



DIRECTORY OF RECORDS AND PERSONAL INFORMATION BANKS

Municipal Freedom of Information and Protection of Privacy Act

Records Information Services Unit

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Records

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The Halton Regional Police Service is recognized as one of the leading police agencies in the areas of diversity and community policing initiatives, and is committed to ensuring Halton region remains as safe tomorrow as it is today.

One Team - People First.

Table of Contents

6	THE INSTITUTION
7	MANDATE OF THE HALTON REGIONAL POLICE SERVICE
8	HALTON POLICE BOARD
9-10	ORGANIZATIONAL STRUCTURE AND DIVISIONS OF RESPONSIBILITY
11	SECTION 2
11	GENERAL CLASSES OR TYPES OF RECORDS
11	Halton Police Board
11	The Halton Regional Police Service
12-38	SECTION 3
12	PERSONAL INFORMATION BANKS
12	Halton Police Board
12	Appointments and Oaths of Office
12	Employment Records and Contacts
13	Freedom of Information and Protection of Privacy Records
13	General
14	Halton Regional Police Service
14	Attendance Records

14	Automated License Plate Recognition
15	Auxiliary Police
15	Closed Circuit TV Video
16	Commendations and Awards
16	Communications Records
17	Court Package Files
17	Crime Analysis System
18	Criminal File Package
18	Discharge of Firearms & Use of Force Reports
19	Discipline
19	Driver Training Records
20	Employee Personnel, Payroll & Benefits
20	Employee Warrant and ID Cards
21	Fail to Stop Reports
21	Fingerprint Files
22	Firearms Learning Management System
22	Freedom of Information & Protection of Privacy Records
23	Grievance Files
23	Gun & Ammunition Inventory
24	Identification Files
24	Intelligence Files
25	Internal Audits
25	Investigative Case Records
26	Keyholder & Alarm Premise File
26	Litigation
27	Mobile Tracking System
27	Motor Vehicle Collision Reports
28	Notebooks

28	Offender Management
29	Parolee Files
29	Person in Crisis (PIC) Field Observation Report and Transfer of Accountability
30	Personnel Equipment & Clothing
30	Personnel Files
31	Physical Fitness Test Records
31	Point of Sale Records
32	Police Record Checks
32	Police Video Program
33	Promotional Process
33	Public Complaint Records
34	Release Reporting Files
34	Risk Management
34	Secondary Employee Records
35	Service Vehicle Collision Reports
36	Telecommunications Records-Digital Files
36	Use of Force Qualification Records
37	Victim Services Files
37	Vulnerable / Wandering Persons Registry
38	Warrants
38	Workers Compensation Records



THE INSTITUTION

HEAD OF THE INSTITUTION

Halton Police Board
2485 North Service Road West
Oakville, ON, L6M 3H8
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"EXCELLENCE IN GOVERNANCE"

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"ONE TEAM – PEOPLE FIRST"



MANDATE OF THE HALTON REGIONAL POLICE SERVICE

His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, in accordance with the Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched.1 enacts as follows:

1 Policing shall be provided throughout Ontario in accordance with the following principles:

1. The need to ensure the safety and security of all persons and property in Ontario, including on First Nation reserves.
2. The importance of safeguarding the fundamental rights guaranteed and freedoms by the Canadian Charter of Rights and Freedoms and the Human Rights Code, RSO 1990.
3. The need for co-operation between policing providers and the communities they serve.
4. The importance of respect for victims of crime and understanding of their needs.
5. The need for sensitivity to the pluralistic, multiracial and multicultural character of Ontario society.
6. The need to be responsive to the unique histories and cultures of First Nation, Inuit and Métis communities.
7. The need to ensure that police services and police service boards are representative of the communities they serve.
8. The need to ensure that all parts of Ontario, including First Nation reserves, receive equitable levels of policing.



HALTON POLICE BOARD

The Halton Police Board is a seven-member board that provides strategic governance to the Halton Regional Police Service. It is a provincially mandated legal entity that operates independently from the Regional or Municipal Council. As such, it is the Board's responsibility to ensure the residents of Halton Region receive adequate and effective police services following policing standards issued by the Province. In essence, the Board is the trustee of public interest regarding the provision of all police services in the community.

The Board exercises its governance and oversight functions through the development of policies. The Chief of Police reports to and is directly accountable to the Police Services Board for adherence to and compliance with the Board's policies.

The composition of the Police Services Board is determined by the Police Services Act. Following the population of the Region, the Halton Police Board consists of:

- The Regional Chair, or if the Regional Chair chooses not to be a member of the Board, another member of the Council appointed by resolution of Council.
- Two members of Regional Council appointed by resolution of Council.
- One person appointed by resolution of Regional Council, who is neither a member of the Council nor an employee of the Region.
- Three persons appointed by the Lieutenant Governor in Council.



