

Niagara Regional Police Service



**Directory of Records
And
Personal Information Banks Index
2023**

Requests for access to records under the
Municipal Freedom of Information and
Protection of Privacy Act

can be directed to:

Information & Privacy Unit
Niagara Regional Police Service
5700 Valley Way
Niagara Falls, Ontario
L2E 1X8

Table of Contents

Head of the Institution	4
Delegation of Powers.....	4
Responsibilities of the Institution	4
Police Services Board	4
Mission Statement of the Niagara Regional Police Service.....	4
Organization	5
General Classes or Types of Records	6
Personal Information Banks Index	7
Auxiliary Police Records.....	7
Civil Litigation	7
Court Package Files	8
Crime Analysis Records	8
Criminal Intelligence Records	9
Employee Contact Records.....	9
Employee Files	10
Employee Payroll and Benefit Records	10
Employment Applicant Files	11
Equipment Records.....	11
Freedom of Information and Protection of Privacy Records	12
Keyholder Contact Records	12
Known Offender Files	13
Offence and General Investigation Records	13
Officer Notebooks / Duty Books	14
Point of Sale Records	14
Police Record Checks.....	15
Professional Standards Files	15
Promotional Process Records	16
Use of Force.....	16

Head of the Institution

Chair
Regional Municipality of Niagara Police Services Board
5700 Valley Way
Niagara Falls, Ontario
L2E 1X8
Phone: 905-688-4111
www.niagarapolice.ca

Delegation of Powers

(with respect to all records under the control of the Chief of Police)

Chief of Police
Niagara Regional Police Service
5700 Valley Way
Niagara Falls, Ontario
L2E 1X8
Phone: 905-688-4111
www.niagarapolice.ca

(with respect to all records under the control of the Board)

Executive Director
Regional Municipality of
Niagara Police Services Board
5700 Valley Way
Niagara Falls, Ontario
L2E 1X8
Phone: 905-688-4111
www.niagarapolice.ca

Responsibilities of the Institution

Police Services Board

The Regional Municipality of Niagara Police Services Board is responsible for the provision of police services in the Niagara Region. It is responsible for the provision of adequate and effective police services, law enforcement of policies, and crime prevention within the Region, a duty it discharges through the enactment of policies. In consultation with the Chief of Police, it establishes the general policing priorities for the Regional Municipality of Niagara. The Board is the civilian body governing the Niagara Regional Police Service.

Mission Statement of the Niagara Regional Police Service

The Niagara Regional Police Service is dedicated to serving and protecting residents and visitors within the Regional Municipality of Niagara. In partnership with the community, we shall provide quality policing services, with integrity, diligence and sensitivity.

Organization

The Niagara Regional Police Service is divided into six areas of command, namely:

- Corporate Services
- District Operations
- Emergency & Investigative Services
- Executive Services
- Operational Support
- Technology Services

The Chief of Police is responsible for:

- administering the Police Service and overseeing its operation in accordance with the objectives, priorities and policies established by the Board;
- ensuring that members of the Police Service carry out their duties in accordance with the *Police Services Act* and the regulations and in a manner that reflects the needs of the community, and that discipline is maintained in the Police Service;
- ensuring that the Police Service provides community-oriented police services; and
- administering the complaints system.

The Deputy Chief of Operational Services is responsible to the Chief of Police for:

- District Operations
 - District Stations
 - Duty Office
 - Community Engagement
- Emergency & Investigative Services
 - Emergency Response
 - Traffic Management & Road Safety
 - Major Crime
 - Special Victims
 - Special Investigative Services

The Deputy Chief of Support Services is responsible to the Chief of Police for:

- Corporate Services
 - Finance
 - Records & Information Management
 - Fleet
 - Evidence Management
- Executive Services
 - Professional Standards
 - Human Resources
 - Service Psychologist
 - Professional Development
 - Member Support
 - Diversity & Inclusion

- Operational Support
 - Court Services
 - Prisoner Management
 - Communications
 - Real Time Operations Centre
- Technology Services
 - IT Projects & Systems
 - Public Safety Radio
 - IT Network & Support
- General Counsel
- Policy & Risk Management
- Corporate Analyst

General Classes or Types of Records

Business Activities	Law Enforcement Activities
Compliance & Governance	Communications Centre and RTOC
Facilities, Fleet & Equipment	Court Services
Financial Management	District Operations
Human Resources Management	Emergency Services
Information Management	Evidence Management
Information Technology	Executive Services
	Investigative Support Services
	Offence Investigations (including General Investigations and Police Contact Occurrences)
	Records & Information Management

Personal Information Banks Index

Auxiliary Police Records

Location	Human Resources
Legal Authority	<i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, contact information, date of birth, education, employment history, character references, background check results; other information relating to work history, activity reports, appraisals, training records.
Uses of Information	To evaluate the eligibility of applicants for Auxiliary Police, and to document their work history with the Service.
Users of Information	Senior Leadership; Human Resources; Auxiliary Police Co-Ordinator; Auxiliary Police Senior Leadership.
Individuals in the PIB	Individuals serving as Auxiliary Police Officers.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Civil Litigation

