

LONDON POLICE SERVICE

Municipal Freedom of Information

and

Protection of Privacy Act



Directory of General Records

and

Personal Information Banks

(2014 edition)

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT


An Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards, effective January 1st, 1991.

Section 34 (1) *A head shall make available for inspection by the public an index of all personal information banks held in the custody or under the control of the institution setting forth, in respect of each personal information bank,*

- (a) its name and location;*
- (b) the legal authority for its establishment;*
- (c) the types of personal information maintained in it;*
- (d) how the personal information is used on a regular basis;*
- (e) to whom the personal information is disclosed on a regular basis;*
- (f) the categories of individuals about whom personal information is maintained; and*
- (g) the policies and practices applicable to the retention and disposal of the personal information.*

(2) The Head shall ensure that the index is amended as required to ensure its accuracy.

LONDON POLICE SERVICES BOARD

601 Dundas Street
P.O. Box 3415
London, Ontario
N6A 4K9
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“DEEDS NOT WORDS”

MANDATE

Her Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Ontario, in accordance with the Police Services Act, S.O. 1990, c. P. 15, s.1 enacts as follows:

1. Police Services 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.
 - (2) The importance of safeguarding the fundamental rights guaranteed by the Canadian Charter of Rights and Freedoms and the Human Rights Code.
 - (3) The need for co-operation between the providers of police services 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 ensure that police forces are representative of the communities they serve.

PURPOSE OF THE POLICE SERVICES BOARD

The London Police Services Board (LPSB) is the civilian governing authority for the London Police Service (LPS). The LPSB serves as the legal entity and signatory for the LPS.

The mandate of the LPSB is to oversee the provision of adequate and effective policing for the citizens of London. In essence, the LPSB is the Trustee of the public interest regarding the provision of police service in the community. The LPSB is also responsible for complying with standards issued by the Solicitor General and the Police Services Act. The Chief of Police, who is appointed by, and accountable to, the LPSB, is responsible for the day-to-day operational matters of the LPS.

The LPSB consists of five members including two Provincial Appointees, two City of London Council members and one City of London Council-Appointed citizen member.

ORGANIZATION OF THE LONDON POLICE SERVICE

The LPSB is responsible for the provision of adequate and effective police services in the City of London.

The LPSB is composed of five members including the head of the municipal council, or another member of the council appointed by resolution of the council; one member of the council appointed by resolution of the council; one person appointed by resolution of the council, who is neither a member of the council nor an employee of the municipality; and two persons appointed by the Lieutenant Governor in Council. The LPSB elects one of its members as Chair and one as Vice-Chair. The LPSB office is located at the Headquarters of the LPS.

The LPS is responsible for the policing and maintenance of law and order in the City of London, Ontario. The LPS is comprised of four divisions and an Executive Office. The divisions include the Uniformed Division, Criminal Investigation Division, Corporate Services Division and Support Services Division. The Executive Office is comprised of the Chief of Police, Deputy Chief of Operations, Deputy Chief of Administration, Legal Services, Financial Services and Professional Standards Branch.

The LPS maintains a centralized Headquarters located at 601 Dundas Street, P.O. Box 3415, London, Ontario, N6A 4K9.

The Corporate Services Division of the LPS, under the command of a Superintendent, is comprised of the Human Resources Branch, Corporate Support Branch and the Fleet and Facilities Branch. The Human Resources Branch, under the supervision of an Inspector, includes the Recruiting and Training Section and the Return to Work Coordinator. The Corporate Support Branch, under the supervision of an Inspector, is comprised of the Risk Management Unit, Corporate Communications and Public Relations, Program Evaluation Specialist, Research Analyst and a Diversity Officer.

The Uniformed Division of the LPS, under the command of a Superintendent, is comprised of the Patrol Operations Branch and the Community Policing Branch. The Patrol Operations

Branch, under the command of an Inspector, is directly responsible for the protection of life and property, the prevention of crime, the enforcement of all Federal and Provincial Statutes, and some Municipal By-Laws. The Patrol Operations Branch is comprised of Five Patrol Sections, the Emergency Response Section and the Communications Section. The Community Policing Branch, under the command of an Inspector, provides a variety of specialized support services to the community such as crime prevention, community foot patrol, and school safety. The Community Policing Branch is comprised of the Patrol Support Section and the Community Support Section. The Community Policing Branch also maintains a Community Foot Patrol Office located in the Covent Garden Market, 130 King Street London, Ontario, N6A 1C5, as well as the Police Reporting Centre located at 1001 Brydges Street, London, Ontario, N5W 2B5.

