RCMP National Policies

Produced to the Mass Casualty Commission
for Disclosure pursuant to subpoena

as in place at April 18-19, 2020, unless
“updated” is indicated

(FM, FMM, HSM, IFIM, IM, IMM, LTDM,
NCM, and OCCM)

Produced as of June 2, 2022

Policy Excerpt Categories

FM – Firearms Manual – Pages 3 - 73

FMM – Financial Management Manual – Pages 74 - 100

HSM – Health Services Manual – Pages 101 - 212

IFIM – Integrated Forensic Identification Manual – Pages 213 – 282

IM – Informatics Manual – Pages 283 – 312

IMM – Information Management Manual – Pages 313 – 1194

Incident Management System – Page 1195

LifeSpeak (English) – Pages 1196 – 1197

LTDM – Learning, Training and Development Manual – Pages 1198 – 1259

NCM – National Compensation Manual – Pages 1260 – 1624

OCCM – Operational Communications Centres Manual – Pages 1625 - 1690

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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FM - ch. 2. Qualification

Directive Amended: 2005-11-22

In response to the current COVID-19 pandemic situation, as of 2020-03-26, RCMP in-class and face-to-face training (including mandatory training, officer safety training, and other relevant recertification courses) has been suspended until further notice. This suspension's impact on affected policies (for example, CMM ch. 4., Promotion) will be clarified by the responsible policy centres.

Regular members are permitted to carry their required intervention options even if their certification or qualification has lapsed.

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. Policy
2. Qualification Courses
3. Reports

App. 2-1 RCMP Duty Pistol Qualification Course - Smith and Wesson Models 5946 and 3953

App. 2-2 Shotgun Qualification Course - Remington Model 870P

App. 2-3 Rifle Qualification Course - Winchester Model 70, .308 Calibre

App. 2-4 Semiautomatic Carbine Qualification Course - Heckler & Koch MP5

App. 2-5 ERT Stress Course of Fire - Semiautomatic Carbine (M16A1/A2)

App. 2-6 ERT Range Test Course of Fire - Semiautomatic Carbine Heckler & Koch MP5

App. 2-7 Semiautomatic Pistol (Smith & Wesson) ERT Range Test Course of Fire

App. 2-8 ERT Qualification Course of Fire - Sniper Rifle (.308) Deliberate Shoot

App. 2-9 ERT Qualification Course of Fire - Sniper Rifle (M16/R7) Positional Shoot

1. Policy

1. 1. Unless medically exempted, every member who is required to carry a pistol on duty must successfully complete the pistol qualification course every fiscal year and not to exceed 12 consecutive months between qualifications.

1. 2. Any member who may use other RCMP firearms on duty, must successfully complete the appropriate firearm qualification courses every fiscal year (not to exceed 12 consecutive months between qualifications) or as required.

1. 3. Firearm qualification courses must be conducted by a qualified chief range officer or firearms instructor.

1. 4. A member who fails to attend the annual or any other compulsory firearms or qualification course, will be automatically considered unqualified.

2. Qualification Courses

2. 1. General

2. 1. 1. Before the start of a qualification shoot, each member is allowed a maximum of 50 practice rounds.

2. 1. 2. The silhouette targets used for qualification courses are forms 1508 (blue or green) and 1508-1 (reduced size blue or green).

2. 1. 3. Qualification courses for all RCMP approved firearms must be conducted with approved operational ammunition (see App. 6-2).

2. 1. 4. For the duty pistol qualification course, Smith and Wesson model 5946 and 3953, see App. 2-1.

2. 1. 5. For the shotgun qualification course, Remington model 870, see App. 2-2.

2. 1. 6. For the rifle course, Winchester model 70, .308 calibre, see App. 2-3.

2. 1. 7. For the semiautomatic carbine qualification course, Heckler and Koch MP 5, see App. 2-4.

2. 2. Emergency Response Team

2. 2. 1. Every ERT member must qualify biannually in the use of the following weapons: Smith and Wesson model 5946 pistol or Sig Sauer P226 (if still in use), Heckler and Koch MP5 semiautomatic carbine and Colt M16 A1/A2 semiautomatic carbine.

2. 2. 2. Every ERT member who has successfully completed the sniper/observer course and is a designated sniper on his/her team, must also qualify biannually in the use of the .308 calibre sniper rifle and the M16 sniper rifle course of fire.

2. 2. 3. The ERT courses of fire are outlined in App. 2-5, 2-6, 2-7, 2-8, and 2-9.