Location	Policy and Risk Management
Legal Authority	Niagara Regional Police Service General Orders
Information Maintained	Name, contact information, age, medical, financial, education, employment and other personal information of those involved in civil litigation; reports, legal opinions, legal decisions, settlements, and related correspondence.
Uses of Information	To document civil litigation cases involving the Service.
Users of Information	Lawyers representing the Service; municipal risk management staff; appropriate members of the Service.
Individuals in the PIB	Individuals involved in litigation cases involving the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Court Package Files

Location	Court Services
Legal Authority	Enforceable laws and regulations of Canada and Ontario, including but not limited to: <i>Criminal Code</i> , R.S.C., 1985, c. C-46; <i>Provincial Offences Act</i> , R.S.O. 1990, c. P.33; <i>Highway Traffic Act</i> , R.S.O. 1990, c. H.8; etc. Also, the <i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, contact information, age, medical, financial, education, employment and other personal information of those involved in matters before the Courts; crown brief synopsis; and other Court related records.
Uses of Information	To provide information to the Crown Attorney / Prosecutor regarding charges laid by police.
Users of Information	Members of the Service; Crown Attorney / Prosecutor; defence counsel; accused persons.
Individuals in the PIB	Individuals involved in matters before the Courts.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Crime Analysis Records

Location	District Operations
Legal Authority	<i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Personal information of those suspected or charged in criminal activity in the Region.
Uses of Information	To conduct the systematic analysis of identifying and analyzing patterns and trends in crime.
Users of Information	Members of the Service and other law enforcement agencies.
Individuals in the PIB	Individuals suspected or charged in criminal activity.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Criminal Intelligence Records

Location	Investigative Support
Legal Authority	<i>Canada Evidence Act, R.S.C., 1985, c. C-5; Criminal Code, R.S.C., 1985, c. C-46; Police Services Act, R.S.O. 1990, c. P.15</i>
Information Maintained	Information on persons and organizations involved in criminal intelligence investigations into organized crime or other criminal activities.
Uses of Information	To investigate, detect and prevent offences under the laws of Ontario and Canada.
Users of Information	Members of the Service and other law enforcement agencies.
Individuals in the PIB	Individuals involved in or who are the subjects of criminal intelligence investigations.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Employee Contact Records

Location	Human Resources
Legal Authority	<i>Employment Standards Act, 2000, S.O. 2000, c. 41; Police Services Act, R.S.O. 1990, c. P.15</i>
Information Maintained	Name and contact information.
Uses of Information	To provide ease of access to contact employees of the Service when off duty.
Users of Information	Senior Leadership; Human Resources.
Individuals in the PIB	Individuals who are current employees of the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Employee Files

Location	Human Resources
Legal Authority	<i>Income Tax Act</i> , R.S.C., 1985, c. 1 (5th Supp.); <i>Employment Standards Act</i> , 2000, S.O. 2000, c. 41; <i>Police Services Act</i> , R.S.O. 1990, c. P.15; <i>Occupational Health and Safety Act</i> , R.S.O. 1990, CHAPTER O.1; <i>Workers' Compensation Act</i> , R.S.O. 1990, CHAPTER W.11
Information Maintained	Name, contact information, date of birth, education, employment history, character references, background check results; other information relating to work history, activity reports, appraisals, training records.
Uses of Information	To document the work history of employees with the Service.
Users of Information	Senior Leadership; Human Resources; Managers and Supervisors.
Individuals in the PIB	Individuals who are current or former employees of the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Employee Payroll and Benefit Records

Location	Finance
Legal Authority	<i>Income Tax Act</i> , R.S.C., 1985, c. 1 (5th Supp.); <i>Employment Standards Act</i> , 2000, S.O. 2000, c. 41; <i>Police Services Act</i> , R.S.O. 1990, c. P.15; <i>Occupational Health and Safety Act</i> , R.S.O. 1990, CHAPTER O.1; <i>Workers' Compensation Act</i> , R.S.O. 1990, CHAPTER W.11
Information Maintained	Name, contact information, date of birth, social insurance number; payroll and benefit transactions.
Uses of Information	To document the payroll and benefits received by employees with the Service.
Users of Information	Senior Leadership; Finance; Human Resources; Managers and Supervisors.
Individuals in the PIB	Individuals who are current or former employees of the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Employment Applicant Files

Location	Human Resources
Legal Authority	<i>Police Services Act, R.S.O. 1990, c. P.15</i>
Information Maintained	Name, contact information, date of birth, education, employment history, character references, background check results.
Uses of Information	To evaluate the eligibility of applicants for the Service.
Users of Information	Senior Leadership; Human Resources; Managers and Supervisors.
Individuals in the PIB	Individuals applying for employment with the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Equipment Records

Location	Quartermaster, Fleet and Facilities
Legal Authority	<i>Police Services Act, R.S.O. 1990, c. P.15</i>
Information Maintained	Name, badge / member number; uniform and equipment issued to Member.
Uses of Information	To inventory uniform and equipment issued to employees of the Service.
Users of Information	Senior Leadership Team; Human Resources; Managers and Supervisors.
Individuals in the PIB	Individuals who are current employees of the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Freedom of Information and Protection of Privacy Records

