

**ST. THOMAS POLICE SERVICE**

**Municipal Freedom of Information**

**and**

**Protection of Privacy Act**



**Directory of General Records**

**and**

**Personal Information Banks**

(2018 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 1<sup>st</sup>, 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.*

## **ST. THOMAS POLICE SERVICES BOARD**

**45 CASO Crossing  
St. Thomas, Ontario N5R 0G7  
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Email: lcoates@stps.on.ca**

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 St. Thomas Police Services Board (STPSB) is the civilian governing authority for the St. Thomas Police Service (STPS). The STPSB serves as the legal entity and signatory for the STPS.

The mandate of the STPSB is to oversee the provision of adequate and effective policing for the citizens of St. Thomas. In essence, the STPSB is the Trustee of the public interest regarding the provision of police service in the community. The STPSB 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 STPSB, is responsible for the day-to-day operational matters of the STPS.

The STPSB consists of five members including two Provincial Appointees, two City of St. Thomas Council members and one City of St. Thomas Council-Appointed citizen member.

## **ORGANIZATION OF THE ST. THOMAS POLICE SERVICE**

The STPSB is responsible for the provision of adequate and effective police services in the City of St. Thomas.

The STPSB 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 STPSB elects one of its members as Chair and one as Vice-Chair. The STPSB office is located at the Headquarters of the STPS.

The STPS is responsible for the policing and maintenance of law and order in the City of St. Thomas, Ontario. The STPS is comprised of four divisions and an Executive Office. The divisions include the Uniformed Division, Criminal Investigation Division, Community Engagement Division and Court Services Division. The Executive Office is comprised of the Chief of Police, Deputy Chief, Administration Inspector, Operations Inspector, and Civilian Administrator.

The STPS maintains a centralized Headquarters located at 45 CASO Crossing, St. Thomas, Ontario, N5R 0G7.

The Administration Division of the STPS, under the command of an Inspector, is comprised of the Professional Standards, Traffic, Fleet Resources/Maintenance, Community Engagement, Media, Court Services, Health & Safety, Training, Human Resources, Special Events, Canine Program and Property Management.

The Operations Branch, under the supervision of an Inspector, is comprised of Uniform Patrol, Criminal Investigations, Street Crime, Intelligence, Forensic Identification, Crime Stoppers, Sex Offender Registry, ViCLAS, Domestic Violence, Forensic Computer Analyst, and Internet Child Exploitation.

# ST. THOMAS 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 STPSB;
- 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  
**St. Thomas Police Services Board**

Contain information relating to individuals involved with the STPSB, including employees and prospective employees. Also includes information pertaining to access requests.

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## **APPOINTMENTS and OATHS OF OFFICE**

**Location:** STPSB

**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 STPSB and STPS.

**Uses:** Record data.

**Users:** STPSB, Chief, Deputy Chief, and Inspectors.

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

**Retention and Disposal:** Permanent.

## **FREEDOM OF INFORMATION and PROTECTION OF PRIVACY RECORDS**

**Location:** STPSB

**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:** STPSB and the Freedom of Information Unit.

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

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

## **GENERAL**

**Location:** STPSB

**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:** STPSB.

**Individuals in Bank:** Persons corresponding with the STPSB.

**Retention and Disposal:** Permanent

**Meeting Minutes** - Permanent.



## **HUMAN RESOURCES**

**Location:** STPSB

**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:** STPSB.

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

**Retention and Disposal:** Length of employment and archived.  
Performance appraisals – 5A

## **LEGAL**

**Location:** STPSB

**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 STPSB, legal advice, research and opinions relating to the STPSB, member disciplinary issues and member grievance files.

**Uses:** Document legal matters relating to the STPSB.

**Users:** STPSB members and employees, Chief, Deputy Chief and Inspectors.

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

**Retention and Disposal:** Disciplinary Issues – pursuant to PSA  
Member grievance files – 13 months, unless appealed

# ST. THOMAS POLICE SERVICE

## General Classes or Types of Records

### Contains information relating to the STPS, 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  
**St. Thomas Police Service**

Contain information relating to individuals involved in STPS programs, including employees and prospective employees, individuals subject to regulatory activity by the STPS 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 STPS.

**Retention and Disposal:** Sworn & Civilian – 60 days after completion of selection process, unless retained for hiring pool. 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 STPS and names and addresses of civilians recommended for awards or commendations.

**Uses:** To determine eligibility for an award or commendation by the STPSB or the STPS. **Users:**

STPSB, Chief's Staff, Commendation Committee and Senior Staff.

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

**Retention and Disposal:** Civilian and Uniform Members – permanent.

Civilian Citations to Members of the Public – 1A

## **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 STPS, 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:** STPSB, Chief's Staff, Senior Staff, Service Legal Counsel and the Ontario Civilian Police Commission.

**Individuals in Bank:** Members of the STPS 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 – 2 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 STPS.

**Individuals in Bank:** Individuals who come into Police contact.

**Retention and Disposal:** Current + 15 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:** Maintained by Corporation of the City of St Thomas, as per their retention schedule

## **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 STPS.

**Users:** Human Resources Branch

**Individuals in Bank:** Current and former Members of the STPS.

**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 STPS, 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) – destroyed on receipt of RCMP report

Police Personnel – permanent.

Records shredded 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:** STPSB, 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:** STPSB, Arbitrators, Senior Staff and Service Legal Counsel. **Individuals in Bank:** Persons involved in grievance procedures. **Retention and Disposal:** 13 months, unless appealed

## **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 STPS, 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 St. Thomas Police Service In-House Policy HR-09, Records Keeping  
Occurrence Reports where charges laid – As per OPTIC retention policy  
Major Case Files – Permanent.  
Audiotapes/Videotapes – as per associated occurrence.  
Records shred and/or digital file destroyed/erased/removed.



## KEYHOLDER – contained in RMS

**Location:** Support Services Division

**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 STPS.

**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 STPS 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 STPS.

**Individuals in Bank:** Persons coming into contact with the STPS.

**Retention and Disposal:** As per OPTIC retention schedule

## **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 STPS, Law Enforcement Agencies, courts, other agencies involved in the administration of justice, the City of St. Thomas, 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 \$2000 – current + 2 yrs.

Fatal – permanent.

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, Indefinite

Performance appraisals – 5A.

Recruit Training Manuals – Indefinite

Personnel Files –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:** STPSB, Chief's Staff, Human Resources Branch.

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

**Retention and Disposal:** current + 3 years. 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:** STPSB, 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 STPS or its Members.

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

## **RECORDS SCREENING**

**Location:** Records Department

**Legal Authority:** OACP LEARN Guideline for Police Record Checks, June 2014, Criminal Records Act R.S.C., 1985, c. C-47, Children's Law Ref or m 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:** STPSB, 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 STPSB.

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

## **SERVICE MOTOR VEHICLE COLLISIONS**

**Location:** 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 – 3A.

Fatal – indefinite

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, St Thomas Police Service Policy HR-09

**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 STPS, law enforcement agencies and the courts.

**Individuals in Bank:** Members of the STPS 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 – 30 days, held for Court indefinitely

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

Property and Evidence Control – 90 days.

Police Cruiser Recordings – 6 months, 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:** STPSB, 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 – 1A & 2D

Use of Force Report Part B – 1A & 2D

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 STPS submitting an Accident Injury Report or claim. **Retention and disposal:** As per City of St Thomas Human Resources Policy

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

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45 CASO Crossing  
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