



# PUBLIC INFORMATION LISTING

**Pursuant to Sections 25 & 34 of the Municipal Freedom  
of Information and Protection of Privacy Act, 1989**

*May 18, 2018*

*Requests for access to records under the  
Municipal Freedom of Information and Protection of Privacy Act  
can be directed to:*

**Peel Regional Police  
Information & Privacy Unit  
7750 Hurontario Street  
Brampton ON L6V 3W6**

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## **1. Head**

*The Regional Municipality of Peel Police Services Board*

10 Peel Centre Drive,  
Brampton, ON L6T 4B9

**Telephone:** (905) 458-1340      **Fax:** (905) 458-7278

### **Headquarters Administration Building located at:**

*Peel Regional Police*

7150 Mississauga Road  
Mississauga, ON  
L5N 8M5

**Telephone:** (905) 453-3311      **Fax #:** (905) 456-6210

## **2. Mandate**

The Peel Regional Police provides policing and the maintenance of law and order throughout the Regional Municipality of Peel (City of Brampton, City of Mississauga and the Town of Caledon). By contract the Ontario Provincial Police provide the policing for the Town of Caledon. By agreement the Peel Regional Police works closely with the R.C.M.P. in the policing of that portion of Lake Ontario within the boundaries of the City of Mississauga.

## **3. Organization**

The Regional Municipality of Peel Police Services Board is responsible for the provision of police services and for law enforcement and crime prevention in the municipality. The Board is comprised of (7) seven persons who are appointed, (3) three members of Regional Council by Regional Council, plus one citizen by Regional Council and (3) three by the Lieutenant Governor in Council. The Board elects one of its members as the Chair. The Board retains an Executive Director to record its decisions and as such other staff are required to discharge its responsibilities. The Board offices are located at the Regional Municipality of Peel, 10 Peel Centre Drive, Brampton, Ontario, L6T 4B9.

The Peel Regional Police is comprised of police and civilian members operating under the direction of the Chief of Police and four Deputy Chiefs.

## **4. Divisions of Responsibility**

### **(A) Chief of Police**

The Chief of Police is responsible for administering the service and overseeing its operation in accordance with the objectives, priorities and policies established by the Board. In addition to the three Deputy Chiefs, the following areas have a direct report to the Chief of Police:-

#### **(i) Executive Officer - Superintendent:**

- Executive Administration
  - Special Initiatives
  - Corporate Communications
    - Desktop Publishing
    - Employee Information
    - Public Information
    - Video Unit
  
- Professional Standards
  - Civil Litigation
  - Internal Affairs
  - Investigative Support Bureau (ISB)
  - McNeil Disclosure
  - Public Complaints

#### **(ii) Diversity Relations – Inspector**

### **(B) Corporate Services Command – Deputy Chief:**

- (i) Operational Planning and Resources
  
- (ii) Corporate Support Services-Associate Administrator:
  - Facilities Management, including:
    - Infrastructure & Revitalization
    - Lease Administration
    - Planning & Construction
    - Construction & Revitalization
    - Operations
      - Building Security
      - Building Services

- Finance & Planning, including:
  - Business Planning & Analysis
    - Current & Capital Budget
    - External Services
    - Reserve Management
  - Business Support
    - Business Systems
    - Paid Duty & Alarms Office
    - Internal Control & Financial Services
    - Timekeeping
  - Corporate Planning and Research
    - Corporate Analytics
    - Research Analysis & Program Evaluation
    - Strategic Planning Cycle & Process
  
- Materials Management, including:
  - Fleet Services
    - Collision Repair Centre
    - Fleet Commissioning
    - Service Repair Centre
  - Quartermaster Stores
  - Specialized Asset Support

**(iii) Corporate Operations – Staff Superintendent:**

- **Corporate Development, including:**
  - Learning & Development
    - Police Vehicle Operations
    - Corporate Learning
    - Training
    - Incident Response Training
  - Recruitment & Staff Support
    - Auxiliary Program
    - Cadet Program
    - Civilian Recruitment & Employment
    - COPS
    - Uniform Recruitment

- **Human Resources, including:**

- Administration
- Compensation Benefits & HRMS
  - Compensation
  - Benefits
  - Disability Management
  - Human Resources Management Systems
  - Occupational Health & Safety
- Labour Relations
  - Complaints Processing
  - Employee Relations
- Organizational Wellness
  - Early Intervention Services
  - Chaplaincy Program
  - Fitness & Healthy Lifestyles
  - Members Assistance Program
  - Peer Support Team
- **Information Technology Services, including:**
  - Business Solutions & Applications
    - Desktop/Laptop & Mobile Devices
    - Project Management, Software
    - Service Desk
    - Technology Liaison Officer
  - Infrastructure & Data Centre Operations
    - 9-1-1 & VOIP Telephony
    - Cyber Security, System & Information/Data Security
    - Disaster Recovery/Secondary Datacenter
    - Network & Server Environments
    - Technical Architecture
  - VCOM & Support Services
    - In-Vehicle Technology & Radios
    - Radio Infrastructure
    - VCOM Group
- **Adjudication & Risk Mitigation:**
  - Risk Mitigation
    - Risk Assessment
    - Internal Audits
      - Quality Assurance
    - Directive Management & Resources
    - Excellence Programs & Policing Standards
    - Organizational Process Management

