



## HALTON REGIONAL POLICE SERVICE

### Municipal Freedom of Information

and

### Protection of Privacy Act



### Directory of General Records

and

### Personal Information Banks

(2004 edition)

FOR REFERENCE ONLY.

UPDATE PENDING.

## **HEAD OF THE INSTITUTION**

Halton Regional Police Services Board  
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**“One Vision, One Mission, One Team”**

### **MANDATE**

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, in accordance with the Police Services Act, S.O. 1990, C. 10, enacts as follows:

1. Police Services shall be provided throughout Ontario in accordance with the following principles:
  - (1) The need to ensure the safety and security of all persons and property in Ontario.
  - (2) The importance of safeguarding the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Human Rights Code, 1981.
  - (3) The need for co-operation between the providers of police services and the communities they serve.
  - (4) The importance of respect for victims of crime and understanding of their needs.
  - (5) The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.
  - (6) The need to ensure that police forces are representative of the communities they serve.

## **PURPOSE OF THE POLICE SERVICES BOARD**

The Halton Regional Police Services Board is the civilian governing authority comprised of representatives from Regional Council, Provincial Government appointees, and the local community.

The mandate of the Board is to oversee the provision of the adequate and effective policing for the citizens of Halton. In essence, the Board is the Trustee of the public interest regarding the provision of police services in the community. The Board is also responsible for complying with standards issued by the Ministry of the Solicitor General and the Police Services Act.

The Board exercises its legislative function through the development of policies. The Chief of Police, who is appointed by and accountable to the Board, is responsible for the day-to-day operational matters of the Police Service.

## **ORGANIZATION OF THE HALTON REGIONAL POLICE SERVICE**

The Halton Regional Police Services Board is created by the Police Services Act and is responsible for the provision of adequate and effective police services in Halton Region. The Board is comprised of seven persons, three regional councillors and one citizen from the region, appointed by the Regional Municipality of Halton and three by the Provincial Government. The Board elects one of its members as Chair and one as Vice-Chair. The Board offices are located at the Headquarters of the Halton Regional Police Service.

The Halton Regional Police Service is responsible for the policing and maintenance of law and order in the Regional Municipality of Halton. The Police Service is comprised of three branches: the Office of the Chief of Police, the Operations Branch and the Administration Branch. Administrative Headquarters for the Police Service is located at 2485 North Service Road West, Oakville, ON, L6M 3H8.

The Chief's Staff is comprised of the Professional Standards and Planning and Evaluation Bureaux and is supervised by the Commander of the Professional Standards Bureau.

The Operations section of the Police Service, under the command of a Deputy Chief of Police, is comprised of the following administrative sections which are directly responsible for providing police service to the communities within the Region of Halton: Staff Operations, Regional Criminal Investigations Bureau, Police District No. 1, Police District No. 2 and Police District No. 3. Such units include the Duty Inspector's Office, Community Services Bureau, the Safety Unit, Safety Village, Victim Services Unit, Public Safety Unit, Crime Prevention Unit, the Tactical and Rescue Unit, Labour Relations Unit, Intelligence, Explosive Disposal Unit and the Auxiliary Police Unit.

The Region of Halton is divided into three Police Districts that conform to municipal boundaries. Each District is divided into Uniform Patrol and Detective Divisions. The Uniform Operations Branch is divided into three policing districts - #1 District, #2 District and #3 District.

**1 DISTRICT** maintains divisions at:

- (10 Division) 22 Main Street South Acton, Ontario L7J 1X1
- (11 Division) 217 Guelph Street Georgetown, Ontario L7G 4A8
- (12 Division) 490 Childs Drive, Milton, Ontario L9T 5G2

**2 DISTRICT** maintains a division at:

- (20 Division) 95 Oak Walk Drive, Oakville, Ontario L6H 0G6

**3 DISTRICT** maintains a division at:

- (30 Division) 3800 Constable Henshaw Blvd., Burlington, Ontario L7M 3Y2

**COMMUNITY POLICING OPERATIONS** also maintains divisional branches at the following locations:

◆	38 Mills Street East, ACTON	853-5060 or 853-2050
◆	93 Main Street, GEORGETOWN	873-7808
◆	235 Wilson Drive, MILTON	878-2407
◆	2665 Reid Side Road, MILTON	854-4577
◆	352 Kerr Street, OAKVILLE	844-6444
◆	25 Bronte Road, OAKVILLE	825-2737
◆	115 Dunn Street, OAKVILLE	338-2068
◆	632 Plains Road E, BURLINGTON	333-9878
◆	1400 Plains Road E, BURLINGTON	631-9375
◆	777 Guelph Line, BURLINGTON	632-4777
◆	900 Maple Avenue, BURLINGTON	681-2900
◆	460 Brant Street, BURLINGTON	333-9106
◆	2241 Kilbride Street, KILBRIDE	335-5554

