

Public Information Index

Waterloo Regional Police Service

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Waterloo Regional Police Service

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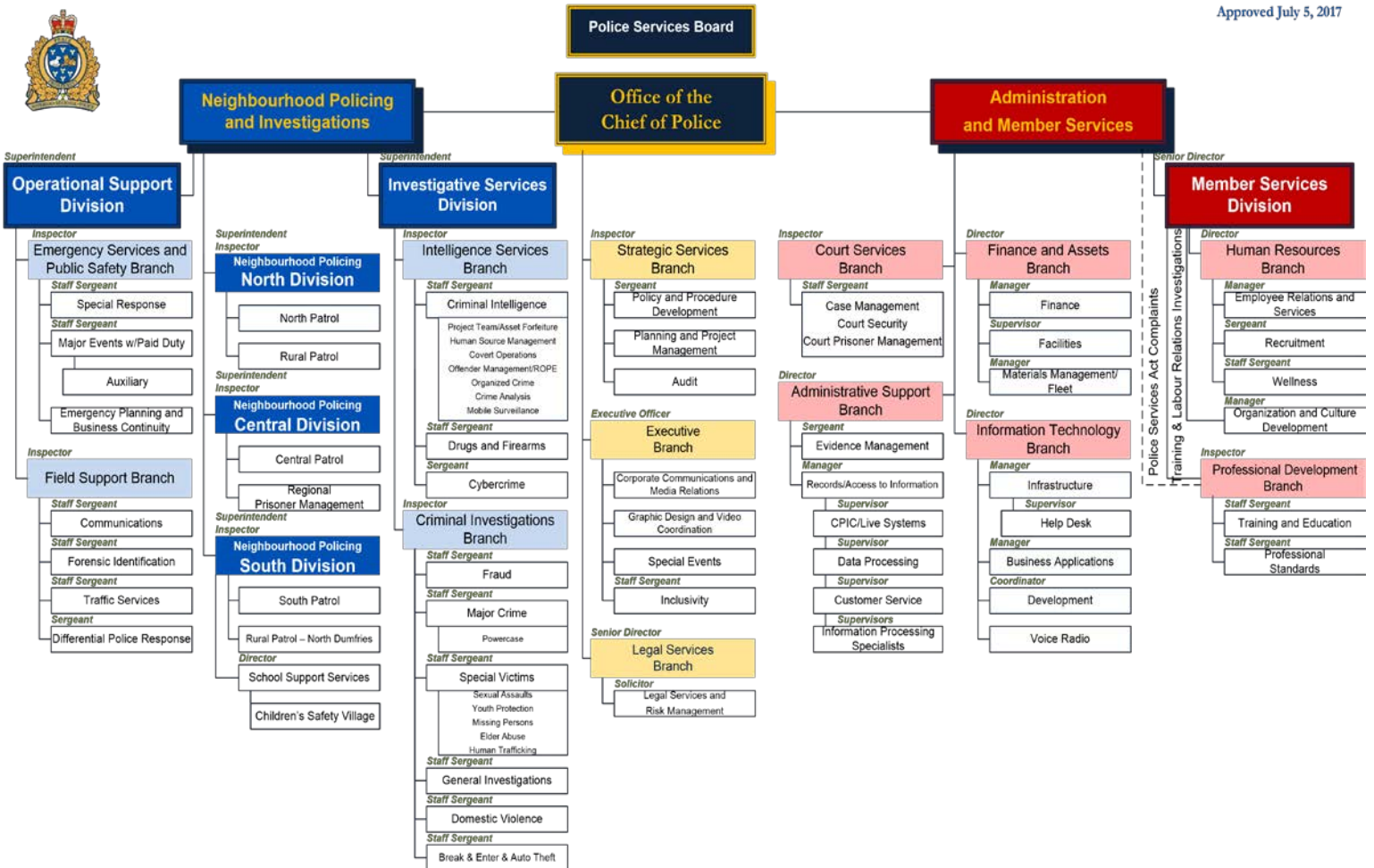
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Organization of the Waterloo Regional Police Service

