PUBLIC SECURITY
PEACE OFFICER PROGRAM

CPIC POLICY

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RESPECT
ACCOUNTABILITY
INTEGRITY
EXCELLENCE
# TABLE OF CONTENTS

1.0 Overview.................................................................................................................. 2
   1.1 Canadian Police Information Centre ................................................................. 2
   1.2 Peace Officer Program CPIC ORI Available Information................................. 2

2.0 Roles, Responsibilities and Definitions ................................................................. 3
   2.1 Director, Policing Standards and Audits .............................................................. 3
   2.2 Manager, Peace Officer Program ........................................................................ 3
   2.3 Auditor/Investigator ............................................................................................. 3
   2.4 Complaint Coordinator ....................................................................................... 3
   2.5 CPIC Agency Providing CPIC Information .......................................................... 3
   2.6 Authorized Employer of Peace Officers .............................................................. 5
   2.7 Authorized Community Peace Officer ............................................................... 5
   2.8 CPIC Operator ..................................................................................................... 5
   2.9 Security of CPIC Materials, Records and Information ....................................... 6

3.0 CPIC Authority ......................................................................................................... 6

4.0 Memorandum of Understanding .......................................................................... 6

5.0 CPIC Code of Conduct .......................................................................................... 6

6.0 Confidentiality and Dissemination of CPIC Information ...................................... 7

7.0 Requesting CPIC Access ....................................................................................... 7

8.0 Procedures ............................................................................................................... 8

9.0 CPIC Audits ........................................................................................................... 9

10.0 Reporting Procedures ............................................................................................ 9

APPENDIX A .................................................................................................................. 10
1.0 OVERVIEW

1.1 Canadian Police Information Centre

The Canadian Police Information Centre (CPI Centre) is a National Police Information System under the stewardship of the RCMP, providing functional guidance and oversight for the national information sharing tools which provide secure, timely and accurate criminal justice and public safety information to Canadian and international law enforcement agencies as well as domestic agencies having a role complementary to, and in support of law enforcement.

As established by the current Memorandum of Understanding between the CPI Centre and the Ministry of Justice and Solicitor General (Public Security Division), the Peace Officer Program is an authorized CPIC agency. Community Peace Officers Level 1 in the province of Alberta may only obtain access to the CPIC system as authorized by the Peace Officer Program in accordance with the Memorandum of Understanding, CPIC Policy and this Policy Manual.

1.2 Peace Officer Program CPIC ORI Available Information

The following CPIC information is available through the Peace Officer Program’s CPIC ORI to authorized Community Peace Officers:

- Driver licence and vehicle registration for British Columbia, Alberta and Saskatchewan.
- Stolen vehicles/plates (Canada wide).
- Outstanding warrants (Canada wide).
- Persons (accused, court action, conditions, behaviours, youths) (Canada wide).
- Stolen property (Canada wide).
- Criminal records (Canada wide).
- Wandering persons (Canada wide).
2.0 ROLES, RESPONSIBILITIES and DEFINITIONS

The Alberta Justice and Solicitor General will be the designated CPIC agency for the Peace Officer Program (excluding Alberta Peace Officer). The Public Security Division will be responsible to provide administration and oversight.

2.1 Director, Policing Standards and Audits

The Director, Policing Standards and Audits is responsible for the day-to-day administration of CPIC access for the Peace Officer Program CPIC. The Director will oversee Program auditors by when conducting audits under the Peace Officer Program's CPIC Policy.

Additionally, the Director will coordinate with the Program's Manager 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 Manager, Peace Officer Program

The Manager reports to the Director and is primarily responsible for supervising the auditors/investigators and their audits/investigations relevant to breaches of CPIC policies.

2.3 Auditor/Investigator

An auditor/investigator will investigate telephone and written complaints alleging violations of CPIC National Policy or the Peace Officer Program’s CPIC Policy. It will be the auditor/investigator’s responsibility to provide written reports to the Manager with recommendations as to the validity of the complaint as well as providing appropriate remedial actions.

In addition, it is also the auditors/investigators responsibility to conduct audits at the direction of the Director and prepare all documents associated with the audits to the Director for review.

2.4 Complaint Coordinator

The Complaint Coordinator is responsible for ensuring the administrative (IAPro) and investigative elements of public complaints concerning CPIC National Policy or the Peace Officer Program's 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.

The complaint coordinator will also be responsible for tracking CPIC audits and ensure all audit documentation is uploaded onto IAPro.

2.5 CPIC Agency Providing CPIC Information

CPIC agencies providing CPIC information (through MOUs with the Peace Officer Program) to authorized Community Peace Officers through the Peace Officer Program’s CPIC ORI. These agencies are responsible for the following:
• Manage any costs associated with providing CPIC information to the authorized employer’s Community Peace Officers through the Peace Officer Program’s CPIC ORI.