ORGANIZATIONAL STRUCTURE AND DIVISIONS OF RESPONSIBILITY

The Halton Regional Police Service is responsible for the policing and the maintenance of law and order in the Regional Municipality of Halton. The Region of Halton is divided into three Police Districts that conform to municipal boundaries. Regional Headquarters for the Police Service is located at 2485 North Service Road West, Oakville, Ontario, L6M 3H8.

1 DISTRICT maintains divisions at:

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

2 DISTRICT maintain a division at:

20 Division	95 Oak Walk Drive, Oakville, L6H 0G6
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3 DISTRICT maintain a division at:

30 Division	3800 Constable Henshaw Blvd, Burlington, L7M 3Y2
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The Police Service is comprised of four branches: The Office of the Chief of Police, Frontline Operations, Investigative & Frontline Support Services, and Specialized Support Services.



Office of the Chief of Police

- Under the command of the Chief of Police
- Direct oversight of Legal, Strategic Management, and Professional Standards

Frontline Operations

- Under the command of the Deputy Chief of Frontline Operations
 - District 1
 - District 2
 - District 3
 - Corporate Communications
 - Information Technology

Investigative & Frontline Support Services

- Under the command of the Deputy Chief of Investigative & Frontline Support Services
 - Communications
 - Information and Records Services
 - Crown Brief Review Group
 - Property & Evidence Management Unit
 - Frontline Support
 - Court Services
 - Central Lock Up
 - Regional Investigative Services
 - Corporate Services

Specialized Support

- Under the command of the Deputy Chief of Specialized Support
 - Regional Community Mobilization Bureau
 - Equity, Diversity and Inclusion
 - Emergency Services Unit
 - Training & Recruiting
 - Human Resource Services



SECTION 2

GENERAL CLASSES OR TYPES OF RECORDS

Halton Police Board

- Policies, directives, & guidelines
- Agendas & minutes of meetings
- Annual reports & auditor reports
- Contracts & agreements
- By-Laws of the Halton Police Board
- Financial records
- General correspondence
- Research, opinions, & legal advice
- General correspondence
- Regulations & procedures

The Halton Regional Police Service

- Administrative records, including agendas and minutes of meetings, general inquiries, administrative procedures, records management, data systems, development and management, property and fleet management correspondence and statistics relating to police matters
- Crime prevention and neighbourhood watch programs
- Emergency and disaster plans
- Enforcement statistics relating to federal & provincial statutes & municipal by-law enforcement
- Equipment studies and requirements
- Financial records
- General correspondence, news releases, audio-visual and film packages, annual reports and promotional and educational publications
- Legal procedures and records including statutes and regulations
- Personnel management records including personnel allocation, organizational charts, job classifications and descriptions, pension, benefits and insurance
- Police week programs
- Public relations programs
- Planning records, audit and efficiency reports, consultant reports, policies, directives and guidelines
- Research and opinions, correspondence, tenders, contracts and agreements statutes including some by-laws
- Training programs



SECTION 3

PERSONAL INFORMATION BANKS

Halton Police Board

Appointments and Oaths of Office

Location:	Halton Police Board
Legal Authority:	Community Safety and Policing Act
Types of Information:	Name, address, telephone number, particulars of appointment and oath of office for members of the Police Services Board and Police Service
Uses:	Record data
Users:	Halton Police Board, Senior staff, Recruiting and Training Bureau staff
Individuals in Bank:	Current and former Board members, current members of the Police Service
Retention and Disposal:	Permanent

Employment Records and Contracts

Location:	Halton Police Board
Legal Authority:	Community Safety and Policing Act
Types of Information:	Name, address, telephone number, salary information, job descriptions, evaluations, attendance records, employee number, date of birth, social insurance number, education, work history, performance payroll & benefit transactions, job competition scores and photographs
Uses:	Record data
Users:	Halton Police Board, Chief's Office, Recruiting and Training Bureau
Individuals in Bank:	Current and former Board members, current members of the Police Service
Retention and Disposal:	Permanent



Freedom of Information and Protection of Privacy Records

Location:	Halton Police Board
Legal Authority:	Municipal Freedom of Information and Protection of Privacy Act
Types of Information:	Name, address, telephone number, date of birth, description of information requested/to be corrected, correspondence and copies of requested records.
Uses:	Maintain a record of requests and to compile statistics
Users:	Chief Governance Officer
Individuals in Bank:	Persons submitting requests for access/correction under the Legislation directly to the Halton Police Board
Retention and Disposal:	5 years + current; records deleted

General

Location:	Halton Police Board
Legal Authority:	Community Safety and Policing Act
Types of Information:	Names
Uses:	Maintain a record of meeting minutes and general correspondence
Users:	Halton Police Board
Individuals in Bank:	Persons corresponding with the Board
Retention and Disposal:	Permanent



