. Haruto also has experience in converting paper documents and converting them into electronic documents that are searchable. He knows and understands how to redact sensitive information from documents in accordance with established business rules set out by the major case manager.