3. Reports

3. 1. Chief Range Officer/Basic Firearms Instructor

3. 1. 1. Certify and submit firearm qualification results on form A-105, A-105-1 (pistol) and A-105-2 (MP 5) to the division training coordinator. File copies to division records.

3. 1. 2. Notify the member's supervisor of failure to qualify.

3. 2. Training Coordinator

3. 2. 1. Review form A-105, A-105-1 and A-105-2 results and determine remedial training requirements.

3. 2. 2. Enter all annual firearm qualification scores on HRMIS.

3. 2. 3. For remedial training, see ch. 1.3.

References

Date Modified: 2005-11-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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App. 2-5 ERT Stress Course of Fire - Semiautomatic Carbine (M16A1/A2)

App. 2-6 ERT Range Test Course of Fire - Semiautomatic Carbine Heckler & Koch MP5

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3. 2. 3. For remedial training, see ch. 1.3.

References

Date Modified: 2005-11-22

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FM - App. 2-1 RCMP Duty Pistol Qualification Course - Smith and Wesson Models 5946 and 3953

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Directive Amended: 1999-07-09

Stage	Desc-ription	Distance (m)	Scoring	Time (sec.)	Rounds	Score	Desc-ription
1	Aimed shooting	25	Marks-manship	120	5-2-5-2	(46/70) (min. 66%)	Magazine of 14 live and 1 dummy rounds: 5 rounds standing, strong hand, barricade; 2 rounds standing, support hand, barricade; 5 rounds kneeling, strong hand, barricade; and 2 rounds prone (have "closed action" reload only in prone position).

							Perform proper "Stage 1" stoppage.
2	Aimed shooting	15	Marks-manship	20	4-4	(26/40) (min. 66%)	4 rounds standing, unsupported strong hand. 4 rounds kneeling, unsupported strong hand.
3	Lateral movement	7	Tactical	4 facings of 2 each	2-2-2-2	(26/40) (min. 66%)	Shooter starts at right of lane. Pistol drawn to low ready position: 2 rounds, shift left, 8 sec.; 2 rounds, shift right, 8 sec.; 2 rounds, shift left, 8 sec.; and 2 rounds, shift right. Tactical reload will be called by chief range officer at stage conclusion.
4	Failure drill	5	Tactical	4 facings	3-3-3-3		2 rounds to center of

				of 5 each		(40/60) (min. 66%)	mass, reassess then 1 round to the head. Each string begins from the holster.
5	One-handed shooting	3	Tactical	15	4-4	(26/40) (min. 66%)	Start with round in the chamber and a magazine of 3 rounds in the pistol: 4 rounds strong hand only, lock back reload; and 4 rounds support hand only.

Minimum Achievement and Awards	
Pass	200/250 (80%)
Sharpshooter	225/250 (90%)
Distinguished sharpshooter	250/250 (100%)

Scoring value:

1. The white center ring is full value 5 points and considered center "X".
2. The lightest shade color value is full value 5 points.
3. The medium shade color value is 3 points.
4. The darkest shade color value is 2 points.

Night Course of Fire [1] (Reduced Lighting)				
Stage	**Distance (m)**	**Position**	**Rounds**	**Time (sec.)**

I	7	Police crouch	12	30
II	10	Crouch	2-2-2	5-5-5
III	10	Kneeling, unsupported strong hand	6	90
		Kneeling, left hand, barricade (strong- or support-hand grip)	6	
		Kneeling, right hand, barricade (strong- or support-hand grip)	6	

Stage I - Start with only 6 rounds in the pistol. Shooter must perform a speed reload.

Stage II - First facing of target, 5 seconds fired from the holster, subsequent 2 facings of the target fired from the "Low Ready" position.

Stage III - Shooter may reload at will.

Total Number of Rounds - 36.
Highest Possible Score - 180.
Minimum Score - 144 (80%).

[1] Scoring value is the same as the pistol day course of fire using the marksmanship guide for scoring. See target upper right hand.

Flashlight Techniques

Figure 1

Harris Technique

1. Use support hand - overhand grip on flashlight.
2. Bring support hand with flashlight behind and under muzzle of pistol.
3. Bring back support hand against back of strong hand.
4. Turn flashlight on.
5. Fire required shots.
6. Turn flashlight off and then move away from the area where the flashlight beam was last seen.
7. Repeat steps 4, 5 and 6 as required.

Ayoob Technique

1. Place flashlight in support hand - underhand position.
2. Turn flashlight on with thumb.
3. Bring flashlight and pistol together in parallel.
4. Fire required shots.
5. Turn flashlight off and move away from the area where flashlight beam was last seen.
6. Repeat steps 3, 4 and 5 as required.

