

HALTON REGIONAL POLICE SERVICES BOARD

POLICY DOCUMENT

Policy No.:	ADM-15
Policy Subject:	Collection of Identifying Information in Certain Circumstances
Date Approved:	June 23, 2016
Reporting Requirement	
Review Date:	

Legislative Authority:

Section 27 of the Police Services Act states there shall be a Police Services Board for every municipality that maintains a Police Service. Section 31 of the Police Services Act sets out the responsibilities of a Police Services Board as follows:

31. (1) A board is responsible for the provision of adequate and effective police services in the municipality and shall,
- (a) appoint the members of the municipal police force;
 - (b) generally determine, after consultation with the chief of police, objectives and priorities with respect to police services in the municipality;
 - (c) establish policies for the effective management of the police force;
 - (d) recruit and appoint the chief of police and any deputy chief of police, and annually determine their remuneration and working conditions, taking their submissions into account;
 - (e) direct the chief of police and monitor his or her performance;
 - (f) establish policies respecting the disclosure by chiefs of police of personal information about individuals;
 - (g) receive regular reports from the chief of police on disclosures and decisions made under section 49 (secondary activities);
 - (h) establish guidelines with respect to the indemnification of members of the police force for legal costs under section 50;
 - (i) establish guidelines for dealing with complaints under Part V, subject to subsection (1.1);
 - (j) review the chief of police's administration of the complaints system under Part V and receive regular reports from the chief of police on his or her administration of the complaints system.

Section 135 of the Police Services Act also provides that the Lieutenant Governor may make regulations:

- prescribing standards for police services;
- establishing and governing standards concerning the adequacy and effectiveness of police services, including prescribing methods for monitoring and evaluating the adequacy and effectiveness of police services against such standards;

Under the authority of Section 135, Ontario Regulation No. 58/16 – Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties was enacted.

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Board Policy:

1. It is the policy of the Halton Regional Police Services Board that the Police Services Board and Halton Regional Police Service comply with Ontario Regulation 58/16 - "Collection of Identifying Information in Certain Circumstances – Prohibition and Duties".

DEFINITIONS

2. For the purpose of this Policy, the following definitions apply:
 - a. "*Act*" means the Police Services Act of Ontario;
 - b. "*Annual Report*" – means an annual report provided by the Chief of Police to a Board under section 31 of Ontario Regulation 3/99 (Adequacy and Effectiveness of Police Services) made under the Police Services Act
 - c. "*Board*" - means the Police Services Board for the Regional Municipality of Halton;
 - d. "*Chief*" - means the Chief of Police appointed by the Police Services Board,
 - e. "*Collection of Identifying Information*" - means the interactions and documentation of such by a Police Officer regarding an "attempt to collect identifying information about an individual from the individual"; that is, attempt to collect identifying information by asking the individual, in a face-to-face encounter, to identify himself or herself or to provide information for the purpose of identifying the individual and includes such an attempt whether or not identifying information is collected as governed by Regulation.
 - f. "*Community Interactions*" – means on-duty police contact with individuals within the Region of Halton meant to:
 - i. foster positive relationships; and/or
 - ii. assist members of the public (without gathering personal information for an investigative or intelligence purpose);
 - g. "*Database*" – means the paper or electronic filing system under the control of the Chief where identifying information about an individual collected by a Police Officer from the individual as described within O. Reg. 58/16 is stored;
 - h. "*Member*" - means any employee of the Police Service;

"*Police Officer*" - means a sworn member of the Police Service;

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- i. *"Prohibited Grounds"* – under the Ontario Human Rights Code include race, creed, color, ancestry, place of origin, ethnic origin, language or dialect spoken, citizenship, sex, sexual orientation, age, marital status, family status, gender identity, gender expression, physical or mental disability;
- j. *"Racial/Biased Profiling"* – means the practice of a Police Officer linking a person or persons to an unlawful incident or incidents based primarily or predominantly on Prohibited Grounds;
- k. *"Receipt"* – means the document contemplated in section 7 of the Regulation;
- l. *"Regulation"* – means Ontario Regulation No. 58/16 – Collection of Identifying Information in Certain Circumstances – Prohibitions and Duties; and
- m. *"Service"* - means the Halton Regional Police Service.