**(C) Field Operations Command - Deputy Chief:**

- **Honour Guard**
- **Field Operations Comprising of:**





- Crime Analysis Unit
- GIS Analyst
- **Duty Inspectors Office**

**(D) Operations Support Command- Deputy Chief:**

**(i) Operations Services – Superintendent:**

- Court Services
  - Case Management
  - Central Property
  - Court Bureau
  - Court Security
  - Digital Recording Project
  - Evidentiary Property
  - Narcotics Property
  - Prisoner Escort
- Records Services
  - Corporate & Information Services
    - Audit & Training Unit
    - Customer Service
    - Firearms Office
    - Information & Privacy
    - Records Search Unit
  - Occurrence & Criminal Records
  - Process Servers
- Records & Information Management Systems (**RIMS UNIT**)

**(ii) Community Support Services Comprising of:**

- Community Engagement & Inclusion
  - Community Support
    - Crime Prevention Services
    - Drug Education
    - Youth Education
    - Peel Children’s Safety Village
    - Youth Engagement
  - Family & Intimate Partner Violence
    - COAST
    - Elder Abuse
    - Mental Health Response Coordinator
  - Crime Stoppers

- Emergency Support Services
  - Canine Unit
  - Emergency Planning
  - Labour Liaison
  - SPEAR / PREP
  - Explosives Disposal Unit
  - Marine Unit
  - Tactical & Rescue
  - Underwater Search & Recovery
  - Unmanned Aerial Vehicle Program
  - Hostage Negotiations
  - Public Safety Unit
- Road Safety Services
  - Major Collision Bureau
  - Impaired Driving Enforcement Unit
  - Strategic Enforcement
  - Regional Pounds Services

**(E) Investigative Services Command – Deputy Chief:**

- Intelligence Operations
  - Vice, Narcotics & Street Level Organized Crime
    - Community Safety Enforcement Team
    - Gang Unit
    - Human Trafficking/Vice
    - Narcotics
  - Intelligence Services
    - Commercial Auto
    - Covert Operations
    - Intelligence Security Section – VIP
    - Joint Forces Operation
    - Judicial Authorization Unit
    - Mobile Support
    - Technical Services
    - Organized Crime
- Investigative Services
  - Crimes Against Persons
    - Internet Child Exploitation
    - Offender Management
      - Sex Offender Registry
      - Threat Assessment

- VICLAS
- o Special Victims Unit
  - CAS Liaison
  - PowerCase
  - Victim Services
  
- Forensic Identification Services
  - o Forensic Identification
  - o Digital Forensic Services
- Homicide / Missing Person Bureau
  - o Coroner's Office
  - o Homicide
  - o Major Case Management Liaison
  - o Missing Persons
  - o Polygraph
- Financial Crime Services
  - o Frauds
  - o Robbery

## **5. Records Maintained**

### **a. General Records**

Contains general administrative, operational records and information relating to the administration and operations of the Service including law enforcement functions it performs throughout the policing area.

- Alarm Control System
- Administrative Files
- Agreements / Contracts
- Automotive Business Information System
- Board By-Laws / Resolutions
- Crime Prevention Services
- CIB Reference Manual
- Emergency Services / Plans
- Enforcement of Federal / Provincial Statutes & Municipal By-Laws
- Equipment / Building Studies & Requirements
- Finance (*current budget, capital budget*)
- Firearms
- Fleet Management
- Licensed Premise Inspection Log
- Police Week
- Property Management
- Service Programs
- Statistics
- Statutes & Municipal By-Laws
- Traffic Programs
- Training Programs

### **b. Personal Information Banks**

Personal Information Banks are organized and retrievable banks of information relating to individuals involved in Peel Regional Police programs including employees and prospective employees, individuals subject to or associated with law enforcement investigations and other individuals connected to or having contact with the service.