WATERLOO REGIONAL POLICE SERVICE ORGANIZATIONAL CHART

Approved July 5, 2017



Responsibilities of the Institution

At the Waterloo Regional Police Service, we believe strongly in community policing and are committed to making a difference in the many diverse and vibrant neighbourhoods of Waterloo Region. We are the seventh largest police service in the province of Ontario and under the governance of the Police Services Board and the leadership of the Chief of Police. Waterloo Regional Police serve the municipalities of Kitchener, Waterloo and Cambridge and the Townships of Wellesley, Wilmot, Woolwich and North Dumfries.

The Waterloo Regional Police Service is committed to strengthening public safety and quality of life by working in partnership with the community in crime prevention, law enforcement, and providing assistance to all those who need our help.

Officers provide operational police service to the community consisting of frontline patrol, detectives, school resource, and special response. Officers undergo ongoing training - both mandated and developmental - in order to keep their knowledge and skills up to date. We provide professional service to the community and our members offer specialized skills and expertise. Civilian members are hired to work in areas such as; Communications, Records, Court Services, Information Technology, Human Resources and Forensic Identification.

Head of the Institution

Chair of the Board, Waterloo Regional Police Services Board
 P.O. Box 3070
 200 Maple Grove Road
 Cambridge, Ontario
 Telephone: (519-570-9777)

Institution Locations

Headquarters
 200 Maple Grove Road
 Cambridge, Ontario

North Division
 45 Columbia Street East
 Waterloo, Ontario

South Division
 176 Hespeler Road
 Cambridge, Ontario

Central Division
 134 Frederick Street
 Kitchener, Ontario

North Rural Division
 13 Industrial Drive
 Elmira, Ontario

South Rural Division
 34 Peel Street
 New Hamburg, Ontario

General Records

A general record is information that is not considered a personal information bank or publicly available record and may include but is not limited to:

- Administrative records
- Agreements/Contracts
- Correspondence and statistics relating to police pursuits
- Crime prevention and neighbourhood watch methods
- Emergency Services/Plans
- Enforcement of Federal / Provincial Statutes & Municipal By-Laws
- Equipment / Building Studies & Requirements
- Finance records
- Firearms
- Fleet Management
- General correspondence, news releases, audio/visual, film packages, annual reports
- Police Week Programs
- Property Management
- Public Awareness Programs
- Public Relations Programs
- Statistics
- Statutes & Municipal By-Laws
- Training Programs

Personal Information Banks

A personal information bank is information held by the Waterloo Regional Police Service (WRPS) relating to individuals including employees and prospective employees, individuals subject to regulatory authority and/or associated with law enforcement investigations, and individuals having contact with the Service.

Court Packages

Location: Court Services, Divisions, Digital

Legal Authority: Evidence Act, R.S.O. 1990, Criminal Code, R.S.C. 1985, Highway Traffic Act, R.S.O, 1990, Controlled Drugs and Substances Act, SC 1996

Types of Information Maintained: Criminal history and background information, names and contact information for Defendant(s) and all other involved parties, release documents, recordings, memos, arrest reports, charge information, and all supporting documentation held by police regarding the Defendant(s)

Uses: Provided to Crown Attorney/Prosecutor to aid in conviction of Defendant(s)

Internal Access By: WRPS Court Services members, Officers, Administrative Support at all Divisions

Category of Individuals in Bank: All involved parties, Officers

Retention and Disposal: Based on severity of occurrence to a maximum of 75 years

Investigative Case Files

Location: Divisions, Investigative Services, Headquarters, Digital

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

Types of Information Maintained: Information relating to any persons, suspects, arrested or wanted parties currently under investigation by WRPS members

Uses: Collect data and evidence to lay charges against an offender for the prosecutor

Internal Access By: WRPS members assigned to complete investigation

Category of Individuals in Bank: All parties related to the investigation including suspects, arrested or wanted parties, witnesses, complainants, etc.