An Inspector commands the Regional Criminal Investigations Division. Regional CID provides specialized support to the Police Service with respect to the identity of criminals, investigation of homicides, major fraud, robberies of financial institutions, drug related matters, morality, liquor licence complaints, or any other criminal activity that is of major concern to the Region. Making up the Division is the Polygraph Bureau, the Drug Bureau, Major Crime Unit, Forensic

Identification and Crime Analysis.

Policing Administration is under the control of a Director and includes Administrative Services, the Finance Bureau, Human Resource Services, Technology and Systems Support, Central Records Support Services and Chaplaincy Services.

The Information & Privacy Unit administers the Municipal Freedom of Information & Protection of Privacy Act for the Halton Regional Police.

## **POLICE SERVICES BOARD**

### **GENERAL CLASSES or TYPES OF RECORDS**

Contains information relating to Board meetings, including:

- ✦ policies, directives & guidelines
- ✦ agendas & minutes of meetings
- ✦ annual reports & auditor reports
- ✦ contracts & agreements
- ✦ by-laws of the Board
- ✦ financial records
- ✦ general correspondence
- ✦ research, opinions & legal advice
- ✦ general correspondence
- ✦ regulations & procedures

## **PERSONAL INFORMATION BANKS Of the Police Services Board**

Contain information relating to individuals involved with the Police Services Board, including employees and prospective employees. Also includes information pertaining to access requests.

## **APPOINTMENTS and OATHS OF OFFICE**

**Location:** Police Services Board. **Legal Authority:** Police Services Act, R.S.O. 1990, c.P.15, s.27 and 32. **Types of Information:** Name, address, telephone number, particulars of appointment and oath of office for members of the Police Services Board and Police Service. **Uses:** Record data. **Users:** Board, Senior Staff, Recruiting and Training Branch Staff. **Individuals in Bank:** Current and former Board Members, current Members of the Police Service. **Retention and Disposal:** Permanent.

## **EMPLOYMENT RECORDS and CONTRACTS**

**Location:** Police Services Board. **Legal Authority:** Police Services Act, R.S.O. 1990, c.P.15, s.27 and 32. **Types of Information:** Name, address, telephone number, salary information, job descriptions, evaluations, attendance records, employee number, date of birth, social insurance number, education, work history, performance payroll & benefit transactions, job competition scores and photographs. **Uses:** Document employee work, training history and benefits and information to administer payroll and benefits package. **Users:** Board. **Individuals in Bank:** Chief, Deputy Chief, Director, Board Members and employees of the Board. **Retention and Disposal:** Permanent.

## **FREEDOM OF INFORMATION and PROTECTION OF PRIVACY RECORDS**

**Location:** Police Services Board. **Legal Authority:** Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, s.17 and 37. **Types of Information:** Name, address, telephone number, date of birth, description of information requested/to be corrected, correspondence and copies of requested records. **Uses:** Maintain a record of requests and to compile statistics. **Users:** Head and Information & Privacy Unit Staff. **Individuals in Bank:** Persons submitting requests for access/correction under the Legislation directly to the Police Services Board. **Retention and Disposal:** Current + 1 year. Records Shred.

# HALTON REGIONAL POLICE SERVICE

## GENERAL CLASSES or TYPES OF RECORDS

- ◆ administrative records including statistics, agendas and minutes of meetings, general inquiries, administrative procedures, records management, data systems, development and management, property and fleet management;
- ◆ correspondence and statistics relating to police matters;
- ◆ crime prevention and neighbourhood watch programs;
- ◆ emergency and disaster plans;
- ◆ enforcement statistics relating to federal & provincial statutes & municipal by-law enforcement;
- ◆ equipment studies and requirements;
- ◆ financial records;
- ◆ general correspondence, news releases, audio-visual and film packages, annual reports and promotional and educational publications;
- ◆ legal procedures and records including statutes and regulations;
- ◆ personnel management records including personnel allocation, organizational charts, job classifications and descriptions, pension, benefits and insurance;
- ◆ police week programs;
- ◆ public relations programs;
- ◆ planning records, audit and efficiency reports, consultant reports, policies, directives and guidelines;
- ◆ research and opinions, correspondence, tenders, contracts and agreements statutes including some by-laws; and
- ◆ training programs.