GENERAL

- 3. The Chief shall ensure that all attempts to collect identifying information about an individual from the individual are done in a manner that is consistent with the Regulation and, particularly, shall not be based on Racial/Biased Profiling or be done in an arbitrary way.
- 4. The Chief shall develop and maintain a Procedure that complies with the duties and obligations imposed by the Regulation and this policy to ensure there is direction and assistance provided to Police Officers regarding the Collection of Identifying Information.
- 5. The Chief shall ensure a Database is created or adapted that allows for the recording, analysis and reporting required by the Regulation.
- 6. For the purpose of reporting to the Board as part of the Annual Report and for other analytic reasons as directed by the Board and/or the Ministry of Community Safety and Correctional Services, the Chief shall establish:
 - a. age groups;
 - b. racialized groups;
 - c. neighbourhoods or areas; and
 - d. appropriately sized random sample of entries of identifying information for the purposes of section 9(6) of the Regulation, or if the Chief believes it would be more feasible, all the entries.

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7. When establishing racialized groups as set out in Article 6(b) above, the Chief shall do so in a manner that allows the information required by the Regulation (that is, the number of attempts to collect information from individuals perceived by a Police Officer to be with a racialized - see paragraph 14(2)8 of the Regulation) relating to the racialized groups to be comparable to the data referred to below in (a) and (b), as released by the Government of Canada on the basis of its most recent National Household Survey preceding the period covered by the Chief's Annual Report:
 - a. for each derived visible minority group set out in the National Household Survey, the number of individuals who identified themselves as being within that group; and,
 - b. the number of individuals who claimed Aboriginal identity.
8. This policy does not apply to Community Interactions or lawful interactions in which a person is either detained or required to provide personal information.

RECEIPT

9. Commencing no later than January 1st, 2017, the Chief shall have a procedure requiring all Police Officers engaged in the Collection of Identifying Information shall (a) offer to give the individual a Receipt that provides a record of the attempt; and (b) give the individual such a Receipt if the individual indicates that he or she wants it unless one of the exemptions in the Regulation applies (i.e., might compromise the safety of an individual or delay the Police Officer from responding to another matter that should be responded to immediately, and is able to articulate the reason with details).
10. The Chief shall ensure that the Receipt contains the mandated information required by the Regulation and that the Receipt and any amendments thereto are provided to the Board for its information and input (if any).

TRAINING

11. Commencing January 1st, 2017, the Chief shall ensure that every Police Officer who attempts to collect identifying information about an individual from the individual, or anyone who acts as the designate of the Chief for the purpose of reviewing the Database (within 30 days of data entry and/or on an annual basis pursuant to section 9 of the Regulation), has successfully completed the required training within the previous 36 months.

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ANNUAL REPORT

12. The Annual Report as it relates to the Collection of Identifying Information shall be provided by the Chief to the Board in the first quarter of the year commencing in 2018 and annually thereafter.

13. The contents of the Annual Report as it relates to the Collection of Identifying Information shall include, at a minimum, the following:
 - a. the number of attempted collections and the number of attempted collections in which identifying information was collected;
 - b. the number of individuals from whom identifying information was collected;
 - c. the number of times each of the following provisions was relied upon to not advise the individual of his/her right that he/she is “not required to provide identifying information to the officer” and/or the reason “why the Police Officer is attempting to collect identifying information about the individual”:
 - i. might compromise the safety of an individual (subsection 6(2)),
 - ii. would likely compromise an ongoing police investigation (clause 6(3)(a)),
 - iii. might allow a confidential informant to be identified (clause 6(3)(b)), and
 - iv. might disclose the identity of a person contrary to law, including the YCJA (clause 6(3)(c));
 - d. the number of times an individual was not given a Receipt because the individual refused to accept it;
 - e. the number of times each of the following clauses was relied upon to not offer or give a Receipt:
 - i. might compromise the safety of an individual (subsection 7(2)(a)) and,
 - ii. might delay the Police Officer from responding to another matter that should be responded to immediately (clause 7(2)(a));
 - f. the number of attempted collections from individuals who are perceived, by a Police Officer, to be within the following groups based on the sex of the individual:
 - i. male individuals, and
 - ii. female individuals;