The Criminal Investigation Division, under the command of a Detective Superintendent, is responsible for conducting investigations into criminal activity and for providing investigative support to the Uniformed Division. The Investigations Branch is comprised of the Major Crime Section, Sexual Assault/Child Abuse Section, General Investigation Section, Forensic Identification Section, Fraud Section, Guns and Drugs Section, Organized Crime Section and the Investigative Response Unit.

The Support Services Division of the LPS, under the command of a Superintendent, is comprised of the Court, Records and Property Branch as well as the Information and Technology Branch. The Court, Records and Property Branch is under the command of an Inspector and includes the Court Services Section and the Court and Offender Section.

LONDON POLICE SERVICES BOARD

General Classes or Types of Records

Contains information relating to Board meetings, including:

- Adequacy Standards Mandatory Reports;
- Agendas and minutes of monthly meetings;
- Annual Reports, Business Plans and Auditor Reports;
- Board Policies;
- Civil Actions against the LPSB;
- Contracts and Agreements;
- Financial Records and Budget Preparation;
- General Correspondence;
- Planning Documents;
- Policies, Directives, Guidelines, Regulations and Procedures;
- Research, Opinions and Legal Advice.

PERSONAL INFORMATION BANKS
of the
London Police Services Board

Contain information relating to individuals involved with the LPSB, including employees and

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APPOINTMENTS and OATHS OF OFFICE

Location: LPSB

Legal Authority: Police Services Act, R.S.O. 1990

Types of Information: Name, address, telephone number, particulars of appointment and oath of office for members of the LPSB and LPS.

Uses: Record data.

Users: LPSB, Chief and Deputy Chiefs.

Individuals in Bank: Current and former Board Members, current and former Members of the LPS.

Retention and Disposal: Length of employment + 25 years. Records shred and/or digital file destroyed/erased/removed.

FREEDOM OF INFORMATION and PROTECTION OF PRIVACY RECORDS

Location: LPSB

Legal Authority: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

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: LPSB and the Freedom of Information Unit.

Individuals in Bank: Persons submitting requests for access/correction under the Legislation directly to the LPSB.

Retention and Disposal: Current + 1 year. Records shred and/or digital file destroyed/erased/removed.

GENERAL

Location: LPSB

Legal Authority: Police Services Act R.S.O. 1990

Types of Information: Names included in correspondence with public and Board members; Names included in Board meeting minutes, monthly reports and agendas.

Uses: Maintain record of Board meeting minutes and general correspondence.

Users: LPSB.

Individuals in Bank: Persons corresponding with the LPSB.

Retention and Disposal: Correspondence - Current + 7 years. Records shred and/or digital file destroyed/erased/removed.
Meeting Minutes - Permanent.

HUMAN RESOURCES

Location: LPSB

Legal Authority: Police Services Act, R.S.O. 1990

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 and photographs, schedules, and contracts pertaining to the Executive Office.

Uses: Document employee work, history and benefits and information to administer payroll and benefits package.

Users: LPSB.

Individuals in Bank: Chief, Deputy Chiefs, Board Members and employees of the Board.

Retention and Disposal: Length of employment + 25 years. Records shred and/or digital file destroyed/erased/removed.

LEGAL

Location: LPSB

Legal Authority: Police Services Act, R.S.O. 1990

Types of Information: Names, statements of claim and related correspondence regarding civil legal actions against the LPSB, legal advice, research and opinions relating to the LPSB, member disciplinary issues and member grievance files.

Uses: Document legal matters relating to the LPSB.

Users: LPSB members and employees, Chief and Deputy Chiefs.

Individuals in Bank: Members of the LPSB and LPS who are or may be subject to legal litigation, civilian complainants of legal matters.

Retention and Disposal: Close of file + 7 years. Records shred and/or digital file destroyed/erased/removed.