Attendance Records

Location:	Human Resource Services
Legal Authority:	Employment Standards Act; Community Safety and Policing Act
Types of Information:	Names, employee, record of absences from work and nature of absence
Uses:	Record absence, provide statistical information on absences and management of sick time
Users:	Chief's Office, Unit Commanders, Managers, Supervisors, Unit Clerks and Human Resource Services
Individuals in Bank:	Current and temporary employees
Retention and Disposal:	Permanent

Automated License Plate Recognition

Location:	Strategic Management Office
Legal Authority:	Community Safety and Policing Act; Municipal Freedom of Information and Protection of Privacy Act; Highway Traffic Act; Criminal Code of Canada
Types of Information:	License plate, age, gender of registered owner, location, date, time
Uses:	Prevention and detection of stolen vehicles, detection of provincial traffic violations, all types of lawful investigations where a vehicle link is possible
Users:	Authorized officers who have been designated & trained in ALPR
Individuals in Bank:	Registered owners of license plates
Retention and Disposal:	MTO & CPIC Hot-lists: 30 days HRPS Hot-lists: 5 years Detections: 24 hours Hits: 5 years



Auxiliary Police

Location:	Human Resource Services, Regional Community Mobilization Bureau
Legal Authority:	Employment Standards Act; Community Safety and Policing Act
Types of Information:	Application Form (Names, Home address, Date of Birth, Age, Education, Employment History, contact information (contact number phone/preferred email), Work References, Security clearance information, testing results and waivers, Training records, Activity reports
Uses:	Evaluate eligibility for continued service
Users:	Chief's Office, Training Bureau, Human Resource Services, Regional Community Mobilization Bureau, Administration and Support Services, Professional Standards Bureau, Police Services Board
Individuals in Bank:	Individuals serving as the Halton Regional Service Auxiliary Unit
Retention and Disposal:	Current year +3

Closed Circuit TV Video

Location:	Crown Brief Review Group
Legal Authority:	Community Safety and Policing Act
Types of Information:	Audio/video tapes of HRPS buildings, including cells and reception areas
Uses:	Security of HRPS building and property; record actions and behaviours of staff, detainees, and general members of the public in case of emergencies or negative events, administrative and law enforcement purposes; provide evidence for court proceedings
Users:	Members of the Service, law enforcement agencies, court
Individuals in Bank:	Persons on the property of HRPS divisions or Headquarters
Retention and Disposal:	Current year + 1



Commendations and Awards

Location:	Professional Standards Bureau
Legal Authority:	Employment Standards Act; Evidence Act; Limitations Act; Community Safety and Policing Act
Types of Information:	Name, employee number, address of sworn and civilian award nominees and winners
Uses:	Determine eligibility for awards and track award nominees and winners
Users:	Professional Standards Bureau, Human Resource Services, Chief's Office
Individuals in Bank:	Nominated and awarded members of the Halton Regional Police Service
Retention and Disposal:	Current year +5

Communications Records

Location:	Communications Bureau (Headquarters)
Legal Authority:	Community Safety and Policing Act
Types of Information:	Operational radio and telephone communications initiated or received in communication centre. Computer aided dispatch records
Uses:	Playback recordings of emergency and administrative calls made/received by Communications. Administrative and law enforcement purposes Provide evidence for court proceedings
Users:	Members of the Police Service, law enforcement agencies, courts
Individuals in Bank:	Any individual in communication (via phone or radio) with the communications bureau 3rd party or witness information given by those in communication with the police service via communications bureau
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy



Court Package Files

Location:	Crown Brief Review Group, POA Court
Legal Authority:	Community Safety and Policing Act
Types of Information:	Personal information contained in police reports, criminal records, copy of information(s), and other court related material.
Uses:	To assist the Crown Attorney and Municipal Prosecutor in the prosecution of Criminal Code, Federal, Provincial and Municipal offences laid by police.
Users:	Police officers, Crown Attorney's Office, defense lawyers and accused parties (through disclosure process)
Individuals in Bank:	Persons charges with Criminal, Federal, Provincial and Municipal offences.
Retention and Disposal:	Criminal and Federal court packages - retained until expiration of appeal period. Provincial and Municipal court packages - disposed upon court disposition.

Crime Analysis System

Location:	Crime Analysis Unit, Strategic Management Office
Legal Authority:	Community Safety and Policing Act
Types of Information:	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 categorize/describe/identify suspects for criminal activity in the Region
Users:	Crime Analysts, uniform and CIB police officers
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 and Disposal:	Variable in accordance with the HRPS Records Retention Policy



Criminal File Package

Location:	Information and Records Services, Crown Brief Review Group
Legal Authority:	Community Safety and Policing Act
Types of Information:	Some of all of the below relating to each person charged with a criminal offence, fingerprints, CPIC message, occurrence reports, recognizances, undertaking, copy of information(s), letters, executed warrants, summon(s), court envelope(s) (photocopy), individual confidential reports and criminal record
Uses:	Reference material
Users:	Halton Regional Police officers, staff and other law enforcement officials
Individuals in Bank:	Persons charged with a criminal offence, living or working in or frequenting the Region of Halton
Retention and Disposal:	Age 80, unless charged with an offence within the previous 10 years. Young Persons - as per the Youth Criminal Justice Act