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- g. for each age group established by the Chief, the number of attempted collections from individuals who are perceived, by a Police Officer, to be within that age group;
- h. for each racialized group established by the Chief for the purpose of this paragraph, the number of attempted collections from individuals who are perceived, by a Police Officer, to be within that racialized group;
- i. a statement, based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on (a) the sex of the individual, (b) a particular age (c) racialized group, or (d) a combination of groups and, if so, any additional information that the Chief considers relevant to explain the disproportionate number of attempted collections;
- j. the neighbourhoods or areas where collections were attempted and the number of attempted collections in each neighbourhood or area;
- k. the number of determinations made by the Chief (or designate) as to whether the information entered into the Database:
 - i. complied with limitations on collection set out in sections 5 and 9(4)(a) of the Regulation, and
 - ii. the results of the review(s), done at least once a year, of an appropriately sized random sample of entries of identifying information included in the Database to estimate within a margin of error of plus or minus 5 percent, at a 95 percent confidence level, whether it appears that sections 5 (limitations on collection of information), 6 (duties to inform of rights and reasons before collecting, with exceptions) or 7 (document for individual – receipt, with exceptions) were not complied with;
- l. the number of times, if any, a Member of the Service were permitted to access identifying information to which access must be restricted by virtue of one or more of the following:
 - i. for the purpose of an ongoing police investigation,
 - ii. in connection with legal proceedings or anticipated legal proceedings,
 - iii. for the purpose of dealing with a complaint under Part V of the Act or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the Act,
 - iv. in order to prepare the Annual Report or a report required due to disproportionate collection (under section 15 of the Regulation),
 - v. for the purpose of complying with a legal requirement, or
 - vi. for the purpose of evaluating a Police Officer's performance.

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- m. the number of complaints (public and Chief's) resulting from or related to the Collection of Identifying Information along with their status or outcome;
- n. the number of Municipal Freedom of Information and the Protection of Privacy requests relating to the Collection of Identifying Information; and,
- o. an estimate of the cost of complying with the Regulation.

DISPROPORTIONATE REPORT

- 14. If disproportionate collection is identified based on an analysis of the information, as to whether the collections were attempted disproportionately from individuals within a group based on (a) the sex of the individual, (b) a particular age or (c) racialized group, or (d) a combination of groups, in addition to the statement required in the Annual Report, the Chief shall:
 - a. review the practices of the Service; and
 - b. shall, no later than 60 days following the review of practices, prepare a report to the Board setting out the results of the review and his or her proposals, if any, to address the disproportionate attempted collection of information.
- 15. The Board, upon receipt of the disproportionate report shall:
 - a. publish the report on the Internet in a manner that makes it available to the public free of charge and may make the report available to the public free of charge in any other manner that the Board considers appropriate; and
 - b. consider the report and the proposals, if any, set out in the disproportionate report and consider whether to give directions under clause 31(1)(e) of the Act to direct the Chief and monitor his or her performance.

RETENTION, ACCESS and DISCLOSURE

- 16. The Chief shall have a Procedure dealing with retention, access and disclosure of identifying information that provides, at a minimum, as follows:
 - a. Identifying information entered into the Database 5 or more years ago and identifying information gathered and/or entered into the Database that is determined to have been collected in non-compliance with the Regulation shall have restricted access as follows:
 - i. no person shall have access to the information without the permission of the Chief (or designate);

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- ii. a Police Officer may be permitted to access the information only if the Chief or designate is satisfied that access is needed,
 - I. for the purpose of an ongoing police investigation,
 - II. in connection with legal proceedings or anticipated legal proceedings,
 - III. for the purpose of dealing with a complaint under Part V of the Act or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the Act,
 - IV. in order to prepare the Annual Report or a report required due to disproportionate collection (under section 15 of the Regulation),
 - V. for the purpose of complying with a legal requirement, or
 - VI. for the purpose of evaluating a Police Officer's performance.
 - b. Access to, and disclosure of identifying information collected on or after January 1, 2017, including the retention of identifying information collected contrary to this Regulation, shall be restricted to the Chief or designate in order to comply with the Regulation and subject to the exemptions set out in Article16(a).
 - c. Nevertheless, identifying information collected contrary to the Regulation shall not be retained longer than is reasonably necessary to ensure the information is available in the circumstances in which access may be permitted (under paragraph 2 of subsection 9 (10)), being:
 - i. for the purpose of an ongoing police investigation,
 - ii. in connection with legal proceedings or anticipated legal proceedings,
 - iii. for the purpose of dealing with a complaint under Part V of the Act or for the purpose of an investigation or inquiry under clause 25 (1) (a) of the Act,
 - iv. in order to prepare the Annual Report or a report required due to disproportionate collection (under section 15 of the Regulation),
 - v. for the purpose of complying with a legal requirement, or
 - vi. for the purpose of evaluating a Police Officer's performance.
17. The Chief shall ensure the identifying information and records relating to the Collection of Identifying Information that was collected before January 1, 2017 shall be accessed, retained and/or disclosed pursuant to the Chief's Adequacy Standard mandated Procedure on the retention of records and should any of the data be determined to have been collected in violation of the law as it existed at the time of collection, its access and disclosure shall be subject to the restrictions in the Regulation.

POLICY CONSISTENT WITH REGULATION

18. Where this policy is inconsistent with Regulation 58/16, the Regulation shall apply and any inconsistent provision shall be deemed to be modified to render it consistent.