LONDON POLICE SERVICE

General Classes or Types of Records

Contains information relating to the LPS, including:

- Administrative records including statistics, 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 School Safety 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 transfers, organizational charts, job classifications and descriptions, pension, benefits and insurance;
- Public relations;
- 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.

PERSONAL INFORMATION BANKS

of the

London Police Service

Contain information relating to individuals involved in LPS programs, including employees and prospective employees, individuals subject to regulatory activity by the LPS and the individuals subject to or associated with law enforcement investigations

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APPLICATION FILES

Location: Human Resources Branch

Legal Authority: Police Service Act, R.S.O. 1990.

Types of Information: Name, date of birth, age, gender, home address, letter of application, education history, employment history, qualifications, applicant evaluation, candidate test answer sheets, employment and character references, police record checks information, candidate background package and candidate assessments and waivers.

Uses: Record applicant files.

Users: Human Resources Staff.

Individuals in Banks: Individuals applying for employment with the LPS.

Retention and Disposal: Sworn & Civilian – Current + 1 year. Records shred and/or digital file destroyed/erased/removed.

AUXILIARY POLICE

Location: Community Policing Branch

Legal Authority: Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Evidence Act, R.S.O. 1990, Limitations Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name, home address, date of birth, age, education, employment history, character references, other information relating to engagement, service or severance, activity reports, training records, security clearance information, testing results and waivers.

Uses: Evaluate eligibility for continued service.

Users: Chief's Staff, Community Policing Branch and Human Resources.

Individuals in Bank: Individuals serving as the LPS Auxiliary Unit.

Retention and Disposal: Serving Auxiliaries - Date of Resignation + 10 years.

Applications - Current + 1 year.

Records shred and/or digital file destroyed/erased/removed.

AWARDS and COMMENDATIONS

Location: Professional Standards Branch

Legal Authority: Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Evidence Act, R.S.O. 1990, Limitations Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name and employee number of members of the LPS and names and addresses of civilians recommended for awards or commendations.

Uses: To determine eligibility for an award or commendation by the LPSB or the LPS. **Users:** LPSB, Chief's Staff, Commendation Committee and Senior Staff.

Individuals in Bank: Persons or Members of the LPS who have been recommended for an award or commendation.

Retention and Disposal: Retirement or Death – permanent.

Resignation – date of resignation + 10 years.

Records shred and/or digital file destroyed/erased/removed.

CRIMINAL INTELLIGENCE FILES

Location: Criminal Investigations Division

Legal Authority: Evidence Act, R.S.O. 1990, Criminal Code, R.S.C. 1985.

Types of Information: Information on persons & organizations involved in criminal intelligence investigations into organized crimes, or other criminal activities.

Uses: Investigate offences under the laws of Canada and Ontario; detection and prevention of crime and the administration of justice.

Users: Members of the LPS, 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: Indefinite.

DISCIPLINE

Location: Professional Standards Branch

Legal Authority: Police Services Act, R.S.O. 1990.

Types of Information: Name, employee number, notice of disciplinary action, internal and external correspondence concerning a Member's conduct, testimony by witnesses, legal opinions and investigation record of possible misconduct.

Uses: Investigation of members, adjudicate disciplinary action and to produce statistics.

Users: LPSB, Chief's Staff, Senior Staff, Service Legal Counsel and the Ontario Civilian Police Commission.

Individuals in Bank: Members of the LPS who are or have been the subject of an internal investigation.

Retention and Disposal: Informal Discipline – 2 years from date of last discipline incident.

Formal Discipline – 5 years from date of last discipline incident.

Records shred and/or digital file destroyed/erased/removed.

DUTYBOOKS

Location: Support Services Division

Legal Authority: Police Services Act, R.S.O. 1990, Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.

Type of Information: Name, address, sex, telephone number, driver's licence number, statements, criminal history of victims, witnesses, suspects, accused and other involved individuals who have some form of Police contact.

Uses: To record daily work history.

Users: Members of the LPS.

Individuals in Bank: Individuals who come into Police contact.

Retention and Disposal: Current + 35 years. Records shred and/or digital file destroyed/erased/removed.

