

SMOKY LAKE COUNTY



Title: Peace Officer: Operational Records Management System	Policy No.: 10-01
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Legislation Reference:	Peace Officer Ministerial Regulations Act
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Purpose:	To identify a process for maintaining the documentation of operational records management system for Peace Officers.
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Policy Statement and Guidelines:	
OPERATIONAL RECORDS	
<p>The operational records maintained by Smoky Lake County contain the required information in accordance with Section 14, 15, and 16, <i>Peace Officer Ministerial Regulations Act</i>. The operational management system is based on both a paper and computerized system.</p>	
1.	<u>Occurrence Reports:</u>
1.1	All Investigations are tracked numerically, each new file is assigned a sequential number (e.g., 001-07, 002-07); and a hard copy paper file is generated. The hard copy is kept in the Peace Officer's office where occurrence reports, statements, findings, and other investigative material is kept.
1.2	The investigation process information is initially entered in a paper format and then once the file is concluded, entered into a computer database.
1.3	The concluded investigation file is held in accordance with the Smoky Lake County Retention Bylaw – Bylaw 1134-05: Regulations and Procedures for the Retention and Disposal of County Records . The computer database is always in effect and backed-up on a daily basis.
1.4	The paper file system for Occurrence Reports is initialized by the use of <u>Schedule "A": Peace Officer Occurrence Report</u> .
1.4.1	If any investigation required further action, a follow-up Report is initialized by the use <u>Schedule "B": Occurrence Follow-Up Report</u> .
1.5	Any exhibits collected in regards to an investigation are documented on the file, <u>Schedule "C": Possession of Property Report</u> and then stored in the location identified within the report.
1.6	Incoming calls relating to an investigation are tracked by the Peace Officer and a hard copy is generated by the use of, <u>Schedule "D": Occurrence Log</u> .

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Policy Statement and Guidelines:	
1.7	Any serious or sensitive incidents that occur outside of the normal complaint process are recorded in an investigation file compiled by the Peace Officer and forwarded to the appropriate authorities.
1.7.1	This file will contain all the pertinent information including any referrals to other agencies that were required.
1.7.2	The concluded investigation filed reviewed will be in compliance with policy and Occupational Health and Safety Standards.
2.	Violation Tickets:
2.1	The issuance and disposition of Bylaw Violation Tickets and Provincial Violation Tickets are tracked by the use of, <i>Schedule "E": <u>Violation Ticket Log.</u></i>
3.	Other Documents:
3.1	Peace Officer notebooks document day to day activities such as patrol times and locations and any other incidents. The notebooks are retained at the Smoky Lake County Office.
3.2	No shift schedules are generated, due to the employment of one Peace Officer.
3.3	All legal documents, e.g., court reports, are held in accordance with the Smoky Lake County Retention Bylaw – Bylaw 1134-05: Regulations and Procedures for the Retention and Disposal of County Records.
4.	Memorandum of Agreements:
4.1	All MOU in effect with polices agencies are kept in a file title “Memorandum of Agreement” for tracking purposes.
4.2	Expired MOU’s are retained in a three-ring binder entitled “Expired: Memorandum of Agreement”.

	Date	Resolution Number
Approved	September 20, 2007	# 603-07 - Page # 8473
Amended		
Amended		