Figure 2

Figure 3

U.S. Marine Technique

1. Place flashlight in support hand - underhand position.
2. Bring flashlight and pistol together as seen in Figure 3.
3. Shove front head of flashlight into the finger tips of the grip hand.
4. Turn flashlight on with thumb.
5. Fire required shots.
6. Turn flashlight off and move away from area where flashlight beam was last seen.
7. Repeat steps 4, 5 and 6 as required.

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Date Modified: 1999-07-09

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FM - App. 2-2 Shotgun Qualification Course - Remington Model 870P

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Directive Amended: 1999-07-09

Stage	Target	Distance (m)	Time (sec.)	Position	Rounds Fixed		Score [1]	Aiming Method
					Number	Type		
I	1508	20	3 X 5	Standing point shoulder	3	0 Buck or SSG	36	Aimed [3]
II		10	10		2		24 [2]	

Category	Score
Qualification	45 hits
Possible	60 hits

[1] Any shot which touches the center or colored portion of the silhouette target is considered a hit and valued at 1 point.

[2] Each shotgun shell has 12 x .32 calibre pellets valued at 1 point each.

[3] Shot from the shoulder. Do not rely on shotgun sights.

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Date Modified: 1999-07-09

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FM - App. 2-3 Rifle Qualification Course - Winchester Model 70, .308 Calibre [1]

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Directive Amended: 1999-07-09

Stage	Target	Distance (m)	Time (min.)	Position	Rounds	Score	Rate of Fire
I	1508	100	20	Prone	5	25	Deliberate aimed fire
II				Sitting	3	15	
III				Kneeling	3	15	
IV				Standing unsupported	3	15	
V				Standing, support hand, barricade	3	15	
				Standing, strong hand, barricade	3	15	

Scoring [2]

Category	Points
Qualification	60
Sharpshooter	80
Maximum	100

Directive Amended: 1999-07-09

[1] This test can be fired with either 4x telescopic or open sight.

[2] The method of scoring for the rifle qualification course is marksmanship value as follows:

a. White center ring is full value 5 points and is considered center X.
b. Lightest color shaded area is full value 5 points.
c. Medium color shaded area is valued at 3 points.
d. Darkest color shaded area is valued at 2 points.

NOTE: For qualifying with open sights:

a. The normal 3 points scoring area is scored at 5 points.
b. The normal 2 points scoring area is scored at 3 points.

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Date Modified: 1999-07-09

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FM - App. 2-4 Semiautomatic Carbine Qualification Course - Heckler & Koch MP5

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Directive Amended: 1999-07-09

Stage	[illegible]	[illegible]	[illegible]	[illegible]	Time (sec.)	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
	[illegible]	[illegible]	[illegible]	Out-door						
I [1]	1508	1508	7	7	20	Standing unsupported	12 [2]	60	2 rounds	Instinctive directed fire
II [1]			10	10	30	Standing unsupported	18 [2]	90	2 rounds	Quick aim
III [1]			15	15	25	Standing unsupported	12 [2]	60	2 rounds	Quick aim
IV [3]	1508-1		25	50	90	Prone	6	90	Semi-auto-matic	Sighted
						Kneeling, strong hand, barricade	6 [2]			
						Standing, strong hand, barricade	6			
[illegible]										

[illegible]	[illegible]
Qualification	240
Maximum	300

[1] Stages I, II, III - the maximum score is 210, the member must score a minimum of 158 for these stages.

[2] Each stage must incorporate a magazine change:

a. Stage I - 2 magazines - first, 5 rounds; second, 7 rounds.
b. Stage II - 2 magazines - first, 7 rounds; second, 11 rounds.

[3] Stage IV - the mazimum score is 90, the member must score a minumum of 68 for this stage.

[4] The method of scoring for the semiautomatic carbine qualification course is:

a. Center "X" ring and lightest colored shade valued at 5 points.
b. Medium colored shade valued at 3 points.
c. Darkest color shade valued at 2 points.

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FM - App. 2-5 ERT Stress Course of Fire - Semiautomatic Carbine (M16A1/A2)

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Directive Amended: 1999-07-09

Stage	Target	Distance (m)	Time (sec.)	Position	Rounds	Rate of Fire	Score [1]
I	1508	100	90	Standing, strong hand, barricade	5	Deliberate	5
II		100		Standing unsupported		3 shot burst (2 sec. max.) 2 shot burst	
III		run to 75		Prone (magazine change)		Rapid (1 shot/sec.)	
IV		run to 50		Kneeling		Rapid	
V		run to 25		Gas mask on Standing unsupported		Rapid	
VI		run to 7		Instinctive directed (from the shoulder)		Rapid	

[1] Stages I, II, III, IV, and V - the maximum possible score is 30. The minimum qualification score is 25. Each hit inside the silhouette counts as 1 point. The course of fire must be completed using an iron sight.