EMPLOYEE PAYROLL and BENEFITS RECORDS

Location: Financial Services

Legal Authority: Income Tax Act, R.S.O. 1985 Income Tax Act, R.S.O. 1990, Employment Standards Act, 2000, R.S.O. 2000, Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name, address, employee number, date of birth, telephone, sex, marital status, dependent information, citizenship, social insurance number, health, medical records, performance payroll & benefit transactions, attendance records, beneficiaries, next-of-kin and garnishments.

Uses: Document employee work history and benefits information to administer payroll and benefits package.

Users: Financial 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: Retirement or death: permanent.

Resignation or Termination: 10 years.

Records shred and/or digital file destroyed/erased/removed.

EQUIPMENT and FIREARMS RECORDS

Location: Human Resources Branch

Legal Authority: Equipment and Use of Force Regulation under the Police Services Act, R.S.O. 1990, Firearms Interest Police (FIP) records.

Types of Information: Name, employee number, uniforms and equipment issued to member, service revolver registrations.

Uses: Maintain official record of uniforms, equipment and firearms issued to Members of the LPS.

Users: Human Resources Branch

Individuals in Bank: Current and former Members of the LPS.

Retention and Disposal: Equipment - Retirement or death: permanent.

- Resignation or Termination: 10 years.

Firearms Maintenance – Life of the firearm.

Records shred and/or digital file destroyed/erased/removed.

FINGERPRINT FILE

Location: Forensic Identification Section

Legal Authority: DNA Identification Act, S.C. 1998, Criminal Code, R.S.C. 1985, Identification of Criminals Act, R.S.C. 1985.

Types of Information: Name of contributing agency/department, accused's file number, 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 offender, 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 and investigation of criminal offence.

Users: Members of the LPS, Law enforcement agencies, courts and other agencies involved in the administration of justice.

Individuals in Bank: Persons charged with indictable offences.

Retention and Disposal: Adults – Application requesting to destroy has met all criteria.

Young Persons - per the YCJA.

Consent Prints (for elimination purposes) - compared and immediately returned or destroyed.

Civil Prints (Record Check Purposes) – current + 2 yrs.

Fingerprint Street Check – current + 2yrs.

Police Personnel – Retirement/Death – permanent.

– Resignation/Termination + 10yrs.

Records shred and/or digital file destroyed/erased/removed.

FREEDOM OF INFORMATION and PROTECTION OF PRIVACY RECORDS

Location: Support Services Division

Legal Authority: Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990

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: LPSB, Freedom of Information Unit, Legal Director and Information and Privacy Commissioner of Ontario.

Individuals in Bank: Persons submitting requests for access/correction under the Legislation.

Retention and Disposal: Current + 1 year. Records shred and/or digital file destroyed/erased/removed.

GRIEVANCE FILES

Location: Executive Office

Legal Authority: Police Services Act, R.S.O. 1990.

Types of Information: Name, employee number and correspondence concerning grievances made pursuant to the provisions of the working agreements.

Uses: Official record of grievances and their final adjudication.

Users: LPSB, Arbitrators, Senior Staff and Service Legal Counsel.

Individuals in Bank: Persons involved in grievance procedures.

Retention and Disposal: Permanent.

INVESTIGATIVE CASE RECORDS

Location: Support Services Division

Legal Authority: Criminal Code, R.S.O. 1985, Youth Criminal Justice Act, Police Services Act, R.S.O. 1990, Evidence Act, R.S.O. 1990, The Highway Traffic Act, R.S.O. 1980.

Types of Information: Name, address, date of birth, phone number, investigation and occurrence reports, follow-up reports, Forensic Identification reports, exhibit reports, copies of court documents, criminal identification file, videotapes and audiotapes, polygraph charts, court briefs and criminal records.

Uses: Investigate and prosecute offenses under the laws of Canada and Ontario, municipal by-laws, detection, prevention and suppression of crime, policing, law enforcement and general administration.

Users: Members of the LPS, 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: Occurrence Reports with no charges – as per Retention Period prescribed in London Police Procedure, Part 16, Chapter 6, Appendix 1.
Occurrence Reports where charges laid – 10 years.
Major Case Files – Permanent.
Audiotapes/Videotapes – as per associated occurrence.
Records shred and/or digital file destroyed/erased/removed.

KEYHOLDER and ALARM PREMISE FILE

Location: Community Policing Branch

Legal Authority: Income Tax Act, R.S.O. 1985. Income Tax Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name, address, telephone number and related information.