Retention and Disposal: Based on severity of occurrence to a maximum of 75 years

Discipline Files

Location: Professional Standards Branch, Digital

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

Types of Information Maintained: Written records and recordings relating to investigation of member

Uses: Create a record of the investigation and determine disciplinary action where necessary

Internal Access By: Professional Standards

Category of Individuals in Bank: WRPS members under investigation, witnesses

Retention and Disposal: Per Police Services Act, Collective Agreement and Complaints/Civilian Discipline Policy

Driver Training Records

Location: Training and Education Unit

Authority: Police Services Act, R.S.O. 1990, Municipal Freedom of Information and Protection of Privacy Act, 1989

Types of Information Maintained: Information relating to driving ability of service personnel

Uses: To record the results of driver training and/or evaluations, statistical analysis to identify trends for development of training and education as well as reporting to the Police Services Board, record required additional training needs of individual Officers to track progress and/or the need for ongoing/additional training, risk management – reduce/prevent risk through analysis of statistics/trends

Internal Access By: Police Vehicle Operations Coordinator, Officer in Charge of the Training and Education Unit, Divisional Commander(s), direct supervisor(s), Deputy Chief of Operations

Categories of Individuals in Bank: WRPS members who have received training and/or evaluations in the operation of service motor vehicles

Retention & Disposal: Duration of employment

Employment Applicant Files

Location: Human Resources, Digital

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

Types of Information Maintained: Name, date of birth, contact information, resume, application, address history, references, security background check information, interview notes, progress records through hiring process

Uses: Track and record information pertaining to potential and successful hires, monitor return applicants

Internal Access By: Human Resources members

Category of Individuals in Bank: All individuals applying for employment with WRPS

Retention and Disposal: Once hired, indefinite. Unsuccessful applications are kept for six months

Firearms & Evidence Management

Location: Divisions, Headquarters, Digital

Legal Authority: Police Services Act, R.S.O. 1990, Criminal Code of Canada, R.S.C. 1991

Types of Information Maintained: Seized property, evidentiary items, documentation relating to storage and maintenance of all items

Uses: Track and monitor location of all property recovered by WRPS

Internal Access By: Evidence Management/Materials Management members, Officers

Category of Individuals in Bank: Owners of seized property

Retention and Disposal: Based on severity of occurrence to a maximum of 75 years

Master Name Index

Location: Information Technology, Digital

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

Types of Information Maintained: Name, date of birth, address, identified gender, race, identification numbers and reports on all individuals involved with WRPS

Uses: For reference and query purposes to categorize members of the public when they require assistance

Internal Access By: All members of WRPS

Category of Individuals in Bank: Any individual that has contacted WRPS

Retention and Disposal: Records updated or modified as required

Motor Vehicle Files

Location: Police Reporting Centre, Offsite Storage, Digital

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

Types of Information Maintained: Involved individuals information including witness, passenger and pedestrian data for collisions. Motor vehicle purchases, maintenance, damages and repairs sourced by WRPS. Automated Licence Plate Recognition vehicle and software

Uses: Gather driver information for investigation into collision. Track and maintain data on all vehicles owned by WRPS. Digitally identify subject drivers to increase response time and community safety

Internal Access By: Collision Report Specialist, Records/Access to Information Branch members, Officers

Category of Individuals in Bank: Individuals investigated by police, WRPS members

Retention and Disposal: Current + 6 years

Officer Notebooks

Location: Divisions, Offsite Storage, Digital

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

Types of Information Maintained: Handwritten data completed by Officers while on duty with information pertaining to daily calls and responsibilities including name and contact information for all involved parties.