## **6. Alarm Program**

**Location:** Alarm Program Unit

**Authority:** Alarm Response Policy

**Types of Information Maintained:** Residential and Business Premises with alarm activity

**Uses:** To administer the Alarm Response Policy for the purpose of reducing false alarms by running a suspension and cost recovery

**Categories of Users:** Peel Regional Police staff

**Categories of Individuals in Bank:** alarm industry (own accounts), alarm owners (own premise)

**Retention and Disposal:** *Current Year +2*

## **7. Commercial Auto Crime Bureau**

### **(a) Investigative File:**

**Location:** Auto Theft Bureau

**Authority:** Police Services Act, 1990, c10 s 31(1)

**Types of Information Maintained:** Personal information of individuals charged or suspected of involvement in vehicle theft and possession

**Uses:** Investigative reference material

**Categories of Users:** Police Officers and other law enforcement officials conducting investigations into Auto Thefts and related criminal activity

**Categories of Individuals in Bank:** Persons suspected / charged / convicted of Auto Theft / possession and other related crimes

**Retention & Disposal:** *2 years active + 3 years' in-active*

### **(b) Automotive Business Information System (A.B.I.S.):**

**Location:** Auto Theft Bureau

**Authority:** Police Services Act, 1990, c10, s31 (1)

**Types of Information Maintained:** All automotive related businesses in the Region including personal information of operators or employees charged

**Uses:** Investigative reference material

**Categories of Users:** Police Officers and other law enforcement officials conducting investigations into Auto Thefts and related criminal activity

**Categories of Individuals in Bank:** Owners and Employees / charged / associated / convicted of Auto Theft / Possession and other related crimes

**Retention & Disposal:** *Continuously updated with selective purging*

## **8. Auxiliary Police Personnel Files**

**Location:** Auxiliary Police Liaison Office

**Authority:** Police Services Act, RSO 1990, c10, s52

**Types of Information Maintained:** Personal history form, evaluations, promotions, commendations, complaints, pre-appointment material (sealed), sick/injury records, change of address/telephone, training results, monthly performance logs, Oath of Office, Oath of Secrecy

**Use:** Maintain up-to-date information concerning the Auxiliary Officers' relationship to the Organization

**Categories of Users:** Administrative and supervisory staff

**Categories of Individuals in Bank:** Current and former Auxiliary Police Officers

**Retention & Disposal:** *Service + seven years after termination*

## **9. Bicycle Registration**

**Location:** Information Technology Services

**Authority:** Voluntary Program

**Types of Information Maintained:** Bicycle owner's personal information, bicycle serial number cross-indexed to owner

**Uses:** To assist in returning lost / stolen bicycles to owners

**Categories of Users:** Peel Regional Police staff

**Categories of Individuals in Bank:** Individuals who have voluntarily registered their bicycles with the Peel Regional Police

**Retention & Disposal:** *Continuously updated with selective purging*

## **10. Civil Litigation Coordinator**

**Location:** Professional Standards

**Authority:** Police Services Act, RSO 1990, s.50

**Types of Information Maintained:** Personal information relating to civil actions including plaintiffs, complainants, witnesses, statements, photos, correspondence, police reports, crown briefs, criminal records, copies of information(s), summon(s) and other associated legal documents

**Uses:** To assist in prosecuting/defending civil actions as required

**Categories of Users:** Civil lawyers representing the Service, Region of Peel Risk Management, Peel Regional Police staff

**Categories of Individuals in Bank:** Plaintiffs, complainants, witnesses, involved officers

**Retention & Disposal:** *Civil cases (adult plaintiff – no children involved) 7 years after completion and a legal release exists. If children involved, until the child reaches age of majority (18 years) plus two years.*

## **11. Court Package Files**

**Location:** Court Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Personal information contained in police reports, criminal record / history, court brief, copy of information(s), officers instruction sheet, letter / notes received from Crown's office, transcripts and other court related material

**Uses:** To facilitate the prosecution of charges laid by police or private citizens

**Categories of Users:** Police officers, Crown's office, defence lawyers and clients through disclosure process

**Categories of Individuals in Bank:** Persons charged with offences against Federal Statutes, Provincial Statutes or Municipal By-Laws awaiting and during the Court process

**Retention & Disposal:** *Federal Charges – as criminal file package. Municipal By-Law and Provincial Statute (except minor traffic) – until rescinded or superseded.*

## **12. Crime Analysis System**

**Location:** Intelligence Service, Crime Analysis System – *Communications Command*

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Information on persons charged or suspected of being involved in specific crimes or other criminal activities within the Region

**Uses:** Used by Crime Analysts to analyze crime data and to investigate, monitor and profile suspects for criminal activity in the Region

**Categories of Users:** Primarily Crime Analysts in responding to requests for information by investigators, uniform and CIB police officers

**Categories of Individuals in Bank:** Individuals who have been charged as a result of criminal activity within the Region or are suspects in criminal activity within the Region

**Retention & Disposal:** *Continuously updated with selective purging due to the fact that they are sensitive and confidential.*