### **PERSONAL INFORMATION BANKS of the Police Service**

Contain information relating to individuals involved in Halton Regional Police Service Programs, including employees and prospective employees, individuals subject to regulatory activity by the Halton Regional Police Service and the individuals subject to or associated with law enforcement investigations.

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### **APPLICATION FILES**

**Location:** Administration. **Legal Authority:** Police Service Act, R.S.O. 1990, c.10. **Types of Information:** Name, letter of application, applicant evaluation, education test answer sheets and candidate assessments. **Uses:** Record applicant files. **Users:** Human Resources Staff. **Individuals in Banks:** Individuals applying for employment with the Police Service. **Retention and Disposal:** Sworn & Civilian – Final activity on competition + 18 months. Unsolicited Civilian Resumes - 6 months. Records Shred.



## **ATTENDANCE RECORDS**

**Location:** Administration, Support and Operations. **Legal Authority:** Employment Standards Act, 2000, R.S.O. 2000, c.41, s.5(1), par.3. Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, employee number, record of absences from work and nature of absence. **Uses:** Record absence, provide statistical information on absences and management of sick time. **Users:** Senior Staff, Unit Commanders, Managers, Unit Clerks and Human Resources. **Individuals in Banks:** Current and temporary employees. **Retention and Disposal:** 1A + 6D. Records Shred.

## **AUXILIARY POLICE**

**Location:** Support. **Legal Authority:** Employment Standards Act, 2000, R.S.O. 2000, c.41, s.15(1), par.1 and 3. Industrial Standards Act, R.S.O. 1990, c.1.6, s.13(1). Evidence Act, R.S.O. 1990, c.E.23, s.34(3). Limitations Act, R.S.O. 1990, c.L.15, s.45(1)(b). Police Services Act, R.S.O. 1990, c.10, s.52. **Types of Information:** Name, home address, date of birth, age, education, employment history, character references, other information relating to engagement, service or severance, activity reports, training records, security clearance information, testing results and waivers. **Uses:** Evaluate eligibility for continued service. **Users:** Chief's Staff, Recruiting and Training Branch and Human Resources. **Individuals in Bank:** Individuals serving as the Halton Regional Police Service Auxiliary Unit. **Retention and Disposal:** Termination or Retirement + 30. Unsuccessful Applications 1A. Records Shred.

## **COMMENDATIONS and AWARDS**

**Location:** Administration. **Legal Authority:** Employment Standards Act, 2000, R.S.O. 2000, c.41, s.15(1), par.1 and 3. Industrial Standards Act, R.S.O. 1990, c.1.6, s.13(1). Evidence Act, R.S.O. 1990, c.E.23, s.34(3). Limitations Act, R.S.O. 1990, c.L.15, s.45(1)(b). Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name and employee number of members of the Police Service and names and addresses of civilians recommended for awards or commendations. **Uses:** To determine eligibility for an award or commendation by the Board or the Police Service. **Users:** Board, Chief's Staff, Commendation Committee and Senior Staff. **Individuals in Bank:** Persons or Members of the Police Service who have been recommended for an award or commendation. **Retention and Disposal:** Termination or Retirement + 30. Records Shred.

## **CRIMINAL INTELLIGENCE FILES**

**Location:** Operations. **Legal Authority:** Evidence Act, R.S.O. 1990, c.E.23, s.34(3). Criminal Code, R.S.C. 1985, c.C-46, s.187(1) to (1.5), as am., S.C.1993, c.40, s.7. Federal Court Rules, under the Federal Court Act, SOR/98-06, s.12(1)(d). **Types of Information:** Information on persons & organizations involved in criminal intelligence investigations into organized crimes, or other criminal activities. **Uses:** Investigate offences under the laws of Canada and Ontario; detection and prevention of crime & the administration of justice. **Users:** Members of the Police Service, law enforcement agencies, courts and other agencies involved in the administration of justice. **Individuals in Bank:** Individuals who are the subject of criminal intelligence investigations. **Retention and disposal:** Authorization Papers, Intelligence Files (scanned by CISO), Drug Files (scanned by CISO) and Surveillance Files (scanned by CISO) - Permanent. Confidential Informant Notes-Termination as confidential informant + 25D. Intelligence Files (not scanned by CISO), Drug Files (not scanned by CISO) and Surveillance Files (not scanned by CISO) 3A + 22D. Records Shred.