NOTE: Any hit outside the silhouette constitutes a failure.

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Date Modified: 1999-07-09

FM - App. 2-6 ERT Range Test Course of Fire - Semiautomatic Carbine Heckler & Koch MP5

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Directive Amended: 1999-07-09

Stage	Target	Dis-	Time	Position	Rounds	Rate of Fire	Aiming Method	Score
I	1508	7	-	Standing turns [2]	10	2 Shot Burst	Instinc-tive Directed Fire	10
				Walking turns [3]	10	2 Shot Burst		10
II		10		Standing turns [2]	10	2 Shot Burst	Instinc-tive Directed Fire	10
				Walking turns [3]	10	2 Shot Burst		10
III		15		Standing turns [2]	10	2 Shot Burst	Quick Aim	10
				Walking turns [3]	10	2 Shot Burst		10
IV		50	120	Prone	5	Deliberate fire within time allowed	Deli-berate Aim	5
				Kneeling, strong hand, barricade	5			5
				Standing, strong hand, barricade	5			5

				Standing, support hand, barricade	5			5

[1] Stages I, II, III and IV: 1 point for each hit inside the "8" ring. The maximum possible score for each stage is 20. The minimum qualification score is 17.

NOTE: Any hit outside the silhouette constitutes a failure.

[2] Standing turn positions: straight, right, left, right about, and left about.

[3] Walking turn positions: forward, right, left, right about, and left about.

[4] If using the coloured target, score everything inside the medium blue ring as a hit (roughly equal to the "8" ring on the silhouette).

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Date Modified: 1999-07-09

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FM - App. 2-7 Semiautomatic Pistol (Smith & Wesson) ERT Range Test Course of Fire

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Directive Amended: 1999-07-09

Stage	Target	Distance (m)	Time (secs.)	Position	Rounds	Rate of Fire	Shooting Method	Score
I	1508	5	-	Standing turns [2] (one-handed grip)	10	2 Shot Burst	Instinctive Directed Fire	10
				Walking turns (one-handed grip)	10	2 Shot Burst		10
II		7		Standing turns [2]	10	2 Shot Burst	Instinctive Directed Fire	10
				Walking turns [3]	10	2 Shot Burst		10
III		10		Standing turns [2]	10	2 Shot Burst	Quick Aim	10
				Walking turns [3]	10	2 Shot Burst		10
IV		25	135	Standing, unsupported	5	Deliberate Fire Within Time Allowed	Deliberate Aim	25
				Kneeling, strong hand, barricade	5			25

				Kneeling, support hand, barricade	5			25
				Prone	5			25

[1] Stages I, II and III: 1 point for each hit inside the "8" ring. The maximum possible score for each stage is 20. The minimum qualification score is 17.

NOTE: Unless otherwise stated, all shooting is done using a two-handed grip. Any hit outside the silhouette constitutes a failure.

Stage IV: 5 points for each his inside the "8" ring. 4 points for each his inside the "7" ring. 3 points for each hit inside the "6" ring. The maximum possible score is 100. The minimum qualification score is 85.

[2] Standing turn positions: straight, right, left, right about, and left about.

[3] Walking turn positions: forward, right, left, right about, and left about.

[4] If using the 1508-1 targets, score stages I, II and III by counting everything inside the medium blue (roughly equal to the "8" ring on the silhouette target). In stage IV, score everything in the medium blue as 5 and everything in the dark blue as 4, score headshots as 3.

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Date Modified: 1999-07-09

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FM - App. 2-8 ERT Qualification Course of Fire - Sniper Rifle (.308) Deliberate Shoot

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Directive Amended: 1999-07-09

Distance	Target	Shots (CCB)	Time (min.)	Position	Score (MOA/PT)	Minimum Score
100 yd./m	NASS	1	1	Prone	2/5 2.5/4	4
100 yd./m		3	3			12
200 yd./m		3	3			12
300 yd./m		3	3			12

Firearm: .308 Cal. sniper rifle with scope.

Target: North American Shooting System (NASS) target.

