

CPIC (Canadian Policy Information Centre) Policy

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has been renumbered

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Policy No. **P-48-2013**

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Title: CPIC Policy	Revised:
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Special Notes/Cross Reference:	
Public Security Peace Officer Program	

POLICY STATEMENT : As per requirements of the CPIC access, the Public Security Peace Officer Program CPIC Policy, December 2012 must be implemented into Town of Westlock Policies.

PURPOSE : To provide:

- The Roles and Responsibilities
- CPIC Authority
- Memorandum of Understanding
- CPIC Code of Conduct
- Confidentiality and Dissemination of CPIC information
- Accessing CPIC Information
- CPIC Audits
- Reporting Procedures



Mayor Bruce Lennon



Town Manager Darrell Garceau

PUBLIC SECURITY PEACE OFFICER PROGRAM

CPIC POLICY

DECEMBER 2012

RESPECT

ACCOUNTABILITY

INTEGRITY

EXCELLENCE

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1.0 OVERVIEW

1.1 Canadian Police Information Centre

The Canadian Police Information Centre (CPIC) is a computerized system that provides tactical information about crimes and criminals. It is an integral part of the RCMP's National Police Services (NPS) as it is the only national information-sharing system that links criminal justice and law enforcement partners across Canada and internationally. CPIC is responsible for the storage, retrieval and communication of shared operational police information to all accredited criminal justice and other agencies involved with the detection, investigation and prevention of crime.

CPIC has been operational since 1972, and is located at the RCMP Headquarters complex in Ottawa, Ontario. It allows for law enforcement officers to connect to the central computer system within police departments, RCMP detachments, and federal and provincial agencies across the country.

The CPIC system has four data banks: Investigative, Identification, Intelligence and Ancillary (containing information not found in the other categories); which includes files and information on:

- **Vehicles:** Stolen licence plates, validation tags or vehicles; stolen vehicles, abandoned or wanted in connection to a crime.
- **Persons:** Persons wanted by the police or accused persons; persons on probation or parole; persons against whom prohibition orders have been placed (e.g. driving, possession of firearms); missing persons, including children; body marks/scars; clothing and dental records or body parts that can be cross-referenced; amnesia, comatose or disaster victims.
- **Property:** Stolen guns, articles and securities.
- **Marine:** Stolen and abandoned boats and boat motors.
- **Dental Characteristics:** Individual dental records (a sub-system of Persons File) to assist police in identifying human remains or comatose and amnesia victims.
- **Canada Firearms Registry:** Information on individuals regarding firearms licenses, registration, etc.
- **Wandering Persons Registry:** Persons registered with the Alzheimer's Society of Canada; to assist police in identifying and returning persons suffering from this disease.
- **Criminal Record Synopsis:** Condensed version of criminal records supported by fingerprints maintained by the RCMP's Information and Identification Services.
- **CPIC Surveillance:** Contains criminal intelligence information and information on persons, vehicles and boats which are under surveillance.

This information is contributed by police agencies, and access is restricted to police agencies.

2.0 ROLES AND RESPONSIBILITIES

The Alberta Justice and Solicitor General will be the designated CPIC agency for the Peace Officer Program (excluding Sustainable Resource Development, Parks and Tourism and Commercial Vehicle Enforcement Branches). The Public Security Division will be responsible to provide administration and oversight.

2.1 Manager, Peace Officer Program

The Manager of the Peace Officer Program (Manager) is responsible for the day-to-day administration of CPIC and reports directly to the Director. The Manager will assist CPIC Auditors by facilitating audits under CPIC Policy.

Additionally, the Manager will coordinate with the Team Leader to ensure the activities of the Auditors/Investigators are such that the public interest is maintained through a formalized public complaint process and other oversight processes regarding CPIC violations.

2.2 Team Leader

The Team Leader reports to the Manager and is primarily responsible for supervising the Auditors/Investigators and their investigations relevant to breaches of CPIC policies.

2.3 Auditor/Investigator

An Auditor/Investigator will investigate telephone and written complaints alleging violations of CPIC policy. It will be the Auditor/Investigator's responsibility to provide written reports to the Team Leader with recommendations as to the validity of the complaint as well as providing appropriate remedial actions.