## **DISCHARGE OF FIREARMS and USE OF FORCE**

**Location:** Support. **Legal Authority:** Equipment and Use of Force Regulation, under the Police Services Act, R.S.O. 1990, Reg. 926, s.14.3(1),(2), as am., O. Reg. 552/92, s.9(part). Policing Services Division Bulletin 4/98 September 29, 1998. Firearms Interest Police (FIP) records. Police Services Act, R.S.O. 1990, c.10, and Reg. 790, s.10 and 11. **Types of Information:** Name, address, employee number, incidents of discharge of firearms and related correspondence, and incidents of use of force and related correspondence. **Uses:** Document incidents where a Member was involved in the use of force and to provide statistics. **Users:** Board, Chief's Staff and Senior Staff. **Individuals in Bank:** Members who have discharged a firearm except on a target range or in the course of ordinary weapon maintenance; members who have used force and persons who have had force applied to them. **Retention and Disposal:** Use of Force Report Part A 1A + 9D and Part B 30 days. Records Shred.

## **DISCIPLINE**

**Location:** Administration. **Legal Authority:** PFS-002. Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, employee number, notice of disciplinary action, internal and external correspondence concerning a Member's conduct, testimony by witnesses, legal opinions and investigation record of possible misconduct. **Uses:** Investigation of infractions, adjudicate disciplinary action and to produce statistics. **Users:** Board, Chief's Staff, Senior

Staff, Police Service Legal Counsel and the Ontario Police Commission. **Individuals in Bank:** Members of the Police Service who are or have been the subject of an internal investigation. **Retention and Disposal:** Informal – Disposition of last discipline incident +2. (Personnel file) Formal – Disposition of last discipline incident +5 (Personnel file). Records Shred.

## **EMPLOYEE PERSONNEL, PAYROLL and BENEFITS RECORDS**

**Location:** Administration. **Legal Authority:** Income Tax Act, R.S.O. 1985 (5<sup>th</sup> Supp.), c.1, s. 230(4). Income Tax Act, R.S.O. 1990, c.1.2, s.38(1), (4). Employment Standards Act, 2000, R.S.O. 2000, S.O. c.41, s.15(1), par. 3. Employment Standards Act, 2000, R.S.O. 2000, c.41, s. 15(1), par. 1. Industrial Standards Act, R.S.O. 1990, c.1.6, s.13(1). Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, address, employee number, date of birth, telephone, sex, marital status, dependent information, citizenship, social insurance number, education, work history, health, medical records, civilian job competition tests and scores, performance payroll & benefit transactions, beneficiaries, next-of-kin, garnishments, fingerprints and photograph. **Uses:** Document employee work, training history and benefits information and to administer payroll and benefits package. **Users:** Chief's Staff, Senior Staff, Human Resources, Training Bureau and the Region. **Individuals in Bank:** Current and former employees, part-time employees and students who are or have been assigned through an educational program to work temporarily. **Retention and Disposal:** Termination or Retirement + 30. Payroll 1A + 6D. Records Shred.

## **EMPLOYEE WARRANT and IDENTIFICATION CARD RECORDS**

**Location:** Operations. **Legal Authority:** Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Employee number, ID card number, photograph, name, warrant number, department and position. **Uses:** Production of warrant and identification cards. **Users:** Identification Unit. **Individuals in Bank:** Current and former employees, part-time/contract employees and students who have or have been assigned through an education program to work temporarily. **Retention and Disposal:** Termination or Retirement + 30. Records Shred.

## **EQUIPMENT and FIREARMS RECORDS**

**Location:** Support. **Legal Authority:** Equipment and Use of Force Regulation, under the Police Services Act, R.S.O. 1990, Reg. 926, s.4.3(1), (2), as am., O. Reg. 552/92, s.9 (part).