Testing protocol:

1. No shot can be made in the hour prior to testing, shots must be fired from a clean cold barrel (CCB).
2. To be completed during daylight hours.
3. At each of the three distances, the shooter will be given 5 minutes to prepare himself/herself before the commencement of the timed shoot.
4. Wind conditions not to exceed 25 km/h at 90 degrees to the shooter.
5. Scoring is determined by centering the area represented by the unit of measure, minute of angle (MOA), around the correct point of aim.
6. The total aggregate score must equal 40 out of a possible 50.

NOTE: Any hit outside the silhouette constitutes a failure.

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Date Modified: 1999-07-09

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FM - App. 2-9 ERT Qualification Course of Fire - Sniper Rifle (M16/R7) Positional Shoot

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Directive Amended: 1999-07-09

Position	Distance (yd./m)	Shots (CCB)	Score
Sitting	100	4	8 Ring = 5 7 Ring = 3
Kneeling			
Standing, support hand, barricade			
Standing, strong hand, barricade			
Prone			

Firearm: M16 A-2 or Demaco R7, with ELCAN telescope.

Target: Full silhouette #1508. If using the coloured silhouette, score everything in the medium blue as 5 points and everything in the dark blue as 3 points. Headshots will not count.

Testing protocol:

1. No shot may be made in the hour prior to testing. Shots must be fired from a clean cold barrel (CCB).
2. To be completed during daylight hours.
3. Course of fire must be completed within 2 minutes and 15 seconds.
4. All 20 rounds fired must strike within the silhouette.
5. The total aggregate score must equal 80 out of a possible 100.

NOTE: Any hit outside the silhouette constitutes a failure.

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Date Modified: 1999-07-09

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FM - ch. 3. Practical Training

Directive Amended: 2015-01-23

In response to the current COVID-19 pandemic situation, as of 2020-03-26, RCMP in-class and face-to-face training (including mandatory training, officer safety training, and other relevant recertification courses) has been suspended until further notice. This suspension's impact on affected policies (for example, CMM ch. 4., Promotion) will be clarified by the responsible policy centres.

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1. Practical Pistol Courses
2. Practical Rifle Course (PRC)
3. Scoring
4. Shotgun Qualification Course
5. Semiautomatic Carbine Qualification Course - Heckler & Koch MP5

App. 3-1 Firing Positions - Practical Pistol Course
App. 3-2 Firing Positions - Practical Rifle Course
App. 3-3 Firing Positions - Shotgun Qualification Course
App. 3-4 Firing Positions - Semi-Automatic Carbine Qualification Course

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1. Practical Pistol Courses

1. 1. General

1. 1. 1. The practical pistol courses (PPC) is designed for annual classification and competition. It may be conducted at an indoor range.

1. 1. 2. On the day of the qualification shoot, practice shooting will not exceed 50 rounds.

1. 2. Practical Pistol Course – **App. 2-1**

1. 2. 1. Course of Fire

1. 2. 1. 1. The member with the highest score while shooting with a standard service pistol, will eligible to represent his/her division in the annual Connaught Cup competition. See also AM II.3.L.

1. 2. 2. Equipment

1. 2. 2. 1. Use a standard service pistol loaded with standard RCMP-issue ammunition and magazines.

1. 2. 2. 2. Wear a regulation Sam Browne, ear protectors, protective glasses, and an RCMP-issued body armor.

1. 2. 2. 3. You may use an approved replacement grip or sleeve. However, special target grips or custom grips are prohibited.

1. 2. 3. Loading Procedures

1. 2. 3. 1. Do not load your pistol until you are on the firing line and are commanded to load.

1. 2. 3. 2. After you have loaded a magazine, holster your pistol and secure the retaining snaps.

1. 2. 4. Drawing to Fire

1. 2. 4. 1. Have your pistol secured in the holster at the beginning of each stage of the course.

1. 2. 4. 2. Do not touch the holster or pistol until the chief range officer gives the command to draw.

1. 2. 5. Firing Positions – App. 3-1

1. 2. 5. 1. The **police crouch** position is used for instinctive directed fire in combat situations.

1. 2. 5. 2. The **police prone** position is used when no cover is available and maximum steadiness is required.

1. 2. 5. 3. The **police barricade** position is used to provide maximum protection and concealment. At the range, a post is used to simulate shooting from behind an obstacle, a wall or around the corner of a building.

1. 2. 6. Timing

1. 2. 6. 1. The chief range officer will time each stage of the course, including drawing the loaded pistol from a secured holster, firing, unloading, reloading, and refiring.

1. 2. 6. 2. When facilities exist, edging targets will be used.

1. 3. Night Fire Pistol Course – **App. 2-1**

1. 3. 1. The night fire course is a modified PPC. It is not a requirement of the annual qualification shoot.

