



PUBLIC INFORMATION LISTING

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

March 1, 2025

*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, four Deputy Chiefs and one Chief Administrative Officer.

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 four Deputy Chiefs, the following areas have a direct report to the Chief of Police:

- **Legal Services – General Counsel**
 - Civil Litigation
 - Information and Privacy

- **Corporate Services Command – Chief Administrative Office**
 - **Finance - Director**
 - Business Planning and Analysis
 - Business Support
 - **Human Resources Administration - Director**
 - HR Health and Safety
 - HR Labour and Employee Relations
 - Performance and Learning
 - HR Systems and Total rewards
 - **Materials Management Administration - Director**
 - Fleet Services
 - Quartermaster Stores

Executive Administration – Staff Superintendent:

- **Professional Standards - Inspector**
- **Hearings - Superintendent**
- **Regimental Sergeant Major – Staff Sergeant**

(B) Community Safety and Wellbeing Services – Deputy Chief:

- **Community Safety and Wellbeing Services – Superintendent:**
 - Diversity Equity and Inclusion - Inspector
 - Regional Community Mobilization – Inspector
- **Corporate Development – Superintendent**
 - Learning and Development - Inspector
 - Recruitment and Staff Support - Inspector
- **Corporate Services Command – Inspector**
 - Wellness – Staff Sergeant

(C) Community Policing Ops Command – Deputy Chief:**Community Policing Ops Command – Staff Superintendent**

- **Divisional Administration**

COMMUNITY POLICING OPERATIONS is divided into five policing Divisions:

11 Division - 3030 Erin Mills Parkway, Mississauga
(Corner of Erin Mills Parkway and Dundas Street West)

Square One Community Station	Mon-Fri	0800-2000
Square One Shopping Centre	Sat-Sun	1000-1800
100 City Centre Drive		
Mississauga Tel. (905) 456-5839		

12 Division - 4600 Dixie Road, Mississauga
(Corner of Dixie Road and Crestlawn Drive)

Malton Community Station	Mon-Fri	1000-2000
Westwood Mall	Saturday	1000-1800
7205 Goreway Drive	Sunday	1200-1600
Mississauga Tel. (905) 453-2121 ext 2620		

21 Division - 10 Peel Centre Drive, Suite C, Brampton
(Corner of Central Park Drive and Queen Street East)

22 Division - 7750 Hurontario Street, Brampton
(Corner of Hurontario Street and Sir Lou Drive)

Northwest Brampton Community Stn.	Mon-Sun	0900-1900
Cassie Campbell Recreation Centre		
1050 Sandalwood Pkwy. N. (N/W Corner at Chingacousy)		
Brampton Tel. (905) 456-6143		

Brampton Virtual Community Station	Mon-Sun	0900-1900
45 George Street (W side between Wellington St. and Queen St.)		
Brampton Tel. (905) 453-3311 ext. 2640		

Note: Brampton Virtual Community Station will be managed by officers located at Cassie Campbell Community Station

Airport Division - 2951 Convair Drive, Mississauga.
(Opposite L.B. Pearson International Airport)

Note: A Superintendent who reports to the Staff Superintendent commands each Division

- **Duty Inspectors**
- **Road Safety Services**
- **Online Community Response**

(D) Innovation and Technology Command – Deputy Chief:**Innovation and Technology Command – Staff Superintendent**

- **Communications Services – Superintendent**
 - Communications Centre
 - Community Safety Ops Centre
 - Radio Operations
- **Race and Identity Data Strategy – Inspector**
- **Operations Services – Superintendent**
 - **Court Services - Inspector**
 - Case Management
 - Central Disclosure
 - Court Bureau
 - Court Security
 - Evidentiary Property
 - Prisoner Escort
 - **Records Services - Inspector**
 - Audit & Training Unit
 - Occurrence Processing
 - Records Management System Support & Development
 - Customer Service
 - Record Search Unit
 - Firearms Office
 - Court & Criminal Records
 - Records & Information Management
- **Communications Services - Superintendent**
 - **Communications Centre - Inspector**
 - Community Safety Ops Centre
 - Radio Operations
- **Innovation & Technology Command – Inspector**
- **Facilities Management - Director**
 - Corporate Security Service
 - Facilities Management
 - Planning, Design & Construction
 - Capital Revitalization

(E) Investigative and Emergency Services Command – Deputy Chief:

- **Emergency Support Operations - Superintendent**
- **Intelligence Operations - Superintendent**
 - Intelligence Services
 - Technical Crime Services
 - Specialized Enforcement Bureau

- Vice & Human Trafficking
- **Investigative & Emergency Services Command – Inspector**
- **Investigative Services**
 - Crimes Against Persons
 - Financial Crime Services
 - Forensic Identification Services
 - Homicide Bureau

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: *Current Year + 5*

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

Location: Civil Litigation Unit

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, defense 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

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 and civilian 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, OIPRD Director

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. Specialized Enforcement Bureau Investigative Files

Location: Specialized Enforcement 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 and the Office of the Independent Police Review Director (ORIPD) 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 Mitigation

a. Risk Mitigation

Location: Risk Mitigation

Authority: Police Services Act, Adequacy Standard Regulation, Peel Regional Police Services Board, Excellence Canada, Organizational directives, CMG approvals

Types of Information Maintained: All documentation relating to Quality Assurance, Risk Assessment and Shared Partnership Agreements.

Uses: Standardized process resources, Preparation for Provincial Inspections, Excellence Canada Verifications visits, shared information and agreements with other police partners, ensure best practices

Categories of Users: Risk Mitigation staff, Provincial Inspection team, Excellence Canada verification team, Service personnel and community partners with Shared Partnership Agreements
Retention and Disposal: *Three (3) years active + three (3) years in-active*

b. Quality Assurance

Location: Risk Mitigation

Authority: Police Services Act, Adequacy Standard Regulation, Peel Regional Police Services Board, Excellence Canada, Organizational directives

Types of Information Maintained: The information contained in these files are 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. Other types of information that is maintained include focus group responses and reports.

Uses: Standardized process resources, Preparation for Provincial Inspections, Excellence Canada Verifications visits, shared information with other police agencies

Categories of Users: Quality Assurance staff, Provincial Inspection team, Excellence Canada verification team, Service personnel

Categories of Individuals in Bank: Service personnel, members from other police services and other members of the public

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

c. Risk Assessment

Risk Reports

Location: Risk Mitigation

Authority: Police Services Act, Adequacy Standard Regulation, Peel Regional Police Services Board, Organizational Directives,

Types of Information Maintained: Reported risks submitted by members and investigated responses

Uses: Identified risks are investigated to mitigate the risk

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*

d. Internal Audits

Location: Risk Mitigation

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, and 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*