Equipment and Use of Force Regulation, under the Police Services Act, R.S.O. 1990, Reg. 926, s.14.5(1), (2), as am., O. Reg. 552/92, s.9 (part); O. Reg. 751/92, s.1(1). Policing Services Division Bulletin 4/98 September 29, 1998. Firearms Interest Police (FIP) records. **Types of Information:** Name, employee number, uniforms and equipment issued and service revolver registrations. **Uses:** Maintain official record of uniforms, equipment and firearms issued to Members of the Police Service. **Users:** Quartermaster Stores Branch and Training. **Individuals in Bank:** Current and former Members of the Police Service. **Retention and Disposal:** Equipment – Termination or Retirement + 30. Firearms Maintenance Record and Issued Handgun Record – Life of the pistol. 14.5 (3.1) The Chief of Police shall ensure that Part B of the report is destroyed not later than 30 days after the report is submitted. Records Shred.

## **FINGERPRINT FILE**

**Location:** Operations. **Legal Authority:** DNA Identification Act, S.C. 1998 c.37, s.5. National DNA Data Bank. Criminal Code, R.S.C. 1985, c.C-46, s.717.4(1), as am. S.C. 1995, c.22. s.6. Identification of Criminals Act, R.S.C. 1985, s.I-1, s.4, as am., S.C. 1992, c.47, s.76; S.C. 1996, c.7, s.40. **Types of Information:** Name of contributing agency/department, accused's file number, name, address, aliases, complexion, fingerprint section number (RCMP), sex, hair colour, weight, peculiarities (marks, scars, tattoos & deformities), place of birth, port of entry, date of entry, violent, suicidal, escape risk, name and address of next-of-kin, race, date of arrest, young offender, court and location, investigating agency, date and place of sentence, charge (section and statute) and disposition. **Uses:** Provide positive identification of a person to a criminal record (RCMP Ottawa) and investigation of criminal offence. **Users:** Law enforcement agencies, courts and other agencies involved in the administration of justice. **Individuals in Bank:** Persons charged with indictable offences. **Retention and Disposal:** Adults – Application requesting to destroy has met all criteria. Young Persons - per the YCJA. Consent Prints (for elimination purposes) - compared and immediately returned or destroyed. Police Personnel – Termination or Retirement + 30. Records Shred.

## **FIREARM LICENCES, ACQUISITION CERTIFICATES, REGISTRATIONS and AUTHORIZATIONS**

**Location:** Administration. **Legal Authority:** Restricted Weapons and Firearms Control Regulations, under the Criminal Code, SOR/78-670, s.13. Special Authority to Possess Regulations (Firearms Act), under the Firearms Act, SOR/98-208, s.3(b), 9(c), SOR/298-213, s. 2 and 6. Policing Services Division Bulletin 4/98 September 29, 1998. Firearms Interest Police (FIP) records. **Types of Information:** Name, address history, date of birth, sex, phone number, physical description, place of birth, date of entry into Canada, applications for firearms

licences, registrations and authorizations to transport, history of ownership of prohibited, restricted and non-restricted firearms, history of licences and certificates, investigations and incident reports, licence and authorization suspensions, investigator comments, FIP events and general correspondence. **Uses:** Administer and enforce compliance of federal firearms control legislation. **Users:** Members of the Police Service, R.C.M.P. Members and Canadian Firearms Registry & Refusal/Revocation Unit RCMP, OPP Members, law enforcement and investigative agencies and the Chief Provincial Firearms Officer. **Individuals in Bank:** Applications issued, & refused, licences/certificates revoked & suspended, licences and registered firearms, authorizations to transport, history of certificates, licences and/or authorizations and registrations, individuals prohibited from ownership of firearms, weapons, devices and ammunition if they are a client. **Retention and Disposal:** F.A.C. - 5 years + 1D (Obsolete as of Jan. 1, 2006). Firearms Licence/FIP Investigative Files 5A + 1D. Refusals/Revocations 5A +1D. Records Shred.

## **FREEDOM OF INFORMATION and PROTECTION OF PRIVACY RECORDS**

**Location:** Administration. **Legal Authority:** Municipal Freedom of Information and Protection of Privacy Act, R.S.O., 1990, c.M.56, s.17 and 37. **Types of Information:** Name, address, telephone number, date of birth, description of information requested/to be corrected, correspondence and copies of requested records. **Uses:** Maintain a record of requests and to compile statistics. **Users:** Information & Privacy Unit Staff and delegated decision-makers. **Individuals in Bank:** Persons submitting requests for access/correction under the Legislation. **Retention and Disposal:** Current + 1 year. Research Agreements 5A. Compliance Investigations 5A. Tracking System 2A. Records Shred.