1. 3. 2. To complete the night fire course, 36 rounds of ammunition are required.

2. Practical Rifle Course (PRC) – **App. 2-3**

2. 1. Equipment

2. 1. 1. Use the model 70 Winchester rifle as issued and RCMP-issued ammunition only.

2. 1. 2. Wear muff-type ear protectors and protective glasses when shooting with a rifle that has open sights.

2. 1. 3. If the rifle is fitted with a scope, do not wear protective glasses.

2. 1. 4. You may wear a shooting jacket.

2. 1. 5. Do not use an artificial rest or attachment to steady the rifle or your arms.

EXCEPTION: Firing from protective cover.

2. 2. Course Conduct

2. 2. 1. The course must be completed in 20 minutes or less.

2. 2. 2. All shooters on the firing line must complete each stage before moving on to the next stage.

2. 2. 3. The Shooting Federation of Canada rules will apply to range discipline, procedure and conduct of firing not covered in this manual.

2. 3. Loading

2. 3. 1. Do not load your rifle until you are on the firing line, in the shooting position, and commanded to load.

2. 3. 1. When you finish loading, leave the bolt in the open position until commanded to fire.

2. 4. Firing Positions – **App. 3-2**

2. 4. 1. Use the **sitting** position when the existing cover is too high for the prone position and too low for kneeling.

2. 4. 2. Use the **kneeling** position when you are shooting over a low wall, stone, around the end or side of a barricade, e.g. a car, or when there is no protection available.

2. 4. 3. Use the **standing unsupported** position when no cover or support is available.

2. 4. 4. Use the **standing barricade** position when shooting on the move and objects, e.g. posts, trees or corners, are used for protective cover.

2. 4. 5. Use the **prone** position when no cover is available and you require maximum steadiness.

2. 5. Method of Firing

2. 5. 1. Fire in a slow and deliberate manner.

2. 6. Sighting Shots

2. 6. 1. You must fire all sighting shots before you begin the course. Sighting shots, to a maximum of five rounds, are allowed.

2. 6. 2. If your shooting is interrupted for a prolonged period, e.g. your rifle is malfunctioning and you must change rifles, you are allowed sighting shots with the new rifle.

2. 6. 3. When you finish the sighting practice, examine your target. Patch the holes or put up a new target before beginning stage one.

3. Scoring – **App. 2-1** and **2-3**

3. 1. General

3. 1. 1. If a rifle with a telescopic sight is used, the scoring method will be the same as the PPC and the PRC.

3. 2. Chief Range Officer/Scorekeeper

3. 2. 1. Members are to sign their targets before firing at them. Count the hits within the scoring area and those within the white area of the target.

3. 2. 2. Score hits touching the line with the higher value.

3. 2. 3. Score hits on the wrong target as misses.

3. 2. 4. Do not score holes made by bullet spatters or other objects.

3. 2. 5. Score linked shots for their actual value.

3. 2. 6. When scoring targets with excessive hits, follow the National Rifle Association or Canadian Police Combat Association rules.

3. 2. 7. If there is a tie score, judge the winner:

3. 2. 7. 1. by the greatest number of Center Xs over the entire course;

3. 2. 7. 2. if still tied, by the fewest misses over the entire course;

3. 2. 7. 3. if still tied, by the fewest number of hits of the lowest value over the entire course;

3. 2. 7. 4. if still tied, by the fewest number of hits of the next lowest value over the entire course; and

3. 2. 7. 5. if still tied, fire stage 1 of the PPC repeatedly until a tie is broken.

3. 2. 8. If there is a scoring dispute, keep the target for later examination. The chief range officer will determine the final target value.

4. Shotgun Qualification Course

4. 1. For the course of fire and scoring, see App. 2-2. For firing positions, see App. 3-3.

4. 2. Use a Remington Brushmaster shotgun, model 870P and RCMP-issued 12 gauge ammunition.

4. 3. The target is a regular RCMP silhouette.

4. 4. Wear muff-type ear protectors and protective glasses when shooting. You may wear a shooting jacket.

4. 5. Do not load your shotgun until you are at the firing line and commanded to load. Shoot directed, aimed fire from the shoulder.

5. Semiautomatic Carbine Qualification Course – Heckler & Koch MP5 – **App. 2-4**

5. 1. Course of Fire

5. 1. 1. The course of fire is restricted to members who have completed the Heckler & Koch MP5 Training Course (CM3545).

5. 2. Equipment

5. 2. 1. Use only RCMP-issued Heckler & Koch MP5 semiautomatic carbine and ammunition.

