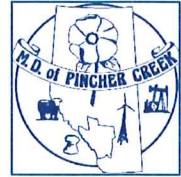


POLICY
Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **RECORDS MANAGEMENT - C-ES-004**

DOCUMENT DETAILS		
Responsibility: CAO	Associated Roles: Community Peace Officers, Bylaw Enforcement Officers	
Approved by: REEVE  CAO - 	Approved Date: 2024-05-28	Revised Date: YYYY-MM-DD

PURPOSE

To establish and identify records keeping / records management systems and practices to be utilized by Community Peace Officers (CPOs) and Bylaw Enforcement Officers (BEOs) employed by the MD of Pincher Creek.

PERSONNEL RECORDS

Community Peace Officer File

A personnel file shall be created and maintained for each person employed by the municipality in the role of CPO. This file shall contain, at minimum, the following information:

- Copies of Community Peace Officer Appointment application & associated documents:
 - Valid PARE or other physical ability test results;
 - Completed criminal record check results;
 - Training records relevant to authorities requested on appointment;
 - Copy of post secondary diplomas, certificates or degrees obtained;
 - Consent for Disclosure for Applications (PS0033);
 - Three references; and
 - Any other documentation required for application for CPO Appointment.
- Copy of Community Peace Officer Appointment, once issued.
- Training Records
 - Initial training courses; and
 - Recertification courses.
- CPIC Application & associated documents
 - Including copy of fingerprints submitted.
- ROADS / JOIN Applications & associated documents.
- Any internal or external commendations or recognition related to positive performance of duties.

POLICY

Municipal District of Pincher Creek Enforcement Services



POLICY TITLE: **RECORDS MANAGEMENT - C-ES-004**

- Any complaints levied against the CPO, including:
 - Formal complaints / investigations and findings; and
 - Informal complaints / investigations and findings.

Bylaw enforcement Officer File

A personnel file shall be created and maintained for each person employed by the municipality in the role of BEO. This file shall contain, at minimum, the following information:

- Completed criminal record check results;
- Training records relevant to job duties, tasks and functions for both initial training and any recertifications;
- Copy of post secondary diplomas, certificates or degrees obtained;
- Three references;
- Copy of Bylaw Enforcement Officer Appointment;
- Any other documentation required for Bylaw Enforcement Officer Appointment.

Dual CPO / BEO Appointments

Should a person be hired as both a CPO and a BEO, only one personnel record file is required. Relevant / required CPO / BEO information may be combined and contained within the one personnel file.

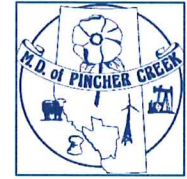
OPERATIONAL RECORDS

A Records Management System (RMS) shall be purchased and made available to all CPOs / BEOs that is, at minimum, capable of creating, logging and storing information relating to the following:

- Complaint logs;
- Investigative files;
- Exhibit files;
- Court files;
- Incident files;
- Violation tickets;
- Orders or other court / legal documents;
- Shift schedules;
- Statistical reports; and
- Any other information required or deemed necessary to document, log or store.

Files, tickets, orders and reports may be kept as hard copy or digital files, depending on operational needs. All information contained within the RMS must be kept in a secure location, either physically or digitally, with access to these records being limited to the CPO / BEO, Supervisors and Auditors from the Peace Officer Program.

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EXHIBITS / PROPERTY HANDLING

Whenever a CPO or a BEO seizes or takes into their possession any document, evidence, contraband or other item in the normal course of their duties, the CPO / BEO shall follow the provisions found in the Property and Exhibit SOP.

NOTEBOOKS

All requirements for the use, storage and retention of notebooks is found in the Notebooks SOP.

RECORD RETENTION

All records shall be retained pursuant to the MD of Pincher Creek Records Retention Bylaw No. 1029-99, as amended from time to time, unless specifically addressed in this or any other Enforcement Services SOP.

Body Worn Camera Recordings

- Deleted after 36 months unless required as evidence; or
- Deleted after 60 months in the case of a public complaint.

In Car Video / Audio Recordings

- Deleted after 36 months unless required as evidence; or
- Deleted after 60 months if related to a public complaint.

Investigative Files

(including notes, photographs, orders, violation tickets, court documents, statements, exhibit records etc.)

- Permanent record

Legal Opinions

- Permanent record

Notebooks

- 10 years - or longer at discretion of CAO or designate

Personnel files

- Permanent record

Public Complaints / Investigative Records

- Permanent record

POLICY
Municipal District of Pincher Creek Enforcement Services



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