## **13. Criminal File Package**

**Location:** Records Services

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Some or all of the below relating to each person charged with a criminal offence, fingerprints, C.P.I.C. message, occurrence reports, recognizance, undertaking, copy of information(s), letters, executed warrants, summon(s), court envelope(s) (photocopy), individual confidential reports and criminal record

**Uses:** Reference material

**Categories of Users:** Peel Regional Police officers, staff and other law enforcement officials

**Categories of Individuals in Bank:** Persons charged with a criminal offence, living or working in or frequenting the Region of Peel

**Retention & Disposal:** *Age 80, unless charged with an offence within the previous 10 years. Young Offenders - as per the Youth Criminal Justice Act.*

## **14. Criminal Intelligence Files**

**Location:** Intelligence Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Information on persons and organizations involved in criminal intelligence investigations into organized crime or other criminal activities

**Uses:** Investigate, detect and prevent offences against the laws of Canada and Ontario and the administration of justice generally



**Categories of Users:** Police Officers and other law enforcement officials

**Categories of Individuals in Bank:** Individuals who are the subject of criminal intelligence Investigations

**Retention & Disposal:** *Continuously updated with selective purging*

## **15. Departmental Collision File**

**Location:** MMC General Office

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Employee number, year of occurrence, report number, at fault or not

**Uses:** Review of departmental collisions to establish preventative programs

**Categories of Users:** Collision Review Committee

**Categories of Individuals in Bank:** Personnel who have been involved in a service owned or leased vehicle being damaged

**Retention & Disposal:** *Collision files are active: Current Year + 5 years. Inactive storage: 5 years = Total Current Year + 10 (to be erased or shredded at end of retention period).*

## **16. Discipline Files**

**Location:** Professional Standards, Internal Affairs & Public Complaints Investigation Bureau

**Authority:** Police Services Act, RSO 1990, c10, s58 (1)

**Types of Information Maintained:** Documents and recordings relating to Disciplinary Trials / Matters of Peel Regional Police Officers

**Uses:** To determine the proper method of discipline for Police personnel and provide a record of the action taken

**Categories of Users:** Officer-in-Charge, service disciplinary matters

**Categories of Individuals in Bank:** Present and past sworn members of the service

**Retention & Disposal:** *In accordance with the Police Services Act*

## **17. Driver Training Records**

**Location:** Driver Training Unit

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Factual and subjective information relating to driving ability of service personnel

**Uses:** To record the results of driver training and/or evaluations

**Categories of Users:** Driver Training Unit, Administrative and Training staff

**Categories of Individuals in Bank:** Individuals who have received training and/or evaluations in the operation of service motor vehicles

**Retention & Disposal:** *Officer's service then merged into Human Resources after termination*

## 18. Employment Applicant Files

**Location:** (a) Recruitment & Staff Support (*Civilian Applicants*); (b) Human Resources Management System (*Civilian & Uniform Applicants*); (c) Recruitment & Staff Support Bureau - Uniform Recruiting - Master File (Uniform Applicants)

**Authority:** Police Services Act, RSO 1990, c10, s31 (1) (a) and s43 (2), s8 (5)

**Types of Information Maintained:** (a) Recruitment & Staff Support (Civilian Applicants) & (c) Recruitment & Staff Support Bureau – Uniform Recruiting - Master File (Uniform Applicants); Personal History Form and supporting documents, additional references, resume, Local Focus written assessment, Pre-Background Questionnaire, Local Focus Interview sheets, psychological evaluation, OACP certificate of results, in-depth interview results and related material; (b) Human Resources Management System (Civilian & Uniform Applicants): Personal information and record of progress through hiring stages of a competition

**Uses:** (a) & (c) Identifies persons interested in employment and determines the suitability for employment of the applicant; (b) Applicant tracking - permits police service to monitor the number of members of each prescribed group who apply to the service and to track those applicants

**Categories of Users:** (a) & (c) Administrative, Recruiting and, Investigative staff; (b) Recruitment & Staff Support

**Categories of Individuals in Bank:** All applicants for a position with the Peel Regional Police either as a civilian or Police Officer

**Retention & Disposal:** *Successful - as personnel file. Unsuccessful Civilian – 1 year active. Unsuccessful Civilian at background stage – 1 year active + 5 years in-active. Unsuccessful Police – current year + 2*

## 19. Firearms Office

**Location:** Firearms Office

**Authority:** Criminal Code of Canada, RSC 1991, c-40, s106, 109, 110, Police Services Act, RSO 1990, c10, s31(1)

**Types of Information Maintained:** Firearms Acquisition Certificates and related documents including applications, refusals, fees and disbursements. Court orders prohibiting firearm ownership and forms related to Restricted Firearms such as applications to register, own, carry, and transport