Discharge of Firearms & Use of Force Reports

Location:	Training Bureau
Legal Authority:	Equipment and Use of Force Regulation, under the Police Services Division Bulletin 4/98 September 29, 1998; Firearms Interest Community Safety and Policing Act
Types of Information:	Name, address, employee number, incidents of discharge of firearms and related correspondence, and incidents of use of force and related correspondence
Uses:	Document incidents where a Member was involved in the use of force and to provide statistics
Users:	Training Bureau, Police Service Board, Professional Standards Bureau, Chief's Office, Unit/District Commanders
Individuals in Bank:	Members who have discharged a firearm except on a target range or in the course of ordinary weapon maintenance; members who have used force and persons who have had force applied to them



Retention and Disposal: Use of Force Part A – Date of deployment +3. Use of Force Part B – 30 days from the date of incident.
CEW & Less Lethal Shotgun deployment records – date of deployment +3

Discipline

Location:	Human Resource Services (civilian members), Professional Standards Bureau (uniform members)
Legal Authority:	Discipline Procedures – Police Officer Policy; Community Safety and Policing Act
Types of Information:	Name, employee number, notice of disciplinary action, internal and external correspondence concerning a members' conduct, testimony by witnesses, legal and investigation record of possible misconduct, investigative report
Uses:	Investigation of infractions, adjudicate disciplinary action and to produce statistics
Users:	Police Services Board, Chief's Office, Human Resource Services
Individuals in Bank:	Members of the Police Service who are or have been the subject of an internal investigation
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy

Driver Training Records

Location:	Training Bureau
Legal Authority:	Community Safety and Policing Act
Types of Information:	Factual and subjective information relating to driving ability of service personnel
Uses:	To record the results of driver training and/or evaluations
Users:	Administrative, Training Bureau
Individuals in Bank:	Individuals who have received training and/or evaluations in the operation of service motor vehicles
Retention and Disposal:	Training completed +2



Employee Personnel, Payroll and Benefits

Location:	Human Resource Services, Finance
Legal Authority:	Income Tax Act; Employment Standards Act; Industrial Standards Act; Community Safety and Policing Act
Types of Information:	Name, address, employee number, date of birth, telephone, sex, marital status, dependent information, citizenship, social insurance number, education, work history, health, medical records, civilian job competition tests and scores, performance payroll & benefit transactions, beneficiaries, next-of-kin, garnishments.
Uses:	Document employee work, training history and benefits information and to administer payroll and benefits package.
Users:	Human Resource Services
Individuals in Bank:	Current and former employees, part-time employees and students who are or have been assigned through an educational program to work temporarily
Retention and Disposal:	Current year + 7 years

Employee Warrant and ID Cards

Location:	Forensic Services Unit
Legal Authority:	Community Safety and Policing Act
Types of Information:	Employee number, ID card number, photograph, name, warrant number, department and position
Uses:	Production of warrant and identification cards
Users:	Forensic Services Unit, Human Resource Services
Individuals in Bank:	Current and former employees, part-time/contract employees/ Volunteers and students who have or have been assigned through and education program to work temporarily
Retention and Disposal:	Date of retirement, resignation, or termination of employment + 6 years



Fail to Stop Reports

Location:	Executive Services
Legal Authority:	Suspect Apprehension Pursuit regulation (O.Reg. 266/10)
Types of Information:	Driver's sex, age range, injuries, reason for stopping vehicle, charges laid
Uses:	As a requirement by the Solicitor General, this information creates a record of the event
Users:	Chief's Office
Individuals in Bank:	Individuals who fail to stop for police
Retention and Disposal:	Current year + 5 years

Fingerprint Files

Location:	Forensic Services Unit
Legal Authority:	DNA Identification Act; Criminal Code of Canada; Identification of Criminals Act
Types of Information:	Name of contributing agency/department, file number of the accused, name, address, aliases, complexion, fingerprint section number (RCMP), sex, hair colour, weight, peculiarities (marks, scars, tattoos & deformities), place of birth, port of entry, date of entry, violent, suicidal, escape risk, name and address of next-of-kin, race, date of arrest, young person, court and location, investigating agency, date and place of sentence, charge (section and statute) and disposition.
Uses:	Provide positive identification of a person to a criminal record (RCMP Ottawa) and investigation of criminal offence
Users:	Law enforcement agencies, courts and other agencies involved in the administration of justice
Individuals in Bank:	Persons charged with indictable offences
Retention and Disposal:	Charged Persons – Permanent (unless authorization for destruction received as per the legislated criteria) Destruction Requests – Current year +5 Disposition of a young persons' fingerprints/palm prints/photographs is subject to the YCJA