Uses: Reference past work days to create reports, attend court, and account for time spent while on duty

Internal Access By: WRPS members

Category of Individuals in Bank: Individuals in contact with WRPS

Retention and Disposal: Duration of employment, after termination of employment + 75 years

Personnel Files

Location: Human Resources

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

Types of Information Maintained: Name, address, telephone number, education certificates, evaluations, oath of secrecy, grievances, long-term leave documentation, licences/credentials, promotional considerations, medical notes, benefits data, physical fitness test results, emergency contacts

Uses: Maintain up to date records regarding member progress through the service

Internal Access By: Human Resources members

Category of Individuals in Bank: All WRPS members

Retention and Disposal: Service duration + 10 years

Public Complaints

Location: Professional Standards Branch, Digital

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

Types of Information Maintained: Personal information relating to complaints against the police internally or externally, including statements, recordings, forms, and court documents

Uses: To assist in the investigation of complaints against WRPS or Officers. To assist the Office of the Independent Police Review Director with investigations. To assist prosecution or defence as required

Internal Access By: WRPS Professional Standards members, Waterloo Regional Police Services Board

Category of Individuals in Bank: Complainants, witnesses, WRPS members

Retention and Disposal: 7 years after completion of investigation

Records Management

Location: Records/Access to Information Branch, Digital

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

Types of Information Maintained: Alarm files, warrants, court dockets, historic criminal files, access to information requests, peace bonds, restraining orders, firearms prohibitions, release documents

Uses: Original documents entered into master name index database, produce original documents for court purposes, maintain keyholder information for response to alarm calls

Internal Access By: Records/Access to Information Branch members, Officers
Category of Individuals in Bank: Individuals investigated by the WRPS, individuals requiring alarm services and individuals requesting police records

Categories of Individuals in Bank: Any individuals involved in WRPS occurrence

Retention and Disposal: Criminal files vary by statute, access to information requests are current + 2 years, alarm information is maintain while the record is valid. Records updated, sealed, made inaccessible or destroyed as required.

Return to Work Memorandums and Records

Location: Training and Education Unit, Digital

Authority: Police Services Act, R.S.O. 1990. and R.R.O. 1990, Regulation 926
Equipment and Use of Force

Types of Information Maintained: Records of Use of Force training and requalification

Uses: To ensure that Officers remain qualified to carry their Use of Force options

Categories of Users: Administrative and Training staff

Categories of Individuals in Bank: All WRPS police Officers, Special Constables and Auxiliary volunteers required to use force in the course of their duties

Retention and Disposal: Duration of service

Risk Management and Litigation

Location: Legal Services Branch, Digital

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

Types of Information Maintained: Information regarding individuals involved in civil actions including all court documents and correspondence

Uses: Required to prosecute or defend all civil and criminal matters commenced against WRPS

Internal Access By: Legal Services Branch members, Office of the Chief of Police

Category of Individuals in Bank: All individuals including WRPS members

Retention and Disposal: Current + 6 years

Use of Force Qualification Records

Location: Training and Education Unit

Authority: Police Services Act, RSO 1990. and R.R.O. 1990, Regulation 926 Equipment and Use of Force

Types of Information Maintained: Annual Use of Force qualification records

Uses: To ensure that Officers remain qualified to carry their Use of Force options

Categories of Users: Administrative and Training staff

Categories of Individuals in Bank: All WRPS police Officers, Special Constables, Auxiliary volunteers required to use force in the course of their duties

Retention and Disposal: Duration of service

Use of Force Weapon Inventory

Location: Training and Education Unit

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

Types of Information Maintained: This database documents and tracks all weapons in possession of the WRPS, specifically who they are issued to, their location and maintenance records

Uses: To maintain and accurately track all legislated weapons issued by the service (inventory control) and to ensure they are being maintained to the manufactures guidelines

Categories of Users: Training and Education Unit members

Categories of Individuals in Bank: All WRPS police Officers, Special Constables, Auxiliary volunteers required to use force in the course of their duties

Retention and Disposal: Duration of service