5. 2. 2. Wear ear protectors and protective eyeglasses.

5. 3. Loading and Unloading

5. 3. 1. On command and as instructed by the chief range officer, insert a magazine containing the requested number of rounds, and ensure the magazine is firmly in place in the magazine well.

5. 3. 2. Place the second magazine in your left rear pocket, upside down. This allows you to grab the magazine and hold it near the bottom ready for easy insertion in the magazine well.

5. 3. 3. Load, unload and operate the magazine release button with your left hand.

5. 3. 4. Always load and unload the firearm in the same manner.

5. 4. Firing Positions – **App. 3-4**

5. 4. 1. Begin all stages at the "ready" position. When the chief range officer commands "Is the line ready?", adopt the "ready" position as follows:

5. 4. 1. 1. feet shoulder-width apart,

5. 4. 1. 2. the firearm at a 45-degree angle across your chest and the sling hooked at the three points,

5. 4. 1. 3. body erect and hands by your side, and

5. 4. 1. 4. face the target.

5. 5. Method of Firing

5. 5. 1. See App. 2-5 and App. 3-4.

5. 6. Scoring

5. 6. 1. See App. 2-4.

References

- *Operational Manual, I.2.*
- *Uniform and Dress Manual*
- *The Dominion of Canada Rifle Association Regulations*
- *The National Rifle Association Rules*
- *The Shooting Federation of Canada Rules*

- *The Canadian Police Combat Association*
- Course Training Standards

Date Modified: 2015-01-23

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FM - App. 3-1 Firing Positions - Practical Pistol Course

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Directive Amended: 1999-07-09

Stage I	Ready - Interview Stance	Figure 1
	Standing - Strong-side barricade	

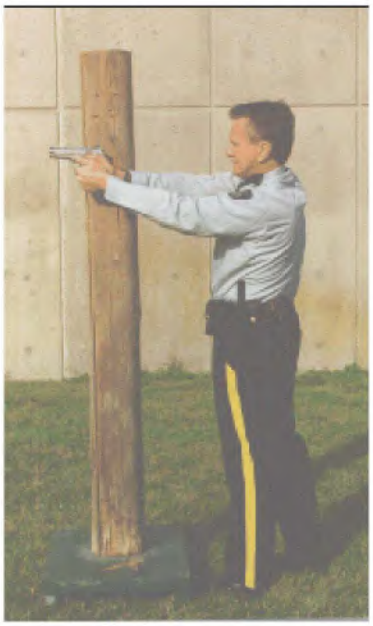
	 Figure 2
Standing - Support-side barricade	 Figure 3
Kneeling - Strong-side barricade	

		Figure 4
	Prone	Figure 5
	Prone	Figure 5a
Stage II	Standing Strong hand	

		Figure 6
	Kneeling Unsupported	Figure 7
Stage III	Low Ready	

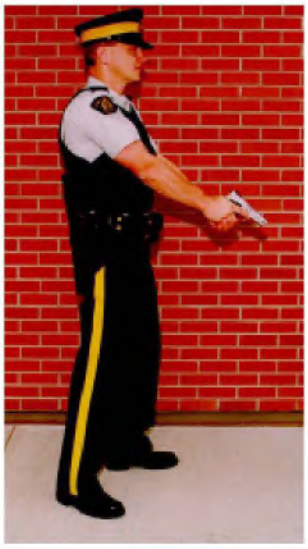
		 Figure 8
	Standing - Unsupported	 Figure 9
Stage IV - Failure Drill		
Stage V	One Hand - Strong hand	

		Figure 10
	One Hand - Support hand	Figure 11

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Date Modified: 1999-07-09

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FM - App. 3-2 Firing Positions - Practical Rifle Course

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Directive Amended: 1989-03-29

Stage I	5 shots - prone, strong shoulder
Stage II	3 shots - sitting, strong shoulder
Stage III	3 shots - kneeling, strong shoulder
Stage IV	3 shots - standing unsupported, strong shoulder
Stage V	3 shots - standing, weak shoulder - barricade
Stage VI	3 shots - standing, strong shoulder - barricade

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Date Modified: 1989-03-29

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FM - App. 3-3 Firing Positions - Shotgun Qualification Course