Firearms Learning Management System

Location:	Training
Legal Authority:	Courts of Justice Act; Justice Statute Law Amendment Act
Types of Information:	Names, badge numbers
Uses:	Maintain a record of a firearm, including who it is assigned to
Users:	Training Bureau, Legal, Human Resource Services, Professional Standards Bureau
Individuals in Bank:	Officers
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy

Freedom of Information & Protection of Privacy Records

Location:	Information and Records Services
Legal Authority:	Municipal Freedom of Information and Protection of Privacy Act
Types of Information:	Name, address, telephone number(s), date of birth, email address, sex, title, signature
Uses:	Maintain a record of requests, process requests in mandated timeline, compile statistics for end of year report to IPC
Users:	Freedom of Information Unit
Individuals in Bank:	Persons submitting requests for access and/or correction to HRPS records under MFIPPA
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy



Grievance Files

Location:	Legal
Legal Authority:	Arbitration Act; Courts of Justice Act; Justice Statute Law Amendment Act; Limitations Act
Types of Information:	Names, complaint
Uses:	Investigate allegations
Users:	Human Resource Services, Legal
Individuals in Bank:	Past and present employees of the Service
Retention and Disposal:	Resolution of grievance + 10 years

Gun & Ammunition Inventory

Location:	Tactical Response Unit
Legal Authority:	Community Safety and Policing Act
Types of Information:	Computer inventory systems 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
Users:	Training Bureau
Individuals in Bank:	Sworn officers
Retention and Disposal:	Ammunition: Current year + 2 years Weapons: Current year + 3 years



Identification Files

Location:	Forensic Services Unit, Information and Records Services
Legal Authority:	Community Safety and Policing Act
Types of Information:	Personal information including fingerprints, palm prints, and photographs of charged persons and others with consent
Uses:	Investigative reference material to identify criminals and deceased persons. Administration - provide fingerprints for non-criminal purposes for a fee and confirm criminal records with RCMP
Users:	Personnel investigating crimes where fingerprints have been recovered to identify deceased persons, RCMP Information and Identification Services, National DNA Bank, Crown Attorney and other Law Enforcement Agencies
Individuals in Bank:	All persons fingerprinted and/or photographed by Halton Regional Police
Retention and Disposal:	Continuously updated with selective purging

Intelligence Files

Location:	Intelligence Unit
Legal Authority:	Evidence Act; Criminal Code of Canada; Federal Court Rules, under the Federal Court Act
Types of Information:	Information on persons & organizations involved in criminal intelligence investigations into organized crimes, or other criminal activity
Uses:	Investigate offences under the laws of Canada and Ontario; detection and prevention of crime & the administration of justice. Users: Members of the Police Service, law enforcement agencies, courts and other agencies involved in the administration of justice.
Users:	Members of the Police Service, law enforcement agencies, courts and other agencies involved in the administration of justice
Individuals in Bank:	Individuals who are the subject of criminal intelligence investigations
Retention and Disposal:	Permanent



Internal Audits

Location:	Professional Standards Bureau
Legal Authority:	Community Safety and Policing Act; Adequacy Standard Regulation; Halton Police Board; Excellence Canada; Audit Work Plan as approved by the Chief's Management Group; Organizational policy directives
Types of Information:	Documentation related to areas audited: Audit Plan, Audit Report, Audit Recommendation Review Report, Approved Audit Recommendation Action Timeline
Uses:	Audit report recommendations are to ensure compliance with legislation and organizational policy directives and to ensure continued effective and transparent operation of the areas audited. Approved Audit Recommendation Action Timelines are used to ensure recommendations are implemented in a timely fashion as agreed upon by Senior Leadership and the audit entity.
Users:	Audit team
Individuals in Bank:	Service Personnel
Retention and Disposal:	Current year + 10 years

Investigative Case Records

Location:	Information and Records Services, Investigational Units
Legal Authority:	Criminal Code of Canada; Youth Criminal Justice Act; Criminal Records Act; Community Safety & Policing Act; Evidence Act; Highway Traffic Act; HRPS Records Retention Policy; HRPS Non-Conviction Dispositions and Fingerprint Destruction Policy; Halton Police Board By-Law 2020-2 To Govern Records Retention, Storage and Destruction
Types of Information:	Names, date of birth, addresses, audio/video interviews, cell phone downloads, copies of court documents (summons, warrants, briefs etc), criminal identification dossier, criminal records, drone data, DVDs, surveillance notes, investigative email correspondence, Judicial Authorizations and supporting grounds, polygraph charts, production orders (and their results), general reports, scanner data, tapes, tracking data records, urgent demand requests, witness statements, media releases, police in-car camera footage



