



TOWN POLICY

ADMINISTRATION POLICY:

CPIC Policy

DEPARTMENT: Municipal Enforcement

POLICY NUMBER: ME-139

EFFECTIVE DATE: May 29, 2020

SUPERSEDES: New

UPDATED: May 29, 2020

UP FOR REVIEW: May 29, 2025

Policy Statement:

The purpose of this policy is to provide direction for the use of the Canadian Police Information Centre (CPIC) by Town of Cardston Peace Officers

Definitions

Canadian Police Information Centre: The Canadian Police Information Centre is a 24-hour "on-line" computer service, giving access to information of police interest concerning persons, property and vehicles across Canada. System access terminals have been installed in the Sheriff Operations Communication Center. This computer facility is intended as a "front-line" information service.

CPIC: (To be pronounced as individual letters only) - refers to the entire Canadian Police Information Centre or its activities.

Procedure

CPIC Query

The query aspect of CPIC is most often used by operational personnel. Enquiries will be forwarded directly to the Sheriffs Operations Communication Center (SOCC), via telephone. It is necessary for the SOCC to know and record the identity of the enquirer to protect the security of the system and to enable subsequent contacts with the enquiring Officer.

CPIC has a 120-hour hold feature with respect to vehicle queries. Whenever a vehicle query draws a no hit response, that query is stored in CPIC for a period of 120 hours, and should corresponding input reach the system from any point during that period, a hit will be generated. Under these circumstances further information will be immediately solicited and contact with the originating Officer may be vital.





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Enquiring Officers should make notebook reference with respect to all their queries, although the 120-hour hold applies only to the Vehicle File.

Concerning queries, Officers must realize that the situation is "live" hence vehicles, persons, and/or property queried on the system should be reasonably available at the time of the query. If a query generates a hit, the enquiring Officer will be expected to be in a position to take action.

Information generated by CPIC as a result of a query may indicate that danger exists, and the enquirer should be alerted by some means not known to the subject, who may be present. Under certain conditions CPIC print-outs will preface messages with the word "Caution," usually implying that a potentially dangerous situation exists. To transmit this warning to Officers in the field, radio replies will be prefaced by the Code 10-99 "CV" (Charlie/Victor) which shall mean that all reasonable precautions should be taken. Use of the Code 10-99 should be considered a vital security measure.

Recovering information from the Vehicles File requires: the licence plate number, province (or state) of issue and year of issue, and/or the Vehicle Identification number (VIN), and/or the Validation Tag number. When available, all should be supplied by the investigator. Except for Special Query situations, no other vehicle information is initially of value to the operator.

To recover information from the Persons File, the only information initially required is the surname, given names or initials, and date of birth or age when it can be determined.

Security of the System

CPIC stores and generates confidential information for authorized user agencies. The protection and confidentiality of this information is of the highest priority. Employees must ensure that such confidentiality is not compromised. To co-ordinate, develop and maintain this security the duties and responsibilities of "Systems Security" have been assigned to Information Technology.

Under normal circumstances, radio and face-to-face "traffic" cause no problems, but the same cannot be said for phone enquiries. As a result, the following policy has been developed.

1. Release of CPIC information via the telephone:

a. CPIC information may be released over the phone to Officers on satisfactory proof of identity. Where the response reveals information of the Observation category or where the request is for a CPIC check, verification of regimental number MUST be made prior to release of the sensitive information.





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b. Telephone requests for hit confirmations may be given to Employees of bona fide police / local enforcement agencies provided the caller is satisfactorily identified and indicates knowledge of the original CPIC entry (e.g. the file number). Where there is doubt as to the authenticity of the call, proceed as in c. below.

c. Telephone requests for other CPIC information purporting to be from Employees of bona fide police / local enforcement agencies, or where the check reveals information of the Observation category will be satisfied only by response made by return phone call to an official agency phone (the number may be verified if necessary).

Warrants

CPIC Unit will not normally place warrant information on CPIC until the warrant document is made physically available to that unit. In urgent circumstances, entry into CPIC can be, accelerated, but the Officer obtaining the warrant will be personally responsible for ensuring that the warrant is made available to the CPIC Unit at the earliest opportunity.

All warrant hits on CPIC represent probabilities only, and hit confirmation will be necessary in every instance. Before finalizing an arrest made as a result of a CPIC hit, Officers must await the results of confirmation procedures, which will be initiated directly by the terminal operator.

All warrants that are entered on CPIC shall be removed from the system as soon as practicable and in a consistent manner. When an Officer of the RRPSS or another Law Enforcement Agency has made an arrest and has confirmed that the subject of the warrant is in custody, the entry will be removed. It is not necessary to wait for a disposition before the warrant is removed from CPIC. It may be re-entered in the event the warrant is not executed. Executed warrants will not be left on CPIC.

REVISION HISTORY

Date	Description
May 29, 2020	New Policy

APPROVAL: Jeff Shaw **DATE: June 1, 2020**
Chief Administrative Officer, Jeff Shaw *(signed copy kept in CAO policy binder)*