• Ensure that any access to the Peace Officer Program’s CPIC ORI by the authorized employer’s authorized Community Peace Officers will be for law enforcement function/purposes only and in accordance with CPIC National Policy or the Peace Officer Program’s CPIC Policy.

• Ensure that the Peace Officer Program’s CPIC ORI is not to be used for conducting security, criminal or vulnerable sector checks.

• Ensure that the Peace Officer Program’s CPIC ORI is not used for investigating civil matters.

• Ensure that its authorized persons having access to the Peace Officer Program’s CPIC ORI must undergo a criminal record check in accordance with CPIC National Policy and proof of the security screening will be made to the Peace Officer Program upon request.

• Ensuring that its personnel that will have access to the Peace Officer Program’s CPIC ORI will receive or has received training from the CPI Centre Field Operations Section or from qualified personnel within their section.

• Acknowledges ultimate responsibility for all access to the Peace Officer Program’s CPIC ORI from any device located on their side of the network connection or interface.

• Implementing measures to prevent network or computer security breaches with regards to the Peace Officer Program’s CPIC ORI which, as articulated in the CPIC National Police Service Secure Communication policy, may result in the disclosure, modification or deletion of information obtained or residing in the Peace Officer Program’s CPIC ORI.

• Ensure that the REM keyword (Remarks) in all queries from the Peace Officer Program’s CPIC ORI by authorized Community Peace Officers includes the name or a unique qualifier of the requesting Community Peace Officer, the reason and file number for which the query is being conducted.

• Ensuring that sufficient documentation will be placed on file for a period of two years to verify the queries conducted are for purposes allowed under this Policy.

• Will report any and all known or suspected breaches of security or misuses of the Peace Officer Program’s CPIC ORI by either its personnel or by authorized Community Peace Officers to the Director through the Complaints Coordinator.

• Will investigate any known or suspected breaches of security or misuses of the Peace Officer Program’s CPIC ORI by its personnel.

• Providing the results of their investigation as well as any administrative action such as suspension or cancellation of the personnel's access to the Program’s ORI to the Program and Alberta/NWT CPIC Field Operations Section.

• Will only allow access to the following databanks from the Peace Officer Program’s CPIC ORI in order to provide information to the authorized Community Peace Officers:
  - Investigative – Persons, Property and Vehicle/Marine identification banks.
Ancillary Databanks—Alberta, Saskatchewan and British Columbia driver and vehicle as well as Youth Criminal Justice Act.

- Will not maintain any records on the Peace Officer Program’s CPIC ORI.

**2.6 Authorized Employer of Peace Officers**

Authorized employers are government of quasi-government agencies who have been authorized by the Director of Law Enforcement of employ/engage peace officers in Alberta. Authorized employers are responsible for the following;

- Will be responsible for any costs associated with the CPIC Agency (with the exception of the Sheriffs Operations Communication Centre which is at no cost) providing CPIC information to its authorized Community Peace Officer through the Peace Officer Program’s CPIC ORI.

- Ensuring that only authorized Community Peace Officers that have approved by the Peace Officer Program will access CPIC information through the Peace Officer Program’s CPIC ORI.

- Ensuring that any access to the Peace Officer Program’s CPIC ORI by its authorized Community Peace Officers will be for law enforcement function/purposes only and in accordance with CPIC National Policy and the Peace Officer Program’s CPIC Policy.

- Ensuring that the Peace Officer Program’s CPIC ORI is not to be used for conducting security, criminal or vulnerable sector checks by its authorized Community Peace Officers.

- Ensure authorized Community Peace Officers will not use the Peace Officer Program’s CPIC ORI for investigating civil matters.

- Reporting any and all known or suspected breaches of security or misuses of the CPIC Information Systems of the Peace Officer Program’s CPIC ORI by their authorized Community Peace Officers to the Peace Officer Program using Incident Form PS 3535.

**2.7 Authorized Community Peace Officer**

A Community Peace Officer as defined by section 7 of the Peace Officer Act who is authorized by the Peace Officer Program to access CPIC information through the Peace Officer Program’s CPIC ORI.

**2.8 CPIC Operator**

Personnel employed by a CPIC Agency for the purposes of providing CPIC information to authorized Community Peace Officers.

All CPIC operators providing CPIC information to authorized Community Peace Officers for the Peace Officer Program will be trained and hold the appropriate security classification as per the standards identified by CPIC National Policy (Ottawa).
2.9 Security of CPIC Material, Records and Information

The CPIC agency providing CPIC access, the authorized employer and authorized Community Peace Officers will treat CPIC material, records and information as PROTECTED B and process, transmit, store, safeguard and dispose of this information in accordance with the requirements of the Government of Canada Treasury Board Policy on Government Security and associated security standards (https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=16578).

The authorized employer will direct all authorized Community Peace Officers to take all reasonable precautions to safeguard IDs and passwords and ensure that the sharing of user access information is not permitted.

Access to and disclosure of information from CPI Centre systems must comply with all applicable federal and/or province access to information and privacy laws.