- Uses:** Investigate and prosecute offences under the laws of Canada and Ontario, municipal by-laws, detection, prevention and suppression of crime, policing, law enforcement and general administration
- Users:** Service Members, law enforcement agencies, courts and other agencies involved in investigations under the Criminal Code, federal or provincial statutes or municipal by-laws
- Individuals in Bank:** Persons who have come into Police contact
- Retention and Disposal:** Variable in accordance with the HRPS Records Retention Policy

Keyholder & Alarm Premise File

- Location:** Finance
- Legal Authority:** Voluntary
- Types of Information:** Names, addresses, telephone numbers, keyholders, location of alarms, monitoring stations, payment records
- Uses:** Contact persons in case of alarm
- Users:** Members of the Police Service
- Individuals in Bank:** Owners, employees and persons involved with the premises that Police can contact in the event of emergencies relating to the premise.
- Retention and Disposal:** Current year + 7 years

Litigation

- Location:** Legal
- Legal Authority:** Community Safety and Policing Act; Courts of Justice Act; Human Rights Code
- Types of Information:** Names, Statements of Claim, related correspondence concerning Service members who are the subject of legal proceedings, date of birth
- Uses:** Document legal claims and aid Service Insurers and their agents
- Users:** Legal staff, insurers or its agents



Individuals in Bank: Members of the Service who are or may be subject to legal litigation and the Regional Municipality of Halton Police Services Board

Retention and Disposal: Completion of litigation + 7 years

Mobile Tracking System

Location: Regional Investigative Services

Legal Authority: Voluntary

Types of Information: Name, address, date of birth, phone number

Uses: Enhance the safety of eligible high-risk victims

Users: Victim Services; Intimate Partner Violence Unit

Individuals in Bank: High-risk victims

Retention and Disposal: Individual no longer has a tracking device + 2 years

Motor Vehicle Collision Reports

Location: Information and Records Services

Legal Authority: Highway Traffic Act; Community Safety and Policing Act; Highway Traffic Act

Types of Information: Names, addresses, sex, telephone number, driver's license information, statements

Uses: Investigate and prosecute offences under the laws of Canada and Ontario and Municipal By-Laws.

Users: Service Members, law enforcement agencies, courts, other agencies involved in the administration of justice, the Regional Municipality of Halton, the Ministry of Transportation and Communications and insurers or their agents.

Individuals in Bank: Individuals involved in motor vehicle collisions

Retention and Disposal: Current year +2



Notebooks

Location:	Information and Records Services
Legal Authority:	Notebooks and Electronic Notes Policy
Types of Information:	Name, address, sex, gender, telephone number, email, driver's license number, statements, criminal history (of victims, suspects, accused – and other involved individuals who have some form of Police contact)
Uses:	To record daily work history
Users:	Members of the Police Service
Individuals in Bank:	Individuals who come into Police contact
Retention and Disposal:	Major cases & Intelligence/Confidential Informants - permanent All others - 20 years

Offender Management

Location:	Offender Management Unit - Master File Divisional detective units - Working File
Legal Authority:	Community Safety and Policing Act
Types of Information:	Copy of criminal records, police occurrences, Interpol records, Ontario Sex Offender Registry record (OSOR) & National Sex Offender record (NSOR), 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 reporting conditions and obligations of persons on parole, SOR & NSOR reporting obligations and to keep track of parolees' and Sex Offenders residence and place of employment.
Users:	Law enforcement officials
Individuals in Bank:	Persons who are or have on Federal or Provincial parole that reside or work in the Regional Municipality of Halton.
Retention and Disposal:	Upon Expiry of Parole Warrant and SOR & NSOR reporting requirements; Offender no longer high risk or decision made to cease monitoring the offender or death +10



Parolee Files

Location:	Offender Management Unit, Regional Investigative Services, Intelligence Unit
Legal Authority:	Community Safety and Policing Act
Types of Information:	Copy of criminal record, release conditions information and sign-in sheet, correspondence to/from Correctional Services, photograph of individual
Uses:	To ensure compliance with the reporting conditions of persons on parole and to provide documentation sufficient to revoke parole
Users:	Law Enforcement officials
Individuals in Bank:	Persons who are or have been on Federal parole that reside or work in the Regional Municipality of Halton.
Retention and Disposal:	Upon expiry of Parole Warrant

Person in Crisis (PIC) Field Observation Report and Transfer of Accountability

Location:	Information and Records Services
Legal Authority:	Mental Health Act
Types of Information:	Description of behaviours observed and/or relay information as provided by the patient
Uses:	Outline the reasonable and probable grounds that resulted in an apprehension under section 17 of the MHA
Users:	HRPS staff, hospital staff assuming care of apprehended individual
Individuals in Bank:	Persons who are a danger to themselves or others
Retention and Disposal:	Permanent



Personnel Equipment & Clothing

Location:	Quartermaster Stores
Legal Authority:	Community Safety and Policing Act
Types of Information:	List of all equipment issued to an employee/Auxiliary member by name and employee number
Uses:	Administrative control
Users:	QMS staff
Individuals in Bank:	Personnel and Auxiliary members
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy

