

**Title: Peace Officer Program Record Keeping and Record Retention Policy**

**Resolution: 2018-0067, Mar 12/18**

**Revised:**

**Special Notes/Cross Reference: Peace Officer Policy  
and Procedures Manual**

**Next Review Date:**

## **POLICY STATEMENT**

The Town of Westlock is committed to serving the residents of the Town of Westlock by providing effective law enforcement and bylaw enforcement services. These duties are to be performed with diligence which includes keeping records to assess problem areas which become the focus of enforcement.

## **PURPOSE**

The purpose of this policy is to govern the practice of records keeping and retention of files within the Town of Westlock Peace Officer Program that is consistent and aligns with the approved principles of the Town of Westlock.

Information is an integral part of Law Enforcement and speaks to many aspects of the job which includes but is not limited to Officer Safety and Officer decision making in Enforcement.

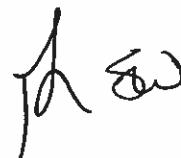
## **GUIDELINE/PROCEDURES/RESPONSIBILITIES:**

### **EMPLOYEE FILES**

Individual Peace Officer personnel records are maintained on file with the Human Resources Department located at the Town of Westlock Administration Office at 10003 106 Street Westlock, AB T7P 2K3 as required under section 19 of the Peace Officer Policy and Procedures Manual.

These records include at minimum:

1. Training and certificates.
2. Copies of complaints, investigative results, and disposition. Any discipline resulting from complaints may be kept on the peace officer's file at the employer's discretion.
3. Date of cessation of employment and reason for such.
4. Oath of office.
5. Peace officer appointment.



## OPERATIONAL FILES

The Town of Westlock Municipal Enforcement Services uses an automated, electronic database (Report Exec) to maintain operational records.

Report Exec maintains the following operational information:

- All investigations including those relating to authorities found on the Peace Officer authorization;
- The handling of exhibits seized including storage and disposal;
- Calls and complaints made to the Town of Westlock;
- Serious incidents involving Peace Officers;

Pursuant to Section 19 of the Peace Officer Policy and Procedures Manual all electronic records shall include, at minimum, the following information:

1. File number unique to each investigation;
2. Complainant's name, contact information, address;
3. Date of occurrence;
4. Suspect's name, contact information, address (if applicable);
5. Details of investigation;
6. Disposition of investigation and date concluded;
7. Notification of complainant about disposition (if applicable).
8. A paper copy of each file will be created for the purposes of Supervisor Oversight and Auditing and filed in the month in which the complaint/incident occurred.

The Supervisor will review operational files monthly. Review of files will be completed as follows:

1. Supervisor and one Peace Officer: Supervisor reviews 100% of Operational Files created by the Peace Officer.
2. Director, Supervisor and one or more Peace Officers: Supervisor reviews 30% of Operational Files of each Peace Officer.

A handwritten signature in black ink, appearing to be 'P. SW'.

**RETENTION OF OPERATIONAL FILES**

Operational files will be retained consistently with the Town of Westlock Records Retention Bylaw. Any document which includes but is not limited to RCMP MOU's, Traffic Safety Plans and RadioSystem MOU's will be retained pursuant to the Town of Westlock Records Retention Bylaw.

Operational files specific to the Peace Officer Program will be retained as follows:

1. Digital form on the Report Exec system retained indefinitely.
2. Paper files for general complaints will be retained for 3 years from the complaint date.
3. Any files that involve Enforcement in Court will be kept in a File Folder and filed in the month in which the complaint occurred. Files that require legal action will be retained for a period of 12 years from the date the file is closed.
4. General complaint files that relate to Animal Control will be retained for a period of 5 years from the complaint date.

**NOTE BOOKS**

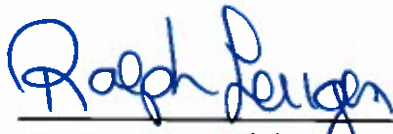
Community Peace Officers take notes as a fundamental component of their work. Notes serve to refresh memory in court, justify decisions made and actions taken, record evidence and support prosecutions.

**Guidelines:**

1. Notebooks will be started at the beginning of each shift by writing the date of the shift and the times worked. Additional information may include but is not limited to weather conditions and partners;
2. Notebook shall indicate all times, dates, interactions with the public, observations, and shall be compatible with any reports generated and refer to any and all occurrence reports/ticket numbers;
3. Notebooks shall be provided with a number, include page numbers and be filed in numerical order by date and month when the notebook is completed. No spaces shall be left at the bottom of any pages which would allow additional information to be added at a later date;
4. Any blank or incomplete pages shall be struck out with red and initialed by the officer.
5. Notebooks shall not be kept in vehicles, in public view, or unprotected and shall be locked up and secured after every shift.
6. Peace Officer's should make written and/or electronic notes at the first available opportunity in order to articulate observations made and actions taken during the course of their duties;
7. Notebooks shall be included in court briefs as required;




8. Used Notebooks will be retained by the Municipal Enforcement Department until the file box is full then will be stored in a locked cabinet and retained indefinitely;
9. Notebooks remain the property of the Town of Westlock and be retained pursuant to the Town of Westlock Retention Policy;



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Mayor, Ralph Leriger



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Interim CAO, Simone Wiley