3.0 CPIC AUTHORITY

The Peace Officer Program, through the Director, provides provincial level policy direction for Community Peace Officers that have been authorized access to CPIC information through the Peace Officer Program CPIC ORI.

4.0 MEMORANDUM OF UNDERSTANDING

A Memorandum of Understanding (MOU) between CPIC and the Peace Officer Program will be signed by both parties prior to allowing authorized Community Peace Officers access to CPIC. This MOU will permit access to CPIC information through the Peace Officer Program’s CPI ORI.

Individual MOUs will also be entered into by Peace Officer Program and authorized CPIC agencies (other than the Sheriffs Operations Communication Centre) in order to provide CPIC information directly to authorized Community Peace Officers through the Peace Officer Program’s CPIC ORI.

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 Director through the use of the Peace Officer Program’s Incident Report (PS3535). Misuse of CPIC by an authorized Community Peace Officer could result in the permanent loss of CPIC privileges as well as the suspension and/or cancellation of their peace officer appointment.

All breaches/violations by authorized Community Peace Officers will be investigated by the Peace Officer Program and shall be dealt with as follows:

1. **Allegation of Breach/Violation** – Upon report of a CPIC breach/violation, the Director 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 Director will provide the authorized employer and the Community Peace Officer 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; and
- Review of suitability to retain peace officer Appointment.

All authorized employers and Community 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 CPIC Acknowledgement form will be kept in their personnel file at their place of employment for audit purposes. A copy will be forwarded to the Director to be placed on their respective CPIC 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.

Access to and disclosure of information from CPI Centre systems must comply with all applicable federal and/or province access to information and privacy laws.

Although the Peace Officer Program is the CPIC Agency head, each authorized employer and authorized Community Peace Officer 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 National Policy concerning Protected B 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 Peace Officer Program, the originating agency will be contacted and permission obtained prior to the release of any information.

### 7.0 REQUESTING CPIC ACCESS

Only those authorized employers of peace officers and Community Peace Officers that have been authorized to access to CPIC information through the Peace Officer Program’s CPIC ORI will be given access to CPIC information. All requests for CPIC access will be forwarded to the Director with the following documents:

- Formal request letter that identifies the Community Peace Officer(s) by name and appointment number(s) requiring CPIC access;
- Copy of the Community Peace Officer’s verified criminal record check or RCMP Security Screening Form; and
8.0 PROCEDURES

All authorized Community Peace Officers will be required to contact either the Sheriffs Branch’s Security Operations Communication Centre or the authorized CPIC Agency (Operational Communication Centre/Police Service approved through an MOU) 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 an authorized Community 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 CPIC operator shall include in the message the name, Appointment number and contact information of the peace officer requesting the confirmation.

All authorized Community Peace Officers that request CPIC information shall input in their CPIC Log and 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.
CPIC access will not be utilized for conducting security, criminal or vulnerable sector checks of persons for employment or for civil matters.

9.0 CPIC AUDITS

The Peace Officer Program 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 Director will act as the administrative CPIC Coordinator for the Peace Officer Program and will be responsible for policy and CPIC Directive updates. Additionally, the Director will assist CPIC Auditors during all audits.

All authorized employers and Community Peace Officers will avail themselves to the Peace Officer Program for the purposes of conducting a Peace Officer Program CPIC audit and/or investigations.

10.0 REPORTING PROCEDURES

If an authorized Community Peace Officer is suspected of breaching/violating CPIC National Policy and/or the Peace Officer Program’s CPIC Policy, the authorized employer shall report the incident immediately to the Peace Officer Program Complaints Coordinator utilizing the Incident Report (PS 3535).
Appendix A
Acknowledgement Form
Appendix A

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 any 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 any 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 as PROTECTED B and process, transmit, store, safeguard and dispose of this information in accordance with the requirements of the Government of Canada Treasury Board Policy on Government Security and associated security standards with which I am entrusted or which I encounter by virtue of my employment.

In addition, I acknowledge that access to and disclosure of information from CPI Centre systems must comply with all applicable federal and/or province access to information and privacy laws.

I agree that any and 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. All CPIC material, records and information must not be removed from the confines of the office without the approval of my supervisor and when any such material, records or information 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, information and, where possible, material must be secured from access by unauthorized persons.
3. All CPIC material, records and information connected with or arising out of my work must be kept in accordance with the preceding paragraphs.
4. All CPIC material, records and information must be turned in to my supervisor prior to my transfer or termination of my employment.
5. All CPIC material, records and 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 Peace Officer Program’s CPIC Policy, CPIC National 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, records and information and that I will continue to protect the confidentiality of all CPIC information in accordance with the above acknowledgement (Government of Canada Treasury Board Policy on Government Security including any and all associated security standards and comply with all applicable federal and/or province access to information and privacy laws) Peace Officer Program’s CPIC Policy, CPIC National Policy and CPIC Reference Manual.