Personnel Files

Location:	Human Resource Services
Legal Authority:	Income Tax Act; Employment Standards Act; Industrial Standards Act; Community Safety and Policing Act
Types of Information:	Name, employee number, letter of application, resume, applicant evaluation, education test answer sheets, candidate assessments, psychological test score sheets, commendations, awards and recognition, benefits information, oath of office, oath of secrecy, performance appraisals and training certificates
Uses:	Record work history
Users:	Human Resource Services
Individuals in Bank:	Current and past employees
Retention and Disposal:	Permanent Perf files held at originating bureau for 2 years after approval



Physical Fitness Test Records

Location:	Organizational Wellness Unit
Legal Authority:	Employment Standards Act
Types of Information:	Physical fitness test results for civilian and police members
Uses:	Monitor fitness levels of employees to ensure that minimum standards are met and for participation in the Fitness Pin Program. Results are used for fitness levels of applicants who are interested in non-patrol functions within the Service
Users:	Administration, Human Resource Services - Staffing team and Fitness Staff and individual employees with respect to their own information
Individuals in Bank:	Employees
Retention and Disposal:	Voluntarily participate in the Fitness Pin Award Program (stored within employee file and becomes a record that is never destroyed)

Point of Sale Records

Location:	Finance
Legal Authority:	Municipal Act; Excise Tax Act
Types of Information:	Names of customers
Uses:	To document sales transactions, such as what items/services were sold to which customer
Users:	Finance, Information and Records Services
Individuals in Bank:	Individuals who purchase items / services from the Service
Retention and Disposal:	Current year + 7 years



Police Record Checks

Location:	Information and Records Services
Legal Authority:	Criminal Records Act; Police Record Checks Reform Act,; Community Safety and Policing Act
Types of Information:	Name, contact information, date of birth, gender, criminal records; purpose of police record check, position, agency name; correspondence with other police services; completed certificate
Uses:	To document a search of police records on an individual as part of a screening process for employment or volunteer work
Users:	Information and Records Services
Individuals in Bank:	Individuals applying for police record checks
Retention and Disposal:	Current year + 1 year

Police Video Program

Location:	Program Support Office
Legal Authority:	Community Safety and Policing Act; Municipal Freedom of Information and Protection of Privacy Act; Highway Traffic Act; Criminal Code of Canada
Types of Information:	In-car camera audio/video, dash cam audio/video, body-worn cameras
Uses:	Support criminal or provincial charges, observe officer safety and conduct Body worn cameras are only used during planned events such as protests and paid-duty events (large festivals, for example)
Users:	Members of the police service, Crown's office
Individuals in Bank:	Persons in or around police vehicles equipped with cameras
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy



Promotional Process

Location:	Human Resource Services
Legal Authority:	Community Safety and Policing Act
Types of Information:	Name, employee number, completed tests/examinations/interview scores on a list
Uses:	To assist in determining a Member's suitability and eligibility for promotion, document the testing/examination/interview process, identify training needs
Users:	Halton Police Board, Chief's Office, Human Resource Services promotional committee
Individuals in Bank:	Members taking part in the promotional process
Retention and Disposal:	Completion of competition +1

Public Complaint Records

Location:	Professional Standards Bureau
Legal Authority:	Community Safety and Policing Act
Types of Information:	Investigate reports, incident reports, statements of members, statements of witnesses and complainants, related correspondence of members and complainants, digital evidence, associated ICCS files
Uses:	Investigate public complaints to identify causes and develop remedial measures. Also used in proceedings before tribunals or courts and to produce statistics, and to investigate and substantiate or unsubstantiated OIPRD complaints
Users:	Police Service Board, Chief's Office, Legal
Individuals in Bank:	Individuals registering complaints against the activity of the Police Service or its Members
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy



Release Reporting Files

Location:	Each division (front desk)
Legal Authority:	Community Safety and Policing Act
Types of Information:	Sign in sheet
Uses:	To enforce charged parties reporting conditions as ordered
Users:	Halton Regional Police officers, Front desk staff
Individuals in Bank:	Persons released from custody by the Courts who are ordered to report to the police
Retention and Disposal:	As related criminal file package states

Risk Management

Location:	Legal
Legal Authority:	Community Safety and Policing Act; Insurance Act
Types of Information:	Agreements, contracts, memoranda of understanding, releases
Uses:	Provide insurance coverage
Users:	Members of the police service
Individuals in Bank:	Service personnel and businesses
Retention and Disposal:	File closure + 3 years

Secondary Employee Records

Location:	Office of the Chief of Police
Legal Authority:	Community Safety and Policing Act
Types of Information:	Personal information of members who engage in secondary employment outside of this Police Service
Uses:	To enable the Chief of Police to monitor compliance with the requirements of the Community Safety and Policing Act