## **GRIEVANCE FILES**

**Location:** Administration. **Legal Authority:** Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, employee number and correspondence concerning grievances made pursuant to the provisions of the working agreements. **Uses:** Official record of grievances and their final adjudication. **Users:** Arbitrators, Board, Senior Staff and Service Legal Counsel. **Individuals in Bank:** Persons involved in grievance procedures. **Retention and Disposal:** Permanent.

## **INVESTIGATIVE CASE RECORDS**

**Location:** Administration and Operations. **Legal Authority:** Criminal Code, R.S.O. 1985, c.C-46, s.717.4(1), as am., S.C. 1995, c.22, s.6. Policy on Retention/Disposal of Criminal Records. Policy on the Retention/Disposal of Young Offenders Criminal Records. Youth Criminal Justice Act S.C. 2002 c.1. Police Services Act, R.S.O. 1990, c.10, Evidence Act, R.S.O. 1990, c.E.23,S.34(3). The Highway Traffic Act, R.S.O. 1980, c.198. s.173. **Types of Information:** Name, address, date of birth, investigation and occurrence reports, follow-up reports, Identification Bureau reports, exhibit reports, copies of court documents (summonses, warrants, etc.), criminal identification dossier, videotapes and audiotapes, polygraph charts, court briefs and in some cases criminal records. **Uses:** Investigate and prosecute offenses under the laws of Canada and Ontario, municipal by-laws, detection, prevention and suppression of crime, policing, law enforcement and general administration. **Users:** Service Members, law enforcement agencies, courts and other agencies involved in investigations under the Criminal Code, federal or provincial statutes or Municipal By-laws. **Individuals in Bank:** Persons who have come into Police contact. **Retention and Disposal:** Occurrence Reports 2A + 25M. Homicide Files and Major Investigation Files – Permanent. Coroner’s Inquest Files – Return of verdict by Coroner +10. Polygraph Examination Files 5A + 5D. Polygraph charts are reviewed by Investigating Officer for inclusion in Major Crime File. All Audiotapes/Videotapes 2A. Records Shred.

## **KEYHOLDER and ALARM PREMISE FILE**

**Location:** Administration. **Legal Authority:** Income Tax Act, R.S.O. 1985 (5<sup>th</sup> Supp.), c.1, s. 230(4). Income Tax Regulations, under the Income Tax Act, C.R.C. 1978, c.945, s.5800 (2), as am., SOR/82-879, s.2. Income Tax Act, R.S.O. 1990, c.1.2, s.38(1), (4). Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, address, telephone number and related information. **Uses:** Contact persons in emergencies. **Users:** Members of the Police Service. **Individuals in Bank:** Owners, employees and persons involved with the premises that Police can contact in the event of emergencies relating to the premise. **Retention and Disposal:** Keyholder Information - While valid or until superseded. Alarm Program 1A + 2D. Payment information 6A Records Shred.

## **LITIGATION**

**Location:** Chief’s Staff. **Legal Authority:** Police Services Act, R.S.O. 1990, c.P.15, s.77(7) &

99(5). **Types of Information:** Names, statements of claim and related correspondence concerning Service members who are the subject of legal proceedings. **Uses:** Document legal claims and provide assistance to Service Insurers and their agents. **Users:** Chief's Staff, insurers or its agents. **Individuals in Bank:** Members of the Police Service who are or may be subject to legal litigation. **Retention and Disposal:** 2A + 3D. Records Shred.

## **MASTER NAME INDEX**

**Location:** Administration. **Legal Authority:** Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, date of birth, address, sex and phone number. **Uses:** Query purposes. **Users:** Members of the Police Service. **Individuals in Bank:** Persons coming into contact with the Police Service. **Retention and Disposal:** Microfilm to be destroyed on or after January 1, 2013.

## **MOTOR VEHICLE COLLISIONS**

**Location:** Administration. **Legal Authority:** Highway Traffic Act, R.S.O. 1990, c.H.8, s. 205(1)(c)(i), (2), as am., S.O. 1993, c.31, s.2(8). Police Services Act, R.S.O. 1990, c.10, and Highway Traffic Act, R.S.O. 1980, c.198, s.173. **Types of Information:** Name, address, sex, telephone number, medical information, driver's licence information and statements. **Uses:** Investigate and prosecute offenses under the laws of Canada and Ontario and Municipal By-Laws. **Users:** Service Members, law enforcement agencies, courts, other agencies involved in the administration of justice, the Regional Municipality of Halton, the Ministry of Transportation and Communications and insurers or their agents. **Individuals in Bank:** Individuals involved in motor vehicle collisions. **Retention and Disposal:** Original in Records 3A. Statements 7A. Serious motor vehicle collisions and fatalities investigated by Regional Traffic 1A + 19D. Records Shred.