**Uses:** Administer and enforce Federal Firearms Control legislation

**Categories of Users:** Peel Regional Police staff, law enforcement and investigation agencies, Chief Provincial Firearms Officer

**Categories of Individuals in Bank:** Individuals registering restricted weapons, applying for or issued a Firearms Acquisition Certificate or permit to carry / convey / transport restricted weapons and those that have had permits or certificates revoked or who have been prohibited from possessing firearms

**Retention & Disposal:** *One to seven years*

## 20. Fraud Bureau Investigative Files

**Location:** Fraud Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Personal information of persons charged, suspected or names used in fraud related investigations

**Uses:** To assist in the investigation of fraud related occurrences

**Categories of Users:** Police officers and other law enforcement officials

**Categories of Individuals in Bank:** Culprits and suspects of fraud related offences

**Retention & Disposal:** *Cheque file - Five years active plus five years in-active. Person file - Two years active plus one year in-active.*

## 21. Gun and Ammunition Inventory Listing

**Location:** Use of Force Training Unit

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Computer inventory system tracks the issue and maintenance of officers' service pistols and rifles as well as serial numbers of guns and officers' badge numbers

**Uses:** Inventory control

**Categories of Users:** Use of Force Bureau Administrative Staff

**Categories of Individuals in Bank:** Sworn Officers

**Retention & Disposal:** *Continuously updated*

## 22. Identification Files

**Location:** Forensic Identification Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31(1)

**Types of Information Maintained:** Personal information including fingerprints, palm prints, and photographs of charged persons and others with consent

**Uses:** Statutory requirement. Investigative reference material to identify criminals and deceased persons. Administration - provide fingerprints for visa purposes for a fee and confirm criminal records with R.C.M.P.

**Categories of Users:** Personnel investigating crimes where fingerprints have been recovered to identify deceased persons, R.C.M.P. Information and Identification Services, National DNA Bank, Crown Attorney and other Law Enforcement Agencies. Viewing by witnesses to identify suspects. Administrative staff.

**Categories of Individuals in Bank:** All persons fingerprinted and/or photographed by Peel Regional Police

**Retention & Disposal:** *Continuously updated with selective purging*

### **23. Internal Affairs Bureau Files**

**Location:** Internal Affairs Bureau

**Authority:** Police Services Act, 1990, c10, s76

**Types of Information Maintained:** Personal information relating to both complaints against members of this Service and investigations of misconduct of members of this Service. This may include information relating to complainant, witnesses, statements, electronic recordings, photos, correspondence, police reports, crown briefs, criminal records, copies of information(s), summon(s) and other associated documents.

**Uses:** To assist the investigation of complaints, allegations, and misconduct involving members of this Police Service. To assist criminal or civil prosecution or defense as required.

**Categories of Users:** Peel Regional Police staff, Crown Attorneys, Police Complaints Commissioner, Peel Regional Police Services Board

**Categories of Individuals in Bank:** Complainants, witnesses, involved members of this Service

**Retention and Disposal:** *Two years active + three years in-active*

### **24. Investigative Support Bureau**

**Location:** Investigative Support Bureau

**Authority:** Police Services Act O Reg 267/10

**Types of Information Maintained:** Personal information relating to Special Investigations Unit investigations including complainant, witnesses, statements, photos, correspondence, police reports, criminal records, copies of information(s), summon(s) and other associated documents.

**Uses:** To assist in the parallel investigation of incidents reported to the Special Investigations Unit

**Categories of Users:** Peel Regional Police Staff, Peel Regional Police Services Board, Special Investigations Unit

**Categories of Individuals in Bank:** Complainants, witnesses, involved officers

**Retention & Disposal:** *5 years from the date of completion by the Special Investigations Unit if no civil actions are outstanding*

### **25. Master Name Index**

**Location:** Information Technology Services

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Name, date of birth, sex, race, file name, involvement and file number of persons having contact with this Service

**Uses:** To assist in retrieving information connected to a person or investigative reference material

**Categories of Users:** Peel Regional Police staff and other law enforcement officials

**Categories of Individuals in Bank:** Individuals who have information related to them in the records of Peel Regional Police under any of the following categories: occurrence reports, court, criminal, observation, incident, warrants, parolees, personnel

**Retention & Disposal:** *Continuously updated*

## 26. Missing Person Data Bank

**Location:** Homicide and Missing Person Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31(1)

**Types of Information Maintained:** Personal information and physical description of persons reported missing

**Uses:** To assist in the location and identification of missing persons

**Categories of Users:** Peel Regional Police officers, or, upon request, other law enforcement officials

**Categories of Individuals in Bank:** Missing Persons

**Retention & Disposal:** *Until located*

## 27. Major Drugs and Vice Bureau Investigative Files

**Location:** Major Drugs and Vice Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31(1)

**Types of Information Maintained:** Personal information of individuals involved in or suspected of drug or vice offences and related criminal activity