- Users:** Chief's Office
- Individuals in Bank:** Police service members who engage in secondary employment outside of this service who were approved/denied by the Chief of Police
- Retention and Disposal:** Expiration of term of secondary employment authorization +1

Service Vehicle Collision Reports

- Location:** Corporate Services - Fleet Services, Legal, Traffic Services
- Legal Authority:** Workers' Compensation Act First Aid Regulation ; Highway Traffic Act; Community Safety and Policing Act
- Types of Information:** Details and descriptions of incident. Recommendations relating to preventable vs non-preventable classifications and comments pertaining to discipline.
Insurance information of involved parties.
Names, Addresses, Dates of Birth, Correspondence concerning collision involving Service owned and leased vehicles.
- Uses:** Record damage costs and for insurance settlements
Planning and evaluation
Produce statistics
To determine responsibility and assess penalties and establish preventative programs
To ensure damage repair estimates are obtained
- Users:** Corporate Services - Fleet Services, Legal, Traffic Services, Administration and support services personnel, Chief's Staff, Regional employees, Legal, Service's insurers, Planning and Research personnel, Unit Commanders, Professional Standards Bureau
- Individuals in Bank:** Service members involved in accidents while operating Service-owned or leased vehicles or vessels.
- Retention and Disposal:** Current year + 6 years



Telecommunications Records-Digital Files

Location:	Communications
Legal Authority:	Community Safety and Policing Act; Court of Justice Act; Justice Statute Law Amendment Act
Types of Information:	Operational radio, telephone communications initiated in Communications
Uses:	Investigative purposes, training,
Users:	Members of the police service, court
Individuals in Bank:	Persons who call the HRPS emergency (911) or non-emergency lines
Retention and Disposal:	30 months

Use of Force Qualification Records

Location:	Training Bureau
Legal Authority:	Community Safety and Policing Act
Types of Information:	Record of Use of Force training
Uses:	To ensure that officers remain qualified to carry their Use of Force options
Users:	Training Bureau, Administrative staff
Individuals in Bank:	All Halton Regional Police officers and employees who may be required to use force in the course of their duties
Retention and Disposal:	Merged into Human Resource Services Personnel file after termination



Victim Services Files

Location:	Information and Records Services, Victim Services Unit
Legal Authority:	Community Safety and Policing Act
Types of Information:	Occurrence reports, contact information, client interaction, application files
Uses:	Maintain record of victims of crime and trauma, maintain record of VSU volunteers
Users:	Members of the Police Service
Individuals in Bank:	Victims of crime and trauma and HRPS VSU Volunteers
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy

Vulnerable / Wandering Persons Registry

Location:	Victim Services
Legal Authority:	Voluntary
Types of Information:	Name, date of birth, address, phone number, registry number, languages spoken, medication taken, places known to wander, next of-kin information, tendencies, routines, recent photograph(s) of the individual, de-escalation techniques, fears etc
Uses:	Assist in the location of individuals who go missing within the Region of Halton. Also, to prepare officers with detailed information for vulnerable individuals who may become involved with Halton Regional Police Service for some reason.
Users:	Members of the Police Service
Individuals in Bank:	Any person who due to a medical, mental health or physical condition, may exhibit patterns of behavior that may pose a danger to themselves or to others. This could include; an inclination to wander, the inability to communicate, fascinations or attractions (water, construction sites, etc.) and social responses (fear of strangers, aggression).
Retention and Disposal:	Until no longer in registry (voluntary)



Warrants

Location:	Information and Records Services
Legal Authority:	Community Safety and Policing Act
Types of Information:	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, First Instance, Family Court, County Court, Witness, Surety, Parole, Probation, Committal)
Uses:	Store warrants until executed or cancelled. Confirm existence to outside agencies. Deliver upon request to officers or other law enforcement officials.
Users:	Halton Regional Police staff, law enforcement officials
Individuals in Bank:	Individuals who have warrants issued for their arrest
Retention and Disposal:	Until executed or rescinded

Workers Compensation Records

Location:	Region of Halton Employee Health, Safety and Wellness Team (EHSWT) and/or HRPS Human Resources Services
Legal Authority:	Workplace Safety & Insurance Act; Occupational Health & Safety Act; Comprehensive Ontario Police Services Act
Types of Information:	Name/address/date of birth/telephone number, social insurance number, details of injury/accident. Personal Accident Investigation Report WSIB Form 8 Functional Abilities Evaluation MLTISD Notice of critical injuries Parklane Software Written letters and/or emails
Uses:	Process claims made under the Workers Compensation act Produce statistics
Users:	Workplace Safety and Insurance Board, Office of the Chief of Police, Human Resource Services staff, Health and Safety Committee, Halton Region staff
Individuals in Bank:	Members of the Police Service submitting an accident report or claim
Retention and Disposal:	Variable in accordance with the HRPS Records Retention Policy



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

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