2.4 Complaint Coordinator

The Complaint Coordinator is responsible for ensuring the administrative and investigative elements of public complaints concerning CPIC policy breaches. This position will also be the sole handler of public complaints of a routine nature that are not advanced for investigation by department staff.

2.5 CPIC Operator

All CPIC operators providing CPIC information to designated peace officers for the Public Security Division will hold, at a minimum, a Community Peace Officer Level II Appointment.

3.0 CPIC AUTHORITY

The Public Security Division, through the Manager, provides provincial level policy direction for Alberta and Community Peace Officers that have been designated access to CPIC information through the Public Security Division.

4.0 MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) between CPIC and the Public Security Division will be signed by both parties prior to allowing peace officers access to CPIC. This MOU will permit access to CPIC.

An individual MOU will also be entered into by Public Security Division and Sheriffs and Security Operations Branch.

5.0 CPIC CODE OF CONDUCT

CPIC is to be utilized for official law enforcement purposes only. Authorized Employers are responsible to report all CPIC breaches/violations as well as suspected breaches/violations to the Manager. Misuse of CPIC by a peace officer could result in the permanent loss of CPIC privileges either individually or collectively as well as the suspension and/or cancellation of their Appointment. All breaches/violations will be investigated by the Public Security Division and shall be dealt with as follows:

1. Allegation of Breach/Violation – Upon report of a CPIC breach/violation, the Manager will conduct an initial review to determine if the incident requires an immediate suspension of CPIC privileges pending an investigation of the allegation.

If the incident is deemed to warrant an immediate suspension of privileges, the Manager will provide the subject of the complaint and their employer with a letter informing them of the suspension.

2. Proven Breach/Violation – Dependent upon the circumstances and seriousness of the CPIC breach/violation, the following, although not inclusive, may occur:
 - Additional CPIC training
 - Written warning
 - Term of supervision regarding queries
 - Suspension of CPIC privileges
 - Cancellation of CPIC privileges with no possibility of re-Instatement
 - Review of suitability to retain Peace Officer Appointment

All authorized employers and peace officers will be required to read and sign an acknowledgement of restrictions regarding the handling of CPIC material, records and information prior to being granted access to CPIC (Appendix A). The original acknowledgement form will be kept in their personnel file at their place of employment for audit purposes. A certified true copy will be forwarded to the Public Security Division to be placed on their respective administrative file.

6.0 CONFIDENTIALITY AND DISSEMINATION OF CPIC INFORMATION

Information that is contributed to, stored in and retrieved from CPIC is supplied in confidence by the originating agency for the purposes of assisting in the detection, prevention or suppression of crime and enforcement of law. CPIC information is to be utilized only for activities as provided through provincial legislation.

Although the Public Security Division is the agency head, each Authorized Employer having access to CPIC records is responsible for the confidentiality of CPIC information. In all cases, CPIC information will be designated and handled in accordance with CPIC policy concerning confidential information. Furthermore, all CPIC information will be handled with the caveat "Law Enforcement Eyes Only".

In instances where access is requested for CPIC information not belonging to the Public Security Division, the originating agency will be contacted and permission obtained prior to the release of any information.

7.0 ACCESSING CPIC INFORMATION

Only those authorized employers that have entered into a MOU with the Public Security Division and those peace officers who have signed the acknowledgement form will be given access to CPIC. CPIC access will not be utilized for conducting security or reliability checks of persons for employment nor for civil matters.

7.1 PROCEDURES

All authorized peace officers will be required to contact the Sheriffs and Security Operations Branch Control Room dedicated telephone number (780-422-1971) in order to facilitate their CPIC request. The CPIC operator shall record the following information in a CPIC Log:

- Appointment number of the peace officer requesting the CPIC query
- Duty related
- Security check
- Name of the Subject (Last name, Given 1 and Given 2)
- Date of birth of the Subject
- Reason for query
- If available, file number and/or court docket number associated with Subject
- Database searched
- Whether or not a "hit" was received
- CPIC operator will record their own Appointment number

If the query produces a "hit" such as an outstanding warrant, the operator will request if the peace officer wishes to confirm the warrant at that time. CPIC operators will not confirm CPIC "hits" with originating agencies until requested to do so by the peace officer requesting the query.