Uses: Contact persons in emergencies.

Users: Members of the LPS.

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: While valid or until usefulness has expired. Records shred and/or digital file destroyed/erased/removed.

LITIGATION

Location: Executive Office

Legal Authority: Police Services Act, R.S.O. 1990.

Types of Information: Names, statements of claim and related correspondence concerning Service members who are the subject of legal proceedings.

Uses: Document legal claims and provide assistance to Service Insurers and their agents.

Users: Chief's Staff, Service Legal Counsel, Insurers or its agents.

Individuals in Bank: Members of the LPS who are or may be subject to legal litigation.

Retention and Disposal: Permanent.

MASTER NAME INDEX

Location: Support Services Division

Legal Authority: Police Services Act, R.S.O. 1990.

Types of Information: Name, date of birth, address, sex, phone number and physical description.

Uses: Query purposes.

Users: Members of the LPS.

Individuals in Bank: Persons coming into contact with the LPS.

Retention and Disposal: Purged upon deletion of last police record. Records shred and/or digital file destroyed/erased/removed.

MOTOR VEHICLE COLLISIONS

Location: Community Policing Branch

Legal Authority: Highway Traffic Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name, address, sex, telephone number, medical information, driver's licence information and statements.

Uses: Investigate and prosecute offenses under the laws of Canada and Ontario, as well as Municipal By-Laws.

Users: Members of the LPS, Law Enforcement Agencies, courts, other agencies involved in the administration of justice, the City of London, the Ministry of Transportation and Communications and insurers or their agents.

Individuals in Bank: Individuals involved in motor vehicle collisions.

Retention and Disposal: Injuries/Damage over or under \$1000 – 5 years.

Fatal – 35 years.

Records shred and/or digital file destroyed/erased/removed.

PERSONNEL FILES

Location: Human Resources Branch

Legal Authority: Income Tax Act, R.S.O. 1985, Income Tax Act, R.S.O. 1990, Employment Standards Act, 2000, R.S.O. 2000, Employment Standards Act, 2000, R.S.O. 2000, Industrial Standards Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

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, attendance records, employee building pass and warrant card records, Recruit Training Manuals, routine orders regarding transfers and promotions and training certificates.

Uses: Record work history.

Users: Human Resources Branch.

Individuals in Bank: Current and temporary employees.

Retention and Disposal: Applications – upon permanent employment, current + 1 year.

Performance appraisals – 5 years or longer if directed.

Recruit Training Manuals – 1st Class Constable Status + 1 year.

Personnel Files – Resignation/Termination + 10 years.

– Retirement/Death - permanent.

Records shred and/or digital file destroyed/erased/removed.

PROMOTIONAL PROCESS

Location: Executive Office

Legal Authority: Police Services Act, R.S.O. 1990

Types of Information: Name, employee number and completed tests, examinations and interview scores on a list.

Uses: To assist in determining a Member's suitability and eligibility for promotion, document the testing, examination and interview process and to identify training needs.

Users: LPSB, Chief's Staff, Human Resources Branch.

Individuals in Bank: Members taking part in the promotional process.

Retention and Disposal: 30 days. Records shred and/or digital file destroyed/erased/removed.

PUBLIC COMPLAINTS

Location: Professional Standards Branch

Legal Authority: Police Services Act, R.S.O. 1990

Types of Information: Investigate reports, incident reports, statements of members, statements of witnesses and complaints, related audio/video files, related correspondence of Members and complainants.

Uses: Investigate public complaints to identify causes and develop remedial measures, provide evidence in tribunals or court, and produce statistics.

Users: LPSB, Chief's Staff, Senior Staff, Professional Standards Branch and Service Legal Counsel.

Individuals in Bank: Individuals making general inquiries or registering complaints against the activity of the LPS or its Members.

Retention and Disposal: Current year + 5 years. Records shred and/or digital file destroyed/erased/removed.

RECORDS SCREENING

Location: Support Services Division

Legal Authority: OACP LEARN Guideline for Police Record Checks, September 2013, Criminal Records Act R.S.C, 1985, c. C-47, Children's Law Reform Act-O. Reg. 24/10, Change of Name Act, R.S.O., 1990, c C-7, Police Services Act, R.S.O. 1990

Types of Information: Name, address, telephone number, date of birth, purpose for record check, position, agency name, correspondence with other police agencies and copies of complete request.