Location	Records and Information Management
Legal Authority	<i>Municipal Freedom of Information and Protection of Privacy Act</i> , R.S.O. 1990, c. M.56
Information Maintained	Personal information of requesters and third parties; records related to the processing of access / correction requests.
Uses of Information	To comply with the <i>Municipal Freedom of Information and Protection of Privacy Act</i> ; for planning, evaluation and audit, and statistical purposes.
Users of Information	Records and Information Management; Senior Management; Legal Counsel; Police Services Board.
Individuals in the PIB	Individuals submitting access / correction requests under the legislation.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Keyholder Contact Records

Location	Operational Support
Legal Authority	Voluntary participation
Information Maintained	Name and contact information for premise.
Uses of Information	To provide ease of access to contact keyholders of businesses, organizations, agencies, etc., in urgent circumstances.
Users of Information	Members of the Service.
Individuals in the PIB	Individuals who are owners, employees or persons involved with the premise that police can contact in the event of urgent circumstances regarding the premise.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Known Offender Files

Location	Records and Information Management
Legal Authority	<i>Criminal Records Act</i> , R.S.C., 1985, c. C-47; <i>Identification of Criminals Act</i> , R.S.C., 1985, c. I-1; <i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, contact information, date of birth, gender, marital or family status, employment history, criminal history, fingerprint information and other information collected for law enforcement purposes.
Uses of Information	To document the criminal history of accused persons.
Users of Information	Members of the Service.
Individuals in the PIB	Those accused of committing an offence.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Offence and General Investigation Records

Location	Records and Information Management
Legal Authority	Enforceable laws and regulations of Canada and Ontario, including but not limited to: <i>Criminal Code</i> , R.S.C., 1985, c. C-46; <i>Provincial Offences Act</i> , R.S.O. 1990, c. P.33; <i>Highway Traffic Act</i> , R.S.O. 1990, c. H.8; etc. Also, the <i>Youth Criminal Justice Act</i> , S.C. 2002, c.1; <i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, contact information, date of birth, investigation and incident reports, statements, exhibit reports, copies of court documents (summonses, warrants, etc.), prosecution summaries, photographs, reconstruction data, audio/video tapes and, in some instances, criminal records.
Uses of Information	To investigate, detect and prevent offences under the laws of Ontario, Canada, and the municipality.
Users of Information	Members of the Service.
Individuals in the PIB	Individuals involved in investigations under enforceable laws and regulations of Canada and Ontario, or Municipal By-laws.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Officer Notebooks / Duty Books

Location	Records and Information Management
Legal Authority	<i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, contact information, date of birth, gender, statements, criminal history of victims, suspects, accused, and other individuals who have had contact with police.
Uses of Information	To maintain accurate and complete notes in chronological order of all matters involving police activity.
Users of Information	Members of the Service.
Individuals in the PIB	Individuals who have contact with police.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Point of Sale Records

Location	Finance
Legal Authority	<i>Municipal Act, 2001</i> , S.O. 2001, CHAPTER 25; <i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Names of customers.
Uses of Information	To document sales transactions, such as which employee was involved, who the customer was and what items / services were sold.
Users of Information	Finance; Front Desks; Records and Information Management.
Individuals in the PIB	Individuals who purchase items / services from the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Police Record Checks

Location	Records and Information Management
Legal Authority	<i>Criminal Records Act</i> , R.S.C., 1985, c. C-47; <i>Police Record Checks Reform Act, 2015</i> , S.O. 2015, CHAPTER 30; <i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	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 of Information	To document a search of police records on an individual as part of a screening process for employment or volunteer work.
Users of Information	Records and Information Management.
Individuals in the PIB	Individuals applying for a police record check.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Professional Standards Files

Location	Professional Standards
Legal Authority	<i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, contact information, date of birth, investigation and incident reports, statements, exhibit reports, copies of court documents (summonses, warrants, etc.), prosecution summaries, photographs, reconstruction data, audio/video tapes and, in some instances, criminal records.
Uses of Information	To document the investigation and outcome of complaints, allegations, and misconduct regarding members of the Service.
Users of Information	Appropriate members of the Service; Prosecutors.
Individuals in the PIB	Individuals involved in investigations regarding complaints, allegations, and misconduct by members of the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Promotional Process Records

Location	Professional Development
Legal Authority	<i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, badge number, exam results, interview results.
Uses of Information	To evaluate the eligibility for promotion of uniform members of the Service.
Users of Information	Senior Leadership; Professional Development.
Individuals in the PIB	Individuals applying for promotion within the Service.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.

Use of Force

Location	Professional Development
Legal Authority	<i>Police Services Act</i> , R.S.O. 1990, c. P.15
Information Maintained	Name, badge number; details of use of force incident.
Uses of Information	To document the use of force by police in specified circumstances, in order to compile statistics and to assist with training.
Users of Information	Senior Leadership; Professional Development.
Individuals in the PIB	Individuals who have been involved in use of force incidents.
Retention and Disposal	In accordance with the Niagara Regional Police Service Records Classification & Retention Schedule, and the Retention and Destruction of Records Policy.