If a peace officer requests the operator to confirm the "hit", the operator shall, by way of a CPIC message, contact the originating agency stating there is an outstanding warrant for the Subject of the query and that the venue is requesting the CPIC check confirmation. The operator shall include in the message the name, Appointment number and contact information of the peace officer requesting the confirmation.

All peace officers that request CPIC queries shall input in their CPIC Log and peace officer's notebook the following:

- Date and time of the request
- Name of the Subject (Last name, Given 1 and Given 2)
- Reason for query
- Database searched
- Whether or not a "hit" was received (If there was a "hit", originating agency)

Hard copies of CPIC information will not be attached to any report and/or investigative file. However, it is permissible to provide a synopsis of the information obtained. Under no circumstances will CPIC records be retained. All documents printed from CPIC must be destroyed.

8.0 CPIC AUDITS

The Public Security Division will conform to the CPIC Services guidelines and will comply with CPIC National Policy, Procedures and Technical Directives.

CPIC Auditors will have access to all applicable documentation to confirm the validity for conducting queries and will be provided assistance to enable a complete physical audit of operations. All venues requesting CPIC searches will be required at some point to authenticate all CPIC queries (ex. reports, files, logs, etc).

The Manager will act as the administrative CPIC Coordinator for the Public Security Division and will be responsible for policy and CPIC Directive updates. Additionally, the Manager will assist CPIC Auditors during all audits.

9.0 REPORTING PROCEDURES

If a peace officer is suspected of breaching/violating CPIC Policy, the Authorized Employer shall report the incident immediately to the Public Security Division Complaints Coordinator utilizing the Incident Report (PS 3535).

Appendix A

Acknowledgement Form

Alberta Justice and Solicitor General

Peace Officer Acknowledgement of Restrictions Respecting the Handling of CPIC Material, Records and Information

In this document:

- **“CPIC” and CPIC System”** mean the Canadian Police Information Centre computer system, a National Police Service administered by the Royal Canadian Mounted Police.
- **“Information”** includes knowledge of the contents of the CPIC system that has been acquired from the CPIC system or by virtue of a person’s access to or employment in connection with the CPIC System and also includes knowledge of the operation of the CPIC System.
- **“Material”** means equipment, apparatus and supplies used in connection with the operation, use or maintenance of the CPIC System.
- **“Records”** means correspondence, memoranda, papers, books, manuals, maps, photographs, films, microfilms, sound recordings, video recordings, computer cards and tapes and disks, and any other or all other information or image bearing material regardless of physical form or characteristics, that are made, received or preserved by any person in connection with the operation, use or maintenance of the CPIC System.

I acknowledge that I am fully aware of my responsibilities to safeguard all CPIC material, records and information with which I am entrusted or which I encounter by virtue of my employment.

I agree that all CPIC material, records and information with which I am entrusted must be dealt with in a manner that ensures it will not be disclosed to unauthorized persons, in particular:

1. CPIC material and records must not be removed from the confines of the office without the approval of my supervisor and when any such material or records are removed, a record must be kept detailing what is being removed and to where it is being removed.
2. After working hours, all CPIC records and, where possible, material must be secured from access by unauthorized persons.
3. All CPIC material and records connected with or arising out of my work must be kept in accordance with the preceding paragraphs 1 and 2.
4. All CPIC material and records must be turned in to my supervisor prior to my transfer or termination of my employment.
5. All CPIC information which I acquire or to which I may have access at any time cannot, without lawful authority, be communicated or revealed to any other person or published in any form.

Appendix A

I acknowledge that I have read the foregoing instructions and acknowledgements as well as the Alberta Justice and Solicitor General CPIC Policy and CPIC Reference Manual; that I am fully aware that any breach of them could result in lawful sanctions including cancellation of my Peace Officer Appointment and/or dismissal from my employment.

Witness Signature

Peace Officer's Signature

Witness Name (Printed)

Peace Officer Name (Printed)

Termination of Services

(To be completed when the Peace Officer terminates his/her services)

Witness Signature

Peace Officer's Signature

Witness Name (Printed)

Peace Officer Name (Printed)

I, the Peace Officer above, declare that I have not in any way retained any CPIC material or records and that I will continue to protect the confidentiality of all CPIC information in accordance with the above acknowledgement and the Alberta Justice and Solicitor General CPIC Policy.