Uses: Maintain a record of requests for CPIC audit compliance and to compile statistics.

Users: LPSB, CPIC Auditor and the Records Screening Unit.

Individuals in Bank: Persons submitting requests for employment, volunteer or adoption purposes, name change, non-parent custody applications or record suspension under the various legislation directly to the LPSB.

Retention and Disposal: Current + 2 years. Records shred and/or digital file destroyed/erased/removed.

SERVICE MOTOR VEHICLE COLLISIONS

Location: Community Policing Branch and Human Resources Branch

Legal Authority: Workers' Compensation Act R.S.O. 1990, Highway Traffic Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name, address, date of birth, drivers licence information, phone number, gender, collision details and statements, correspondence concerning collisions involving Service-owned and leased vehicles.

Uses: Record damage settlements, planning and evaluation, produce statistics; to determine responsibility and access penalties and establish preventative programs; to ensure damage repair estimates are obtained.

Users: Community Policing Branch, Human Resources Branch, Professional Standards Branch, Insurers, Unit Commanders and Service Legal Counsel.

Individuals in Bank: Service members involved in collisions while operating Service-owned or leased vehicles.

Retention and Disposal: Injuries/Damage/No damage - 5 years.

Fatal – 35 years.

Records shred and/or digital file destroyed/erased/removed.

TELECOMMUNICATIONS RECORDS- DIGITAL FILES, VIDEOTAPES

Location: Support Services Division and Uniformed Division

Legal Authority: Police Services Act, R.S.O. 1990.

Types of Information: Operational radio, telephone communications initiated or received in communication centres, audio/visual tapes of Headquarters Reception Unit, Headquarters Detention Unit, Property and Evidence Control and Police Cruisers with Recording Capabilities.

Uses: Playback record of emergency calls, administrative and law enforcement purposes and provide evidence for court proceedings.

Users: Members of the LPS, law enforcement agencies and the courts.

Individuals in Bank: Members of the LPS including members of other law enforcement agencies and individuals involved in investigations under the Criminal Code, other federal and provincial statutes or Municipal By-Laws.

Retention and Disposal: Communications Centre Recordings – current + 5 years.

Headquarters Response Unit/ Headquarters Detention Unit – 90 days + 2 years digital back up.

Property and Evidence Control – 90 days.

Police Cruiser Recordings – 90 days, copies used for investigative reasons assume retention period of associated occurrence.

Records shred and/or digital file destroyed/erased/removed.

USE OF FORCE REPORT

Location: Human Resources Branch

Legal Authority: Equipment and Use of Force Regulation, under the Police Services Act, R.S.O. 1990, Firearms Interest Police (FIP) records, Police Services Act, R.S.O. 1990.

Types of Information: Name, member number, incidents requiring use of force report and related correspondence.

Uses: Document incidents where members are involved in use of force situations requiring a use of force report and to provide statistics.

Users: LPSB, Chief's Staff, Senior Staff, Human Resources Branch.

Individuals in Bank: Members who have used sufficient force on a person during the execution of their duties requiring a use of force report and persons who have had sufficient force applied to their person by police during the execution of their duties requiring a use of force report.

Retention and Disposal: Use of Force Report Part A – 2 years.

Use of Force Report Part B – 30 days.

Records shred and/or digital file destroyed/erased/removed.

WORKER'S COMPENSATION RECORDS

Location: Human Resources Branch

Legal Authority: Worker's Compensation Act, R.S.O. 1990, The Occupational Health and Safety Act, R.S.O. 1990, Police Services Act, R.S.O. 1990.

Types of Information: Name, address, date of birth, telephone number, social insurance number and details of the injury or accident.

Uses: Process claims made under the Worker's Compensation Act and produce statistics.

Users: Workplace Safety and Insurance Board, Chief's Staff, Human Resources Branch.

Individuals in Bank: Members of the LPS submitting an Accident Injury Report or claim.

Retention and disposal: Permanent.

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

London Police Service
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601 Dundas Street
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csd@police.london.ca