**Uses:** Investigative reference material

**Categories of Users:** Police Officers and other law enforcement officials

**Categories of Individuals in Bank:** Individuals involved in or suspected of drug or vice offences and related criminal activities

**Retention & Disposal:** *Current year + 1 year after court proceedings*

## 28. Motor Vehicle Collision Records

**Location:** Records Services

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Uses:** To document motor vehicle collisions with over \$2,000 damage; provide reports to the officers and staff, other law enforcement officials, Ministry of Transportation and to provide reports to insurance companies, law firms and other involved parties

**Categories of Individuals in Bank:** Persons involved in motor vehicle collisions (includes drivers, passengers, pedestrians and witnesses)

**Retention & Disposal:** *30 days active plus five years in-active*

## 29. Offender Management Unit

**Location:** (a) Offender Management Unit – Master File (b) Divisional Detective Bureau – Working File

**Authority:** Police Services Act, RSO 1990, c10, s31(1)

**Types of Information Maintained:** Copy of criminal record, police occurrences, infopol record, SOR record (if applicable), release condition information and sign-in sheet, correspondence to/from Correctional Services Canada or Ministry of Correctional Services including warrants issued or executed on an individual, photographs of individual and descriptors

**Uses:** To ensure compliance with the reporting conditions of persons on parole and to provide documentation sufficient to revoke parole for breaches of those conditions and to keep track of parolee's residence and place of employment.

**Categories of Users:** Law enforcement officials

**Categories of Individuals in Bank:** Persons who are or have been on Federal or Provincial parole that reside, work or are visiting Mississauga or Brampton

**Retention and Disposal:** *One year after expiry of Parole Warrant*

### **30. Parolee Files**

**Location:** (a) Offender Management Unit - Master File; (b) Divisional Detective Bureau - Working File

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** (a) Copy of criminal record, release condition information and sign-in sheet, correspondence to/from Correctional Services Canada or Ministry of Correctional Services, photograph of individual; (b) as above, except photocopy of photograph

**Uses:** To ensure compliance with the reporting conditions of persons on parole and to provide documentation sufficient to revoke parole for breaches of those conditions and to keep track of parolee's residence and place of employment.

**Categories of Users:** Law enforcement officials

**Categories of Individuals in Bank:** Persons who are or have been on Federal or Provincial parole that reside or work in Mississauga or Brampton

**Retention & Disposal:** *Upon expiry of Parole Warrant*

### **31. Personal Equipment & Clothing File**

**Location:** Quartermaster Stores

**Authority:** Police Services Act, RSO 1990, c10, s38

**Types of Information Maintained:** List of all equipment issued to an employee / Auxiliary member by name and employee number

**Uses:** Administrative control

**Categories of Users:** Administrative staff

**Categories of Individuals in Bank:** Personnel and Auxiliary members

**Retention & Disposal:** *Service + 1 year in-active*

### **32. Personnel Files**

**Location:**

- (a) Human Resources – Master File
- (b) Human Resources – Human Resources Management System (HRMS) File
- (c) Human Resources – Workplace Safety & Insurance Incident File
- (d) Human Resources – Disability Management File
- (e) Divisional / Administrative File
- (f) Supervisory File
- (g) Benefits File

**Authority:** Police Services Act, RSO 1990, c10, s31 (1).

**Types of Information Maintained:**

(a) Human Resources – Master File:

Pre-employment material (sealed), induction paperwork, oaths of office and/or confidentiality, performance appraisals, job assignments, compensation changes, commendations, grievance resolutions, suspension notices, administrative review notices, discipline, personal information updates, benefit elections, leave of absence requests and continuing education & training courses, exit interview (sealed).

(b) Human Resources – HRMS File:

Applicant data (internal), benefits data, certificates, commendations, disciplinary action, education emergency contacts, employment data, job data, languages, licenses, medic alert information, memberships, performance appraisals, personal data, photo, training courses.

(c) Workplace Safety & Insurance Incident File:

Documents relating to illness or injury occasioned by or as a result of performing duties within the meaning of the Workplace Safety & Insurance Act.

(d) Human Resources – Disability Management File:

Physician's medical notes/reports relating to personal illness or injury, benefit carrier correspondence, return to work programs, functional abilities questionnaires, applications for long-term disability.

(e) Divisional / Administrative File:

Oaths of office and/or confidentiality, performance appraisals, job assignments, commendations, grievance resolutions, suspension notices, administrative review notices, discipline, personal information updates, leave of absence requests and continuing education & training courses.

(f) Supervisory File:

(g) Benefits File: Includes original signed dependent/beneficiary designations.

Documents relating to the supervision and management of the employee.