## **NOTEBOOKS**

**Location:** Administration, Support and Operations. **Legal Authority:** OPS-004. **Type of Information:** Name, address, sex, telephone number, driver's licence number, statements, criminal history of victims, suspects, accused and other involved individuals who have some form of Police contact. **Uses:** To record daily work history. **Users:** Members of the Police Service. **Individuals in Bank:** Individuals who come into Police contact. **Retention and**

**Disposal:** 25A. Major Crimes – Permanent. Records Shred.

## **PERSONNEL FILES**

**Location:** Administration, Support and Operations. **Legal Authority:** Income Tax Act, R.S.O. 1985 (5<sup>th</sup> Supp.), c.1, s.230(4). Income Tax Act, R.S.O. 1990, c.1.2, s. 8(1), (4). Employment Standards Act, 2000, R.S.O. 2000, S.O. c.41, s.15(1), par. 3. Employment Standards Act, 2000, R.S.O. 2000, c.41, s.15(1), par. 1. Industrial Standards Act, R.S.O. 1990, c.1.6, s.13(1). Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, employee number, letter of application, resume, applicant evaluation, education test answer sheets, candidate assessments, psychological test score sheets, commendations, awards and recognition, benefits information, oath of office, oath of secrecy, performance appraisals and training certificates. **Uses:** Record work history. **Users:** Human Resources Branch. **Individuals in Bank:** Current and temporary employees. **Retention and Disposal:** Termination or Retirement + 30. Performance Files held at the Originating Bureau 13 months. Records Shred.

## **PROMOTIONAL PROCESS**

**Location:** Administration. **Legal Authority:** Police Services Act, R.S.O. 1990, c.P.15, s.77(7) and 99(5). **Types of Information:** Name, employee number and completed tests/examinations/interview scores on a list. **Uses:** To assist in determining a Member's suitability and eligibility for promotion, document the testing/examination/interview process and to identify training needs. **Users:** Board, Chief's Staff, Promotional Committee and Senior Staff. **Individuals in Bank:** Members taking part in the promotional process. **Retention and Disposal:** Final activity on competition + 1D. Records Shred.

## **PUBLIC COMPLAINTS**

**Location:** Chief's Staff. **Legal Authority:** Police Services Act, R.S.O. 1990, c.P.15, s.77(7) and 99(5). **Types of Information:** Investigate reports, incident reports, statements of members, statements of witnesses and complaints, related correspondence of Members and complainants. **Uses:** Investigate public complaints to identify causes and develop remedial measures. Also used in proceedings before tribunals or courts and to produce statistics. **Users:** Board, Chief's Staff, Senior Staff and Service Legal Counsel. **Individuals in Bank:** Individuals making general inquiries or registering complaints against the activity of the Police



Service or its Members. **Retention and Disposal:** 2A + 7D. Records Shred.

## **SERVICE MOTOR VEHICLE COLLISIONS**

**Location:** Administration. **Legal Authority:** First Aid Regulation under the Workers' Compensation Act R.S.O. 1990, Reg. 1101, s.5. Highway Traffic Act, R.S.O. 1990, c.H.8, s. 205(1)(c)(i),(2), as am., S.O. 1993, c.31, s.2(8). Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, address, date of birth, correspondence concerning accidents involving Service-owned and leased vehicles. **Uses:** Record damage settlements, planning and evaluation, produce statistics; to determine responsibility and access penalties and establish preventative programs; to ensure damage repair estimates are obtained. **Users:** Administration and Support Services Personnel, Senior Staff, Regional employees, Legal Counsel and Service insurers, Planning and Research personnel, Unit Commanders and Professional Standards. **Individuals in Bank:** Service members involved in accidents while operating Service-owned or leased vehicles or vessels. **Retention and Disposal:** 3A. Records Shred.

