



VANCOUVER POLICE DEPARTMENT PLANNING & RESEARCH SECTION

July 13, 2006

To: Daryl Wiebe, Inspector 1162
i/c Planning & Research Section

From: Cheryl Cuddie, Constable 1895
Planning & Research Section

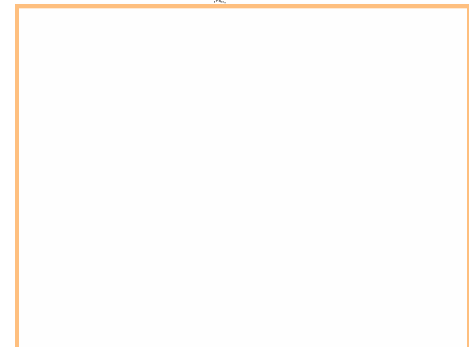
Subject: *Housekeeping Amendment to RPM Section 45.11
Access to Incident Files and Records*

PR2005-089

Planning and Research was requested to examine the issue of retired members requiring access to Versadex to deal with requests from Crown, and for court purposes. This request was made as a result of a member retiring who had a number of outstanding files on which he had to attend court.

I spoke to [redacted] Systems Administrator, Information Management Section, who advised that she deals with computer access for members leaving the Vancouver Police Department (VPD). [redacted] advised that she reviews the operational bulletins for members leaving the VPD each day. She looks at the workflow for each of these members, and deletes any items sent to the member for notification only. The direct supervisor of the section the member is leaving is advised of any items for follow up in the workflow, which are then redirected to another member. Once the workflow is clear, [redacted] deletes the retired member as a user, and removes their [redacted] account. Section 53.01 of the Regulations and Procedures Manual (RPM) addresses conclusion of service and directs the Human Resources Section to notify the Information Management Section to de-activate the member's computer access.

Should retired members require copies of reports for court purposes, section 45.11 of the RPM refers to access to incident files and records. This section specifies that "copies of case files will not be released to non-members of the Department unless the authority of the Manager i/c of the Information Management Section has first been obtained." [redacted] recommended a minor change in the wording of this section in order to clarify the procedure which is specified below.



For these reasons, it would appear that the current policy is sufficient. According to this is not a recurring problem and is routinely dealt with by the Information Management Section. I, therefore, recommend:

1. THAT, housekeeping amendment to Section 45.11 of the Regulations and Procedures Manual be approved; and
2. THAT, this file be closed.

Cheryl Cuddie, Constable 1895
Planning & Research Section

Existing Procedure

Information Control 45.11 Access to Incident Files and Records

(Effective: 2006.01.24)

1. Case file originals will not be removed from Central Records without the permission of the Manager i/c of the Information Section. Copies of these case files shall be obtained from Central Records. Copies will be issued according to Information Management Section procedures.
2. Copies of case files will not be released to non-members of the Department unless the authority of the Manager i/c of the Information Management Section has first been obtained.

Proposed Procedure

Information Control 45.11 Access to Incident Files and Records

(Effective: 2006.01.24))

1. Case file originals will not be removed from Information Management without the permission of the Director i/c of the Information Management Section. Copies of these case files shall be obtained from Information Management. Copies will be issued according to Information Management Section procedures.
2. Copies of case files will not be released to non-members of the Department unless the authority of the Director i/c of the Information Management Section has first been obtained. This authority can be requested by filling out a (VPD 64 Request for Information Log <LINK>).