**Uses:** (a), (b), (c), (d), & (e): Maintain up-to-date information concerning the employee's relationship to the organization; (f) Maintain ongoing information concerning the employee's activities so that the proper appraisal can be submitted at the appropriate time; (g) maintain ongoing information concerning employee's dependent/beneficiary information.

**Categories of Users:** (a), (b) & (f): Peel Regional Police Management and Administrative Staff (c) & (d): Human Resources – Disability Management staff (f): Supervisory staff:

(g) Compensation and Benefits staff.

**Categories of Individuals in Bank:** Current and former staff

**Retention & Disposal:** (a), (c) & (d): Active while serving member – 11 years after termination; (b) & (g): Continuously updated; (e) & (f): Active while serving – merged with; (a) upon termination.

### 33. Personnel Telephone / Address Records

**Location:** Throughout the Service

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Employee number, name, address, phone number

**Uses:** Convenience to call staff at home

**Categories of Users:** Staff

**Categories of Individuals in Bank:** Staff

**Retention & Disposal:** *While current*

### 34. Physical Fitness Test Records

**Location:** Organizational Wellness Bureau

**Authority:** Police Services Act, RSO 1990, c10, s43 (1) (c)

**Types of Information Maintained:** Physical fitness test results of police applicants, civilian applicants and employees.

**Uses:** Monitor fitness levels of employees to ensure that minimum standards are met and for participation in the Ontario Police Fitness Award Program and the internal Target Life Program. Record fitness levels of applicants for police employment.

**Categories of Users:** Administration, Recruitment staff and Fitness Staff and individual employees with respect to their own information.

**Categories of Individuals in Bank:** Police and civilian applicants and employees.

**Retention & Disposal:** *Successful applicants: Service + 7 years. Unsuccessful Police applicants - current year + 1 year. Unsuccessful Civilian applicants - Current year.*

*Successful Civilian applicants: Service + 7 years if they voluntarily participate in the OPFA or Target Life Programs.*

### 35. Pre-trial Release Reporting Files

**Location:** Division's front desk

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Copy of release form, sign-in sheets

**Uses:** To enforce reporting conditions as ordered by a Court

**Categories of Users:** Peel Regional Police officers

**Categories of Individuals in Bank:** Persons released from custody by the Courts who are ordered to report to the Police

**Retention & Disposal:** *As criminal file package*

### 36. Promotional Board Records

**Location:** Corporate Learning

**Authority:** Police Services Act, RSO 1990, c10, s48 (2) (h)

**Types of Information Maintained:** Personal information relating to promotional eligibility, exam results, promotional board results



**Uses:** Provide records to enable the proper administration of the promotional procedure

**Categories of Users:** Restricted staff

**Categories of Individuals in Bank:** Officers who have entered the promotional process

**Retention & Disposal:** *Current year + 2*

### **37. Prosecution Files**

**Location:** Investigative Bureau

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Occurrence reports, witness and accused statements, copies of court documents, crown brief, witness cost sheets, trial notifications, copies of documentary evidence and copies of criminal records and other records required to assist the prosecution

**Uses:** To prosecute and assist in the prosecution of individuals or groups for offences against the laws of Canada, Ontario and Municipal By-Laws

**Categories of Users:** Peel Regional Police staff, law enforcement officials and other officials involved in the administration of justice

**Categories of Individuals in Bank:** Individuals involved in investigations under Federal and Provincial Statutes or Municipal By-Laws

**Retention & Disposal:** *Federal Charges - as criminal file package. Municipal By-Laws & Provincial Statutes (except minor traffic) – Continuously updated with selective purging*

### **38. Public Complaint Investigation Files**

**Location:** Public Complaint Investigation Bureau

**Authority:** Police Services Act, 1990, c10, s76

**Types of Information Maintained:** Personal information relating to complaints against the police including complainant, witnesses, statements, photos, correspondence, Police Services Act complaint form, police reports, crown briefs, criminal records, copies of information(s), summon(s) and other associated documents

**Uses:** To assist in the investigation of complaints against the Police Service or police officers and to assist the Ontario Civilian Commission on Policing Services in their review of decisions made by the Chief of Police. To assist criminal or civil prosecution or defense as required.