## **TELECOMMUNICATIONS RECORDS-TAPES**

**Location:** Support. **Legal Authority:** Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Operational radio and telephone communications initiated or received in communication centres. **Uses:** Playback record of emergency calls, administrative and law enforcement purposes and provide evidence for court proceedings. **Users:** Members of the Police Service, law enforcement agencies and the courts. **Individuals in Bank:** Members of the Police Service including members of other law enforcement agencies and individuals involved in investigations under the Criminal Code, other federal and provincial statutes or Municipal By-Laws. **Retention and Disposal:** 2A. Seized tapes are destroyed at the direction of the investigating officer. Tapes Recycled.

## **VICTIM SERVICES RECORDS**

**Location:** Support. **Legal Authority:** Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Gold copy of occurrence reports, contact information, application files. **Uses:** Maintain record of victims of crime. Maintain record of victim service volunteers. **Users:** Members of the Police Service, including members of other law enforcement agencies. **Individuals in Bank:** Victims of crime and Police Service volunteers. **Retention and**

**Disposal:** Gold copy occurrence 2A. Contact File 1A. Successful Applications – Termination or Retirement +6. Unsuccessful 1A. Records Shred.

## **WANDERING PERSONS REGISTRY**

**Location:** Administration. **Legal Authority:** Information and Privacy Commissioner/Ontario Authorization 93-04 Effective December 9, 1993. **Types of Information:** Name, address, date of birth, phone number, registry number, languages spoken, medication taken, places known to wander and next-of-kin information. **Uses:** Assist in the location of individuals who go missing within the Region of Halton. **Users:** Members of the Police Service. **Individuals in Bank:** Individuals known to have Alzheimer Disease or prone to wandering. **Retention and Disposal:** While valid, then returned to the Alzheimer's Society.

## **WORKER'S COMPENSATION RECORDS**

**Location:** Administration. **Legal Authority:** Worker's Compensation Act, R.S.O. 1990, s.52 (1-3) and R.S.O. 1990 Regulation 851 s.5 (1-3). The Occupational Health and Safety Act, R.S.O. 1990, s.25 and s.26. Police Services Act, R.S.O. 1990, c.10. **Types of Information:** Name, address, date of birth, telephone number, social insurance number and details of the injury or accident. **Uses:** Process claims made under the Worker's Compensation Act and produce statistics. **Users:** Workplace Safety and Insurance Board, Chief's Staff, Senior Staff, Health and Safety Committee and the Region. **Individuals in Bank:** Members of the Police Service submitting an accident report or claim. **Retention and disposal:** 3A. Employers Report of Safety Related Refusal to Work – Termination or Retirement + 5. Critical Injuries Report 6A. Permanent with the Region. Records Shred.

Questions regarding the contents of this Directory may be directed to:

Halton Regional Police Service  
Information Privacy Officer  
2485 North Service Road West  
OAKVILLE, ON L6M 3H8  
(905) 825-4710

**MUNICIPAL FREEDOM OF INFORMATION  
AND  
PROTECTION OF PRIVACY ACT**

*An Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards, effective January 1<sup>st</sup>, 1991.*

**Section 34** (1) *A head shall make available for inspection by the public an index of all personal information banks held in the custody or under the control of the institution setting forth, in respect of each personal information bank,*

- (a) its name and location;
- (b) the legal authority for its establishment;
- (c) the types of personal information maintained in it;
- (d) how the personal information is used on a regular basis;
- (e) to whom the personal information is disclosed on a regular basis;
- (f) the categories of individuals about whom personal information is maintained; and
- (g) the policies and practices applicable to the retention and disposal of the personal information.

(2) *The Head shall ensure that the index is amended as required to ensure its accuracy.*

**INSTRUCTIONS**

1. *If a person asks for a Freedom of Information Request Form, they can be given one of the loose "Access/Correction Request" forms found in the front of this booklet. The forms can be removed from the station to be filled out at a later date.*
2. *If there are no loose forms, photocopy the sample form found on the next page. Have the individual fill out the form and pay a \$5 application fee for each request. The Member accepting the request must fill out the bottom portion of the form and then forward the form to the F.O.I. Unit.*
3. *If the person requests to read this Directory, they must be allowed to do so pursuant to section 34 of the Municipal Freedom of Information & Protection of Privacy Act. Under no condition should the Directory be allowed to be removed from the building.*
4. *For further information or to make an access request, please contact:*

Chief of Police  
ATTN: Freedom of Information/Privacy Unit  
Halton Regional Police Service  
2485 North Service Road West  
Oakville, Ontario L6M 3H8  
(905) 825-4710