 <p style="text-align: center;">PEACE OFFICER OCCURRENCE REPORT</p>							FILE NUMBER		
							CROSS REFERENCE		
OCCURRENCE TYPE				OCCURRENCE DATE (Y / M / D)			OCCURRENCE TIME		
OCCURRENCE LOCATION				INVESTIGATION DATE (Y / M / D)			INVESTIGATION TIME		
CO/RE/WI/SU/AC		DATE OF BIRTH / AGE	SEX	YO <input type="checkbox"/>	SUSPECT/ACCUSED		DATE OF BIRTH / AGE	SEX	YO <input type="checkbox"/>
SURNAME GIVEN NAMES				SURNAME GIVEN NAMES					
ADDRESS				ADDRESS					
HOME PHONE	WORK PHONE	EMPLOYER/SCHOOL		HOME PHONE	WORK PHONE	EMPLOYER/SCHOOL/SOCIAL WRK			
				ALIASES, FORMER NAMES, ETC					
CO/RE/WI/SU/AC		DATE OF BIRTH / AGE	SEX	YO <input type="checkbox"/>	APPARENT RACE / PHYSICAL DESCRIPTION / CLOTHING				
SURNAME GIVEN NAMES				HEIGHT		WEIGHT		FPS #	
ADDRESS			EYE COLOUR	EYE DEFECTS		HAIR COLOUR		HAIR LENGTH / TYPE	
HOME PHONE	WORK PHONE	EMPLOYER/SCHOOL		FACIAL HAIR		MARKS / SCARS / TATTOOS			
APPARENT RACE / DESCRIPTION / PHYSICAL APPEARANCE									
INVESTIGATIONS:									
CONCLUSION:									
PEACE OFFICER (PLEASE PRINT)				SIGNATURE			DATE		
APPROVED BY (PLEASE PRINT)				SIGNATURE			DATE		PAGE OF



**PEACE OFFICER
OCCURRENCE FOLLOW-UP REPORT**

FILE NUMBER

CROSS REFERENCE

OCCURRENCE TYPE

OCCURRENCE DATE (Y / M / D)

OCCURRENCE LOCATION

INVESTIGATION DATE (Y / M / D)

ADDITIONAL INVESTIGATIONS:

CONCLUSION:

PEACE OFFICER (PLEASE PRINT)

SIGNATURE

DATE

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DATE

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OF



POSSESSION OF PROPERTY REPORT

Case File Number

Cross Reference No.

Occurrence Type		Occurrence Date (Y / M / D)		Seizure Date		Seizure Time	
Seizure Location				Peace Officer			
1	<input type="checkbox"/> Accused	Surname Given Name		Date of Birth	Sex	Charge	
	<input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder	Address		Home Phone		Work Phone	
2	<input type="checkbox"/> Accused	Surname Given Name		Date of Birth	Sex	Charge	
	<input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder	Address		Home Phone		Work Phone	
3	<input type="checkbox"/> Accused	Surname Given Name		Date of Birth	Sex	Charge	
	<input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder	Address		Home Phone		Work Phone	
4	<input type="checkbox"/> Accused	Surname Given Name		Date of Birth	Sex	Charge	
	<input type="checkbox"/> Compl <input type="checkbox"/> Owner <input type="checkbox"/> Finder	Address		Home Phone		Work Phone	

Circumstances Summary / Additional Subjects / Special Instructions / Release Instructions

Item 1 <input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe	Item Type		Quantity	Seized from Subject #	Serial #
	Make	Model	Owner Subject #		Other Identifying Marks
	Additional Information / Remarks				
Item 2 <input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe	Item Type		Quantity	Seized from Subject #	Serial #
	Make	Model	Owner Subject #		Other Identifying Marks
	Additional Information / Remarks				
Item 3 <input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe	Item Type		Quantity	Seized from Subject #	Serial #
	Make	Model	Owner Subject #		Other Identifying Marks
	Additional Information / Remarks				
Item 4 <input type="checkbox"/> Evidence <input type="checkbox"/> Found <input type="checkbox"/> Safe	Item Type		Quantity	Seized from Subject #	Serial #
	Make	Model	Owner Subject #		Other Identifying Marks
	Additional Information / Remarks				

Submitted By Name		Signature	Date	Approved By	Date
Related Reports					PAGE OF



OCCURRENCE LOG

YEAR

FILE #	COMPLAINANT	DATE	TYPE OF COMPLAINT	LOCATION	Complaint Sort Code	DISPOSITION

PEACE OFFICER: (PRINT NAME):

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