**Categories of Users:** Peel Regional Police staff, Peel Regional Police Services Board

**Categories of Individuals in Bank:** Complainants, witnesses, involved officers

**Retention & Disposal:** *Two years active + three years in-active*

### **39. Risk Management**

#### **(a) Quality Assurance**

**Location:** Risk Management Services

**Authority:** Audit Work Plan as approved and directed by the Chief of Police and the Police Services Board

**Types of Information Maintained:** Confidential background material on areas being audited and subsequent interviews and reports

**Uses:** Audit recommendations to ensure compliance and effective operation of areas audited

**Categories of Users:** Audit Unit Staff

**Categories of Individuals in Bank:** Civilian and Sworn members

**Retention & Disposal:** 3 years active + 3 years in-active

(b) Risk Assessment

**Location:** Risk Management Services

**Authority:** Police Services Act, Adequacy Standard Regulation

**Types of Information Maintained:** The information contained in these files is acquired from all areas of the Service, is constantly changing and has the potential of including all types of sensitive materials identified by other areas

**Uses:** Preparation for Provincial Inspections

**Categories of Users:** Quality Assurance staff and Provincial Inspection team members

**Categories of Individuals in Bank:** Service personnel, culprits, charged persons and other members of the public

**Retention and Disposal:** Three (3) years active + three (3) years in-active

(c) Internal Audits

**Location:** Risk Management Services

**Authority:** Police Services Act, Adequacy Standard Regulation, Peel Regional Police Services Board, Excellence Canada, Audit Work Plan as approved by the Chief's Management Group, Organizational directives

**Types of Information Maintained:** Documentation related to areas audited

**Uses:** Audit report recommendations are to ensure compliance with legislation and organizational directives and to ensure continued effective and transparent operation of the areas audited.

**Categories of Users:** Risk Assessment Auditors and Service personnel

**Categories of Individuals in Bank:** Service personnel

**Retention and Disposal:** Three (3) years active + three (3) years in-active

## **40. Road Watch Database**

**Location:** Road Safety Services, Road Watch Coordinator's Office

**Authority:** Voluntary Program

**Types of Information Maintained:** Complainant information and description of offending vehicle

**Uses:** Investigative (if charged or cautioned)

**Categories of Users:** Police officers

**Categories of Individuals in Bank:** Complainants

**Retention & Disposal:** One (1) year active + one (1) year in-active

## **41. Secondary Employment Index**

**Location:** Office of the Chief of Police

**Authority:** Police Services Act, 1990, c10, s.31 (7) & s.49

**Types of Information Maintained:** Personal information of members who engage in secondary employment outside this Police Service

**Uses:** To enable the Chief of Police to monitor compliance with the requirements of the Police Services Act s.49

**Categories of Users:** Office of the Chief of Police

**Categories of Individuals in Bank:** Police service members who engage in secondary employment outside of the service who were approved/denied by the Chief of Police

**Retention & Disposal:** *Active until expiration of term of secondary employment authorization and one year in-active*

## **42. Technological Crime Unit Investigative Files**

**Location:** Technological Crime Unit

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Personal information of persons charged, suspected, witnesses and victim names used in investigations related to the use of electronic based technology

**Uses:** To assist in the investigation of occurrences

**Categories of Users:** Police officers and other law enforcement officials

**Categories of Individuals in Bank:** Culprits, suspects, witnesses and victims of related offences

**Retention & Disposal:** *As a support unit, electronic evidence follows retention schedule from the initiating unit/bureau*

## **43. Threat Assessment Investigative Files**

**Location:** Threat Assessment Unit

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Type of information Maintained:** Personal information of individuals charged or suspected of violent offences

**Uses:** Information used to assist in identifying risk-enhancing factors in determining an individual's potential for future violence

**Categories of Users:** Police officers and other law enforcement officials

**Categories of Individuals in Bank:** Persons suspected, charged or convicted of violent offences

**Retention and Disposal:** *Continuously updated*

## **44. Use of Force Qualification File**

**Location:** Use of Force Training Unit

**Authority:** Police Services Act, RSO 1990, c10, s31 (1) (5)

**Types of Information Maintained:** Record of Use of Force training

**Uses:** To ensure that officers remain qualified to carry their Use of Force options

**Categories of Users:** Use of Force Training Unit, Administrative and Training staff

**Categories of Individuals in Bank:** All Peel Regional Police officers and employees who may be required to use force in the course of their duties

**Retention & Disposal:** *Service then merged into Human Resources Personnel file after termination*

## **45. Warrants**

**Location:** Records Services

**Authority:** Police Services Act, RSO 1990, c10, s31 (1)

**Types of Information Maintained:** Personal information of individuals charged with an offence(s) where one of the following types of Warrants to Arrest is issued, including supporting material (Bench Warrants, Warrants in the First Instance, Family Court Warrants, County Court Warrants, Witness Warrants, Surety Warrants, Parole Warrants, Probation Warrants, Committal Warrants)

**Uses:** Store warrants until executed or cancelled. Confirm existence to outside agencies. Deliver upon request to officers or other law enforcement officials.

**Categories of Users:** Peel Regional Police staff, law enforcement officials

**Categories of Individuals in Bank:** Individuals who have warrants issued for their arrest

**Retention & Disposal:** *Until executed or rescinded*