

# Mackenzie County

<b>Title</b>	<b>Peace Officer Records Management</b>	<b>Policy No:</b>	<b>RM004</b>
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<b>Legislation Reference</b>	<b>Mackenzie County Records Management Bylaw Mackenzie County Records Management Policies Peace Officer (Ministerial) Regulations</b>
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## **Purpose**

To establish a Policy to establish a records management and retention system for the Peace Officer as per the Peace Officer (Ministerial) Regulations.

## **Records Management System**

1. The County shall maintain a records management system that meets the following requirements:
  - (1) The records management system shall include the following information with respect to each peace officer employed by the County:
    - (a) the training undertaken and the certificates held by each peace officer
    - (b) copies of complaints with investigative results and details of the disposition of the complaint;
    - (c) the date each peace officer ceased to be employed or engaged for services as a peace officer and the reason for the cessation;
    - (d) each peace officer's oath of office;
    - (e) each peace officer's letter of appointment.

## **Operational Records System**

2. The County shall establish and maintain a Peace Officer operational records system showing the following information:
  - (a) the investigations started and continued by peace officers and the disposition of each investigation;
  - (b) evidence seized and how it is recorded, stored and disposed of as per the Peace Officer Property Control Policy ;
  - (c) operational logs dealing with daily operations, including calls and complaints;
  - (d) a record of serious incidents involving a peace officer;
  - (e) shift schedules;
  - (f) any memorandum of understanding between the authorized employer and one or more police services.

### **Retention of Records**

3. The County Shall:

- (a) retain and keep in good condition records relating to complaints about peace officers, the investigation of the complaints and the disposition of complaints for at least 11 years after the complaint was settled, and
- (b) retain and keep in good condition all other records made with respect to the administration, management and operations relating to peace officers in accordance with the Records Management Policy.

4. The Chief Administrative Officer or designate is responsible for ensuring that this policy is enforced.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	2017-06-13	17-06-421
<b>Amended</b>	2018-07-25	18-07-521
<b>Amended</b>		