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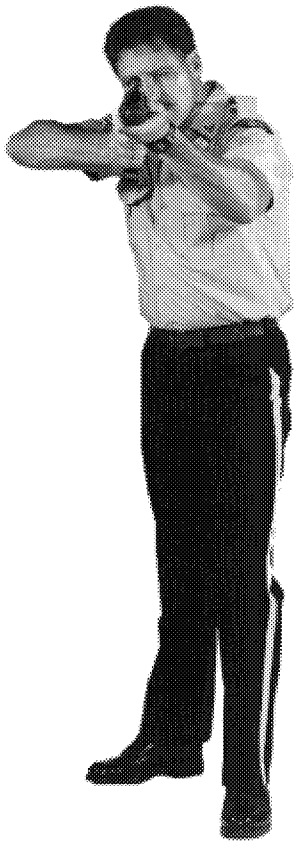
Directive Amended: 1999-07-09

Standing Point Shoulder

1. Stand with your body at an approximate 45-degree angle to the target and your feet shoulder-width apart.
2. Hold the elbow supporting the firearm out in front of your body.
3. Step forward with your support-side leg and place two-thirds of your weight on the forward foot.
4. Bend your support-side knee slightly and lean forward.



Front View

Side View

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Date Modified: 1999-07-09

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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FM - App. 3-4 Firing Positions - Semi-Automatic Carbine Qualification Course

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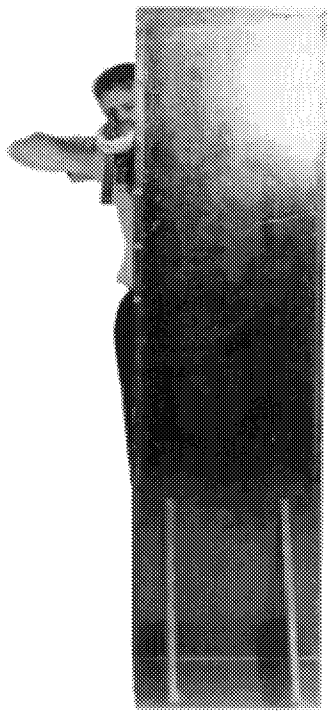
Directive Amended: 1989-03-29

Stage I	Ready Position	
	Combat Stance - Front View	

Combat Stance - Side View	
Combat Stance - Rear View	

Stage II and **Stage III**		
Stage IV	Prone Position	
	Kneeling Right Hand Barricade - Front View	

Kneeling Right Hand Barricade - Side View	
Standing Right Handed Barricade - Front View	

	
Standing Right Handed Barricade - Side View	
Standing Right Handed Barricade - Rear View	

Reloading Position

Back to chapter

Date Modified: 1989-03-29

FM - ch. 5. Sharpshooter Awards

Directive Amended: 2005-09-01

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. General
2. Distinguished Sharpshooter
3. Competitions

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1. General

1. 1. A member other than an officer who qualifies as a sharpshooter or distinguished sharpshooter in a practical pistol and/or practical rifle course of fire is entitled to wear the appropriate sharpshooter's badge for a year after its date of issue.

1. 2. Divisions, through their annual shoot, will identify members achieving distinguished sharpshooter status, issue the badge, complete the appropriate certificate of proficiency (form 3367, the colour-crested certificate is ordered through St.Joseph, see AM App. II-3-2) and have it signed by the CO.

1.3. Divisions will identify their top handgun shot and their representative to the Connaught Cup Competition. The divisional top handgun shot, who also qualifies for the Connaught Cup, has his/her name forwarded to Honours and Recognition for a certificate of proficiency to be signed by the Commissioner.

1. 4. A member who achieves the maximum possible score and X count in the annual divisional pistol shoot, in his/her division, will also be awarded a certificate of proficiency.

1. 5. The results of the competitions for the Connaught Cup, Minto Cup, Nicholson Trophy and MacBrien Shield and names of members who qualify for the distinguished sharpshooter badge will be published in the Commissioner's Bulletin.

2. Distinguished Sharpshooter

2. 1. Pistol

2. 1. 1. If a member obtains the maximum possible score (250/250) during the annual pistol qualifications, he/she qualifies as a distinguished sharpshooter and is eligible to be selected to represent his/her division in the annual Connaught Cup Competition.

2. 2. Rifle

2. 2. 1. If a member obtains the maximum possible score during the annual rifle qualifications, he/she qualifies as a distinguished rifle sharpshooter.

3. Competitions

3. 1. General

3. 1. 1. A member's score in an annual pistol classification determines whether he/she is eligible to compete in the Connaught Cup Competition.

3. 1. 2. A cadet's score in the annual pistol classification determines his/her placing in the Minto Cup Competition.

3. 1. 3. A cadet's score in the annual rifle classification determines his/her placing in the Nicholson Trophy Competition.

3. 1. 4. The scores of all the members in a division in an annual pistol classification determine whether the division is eligible to compete in the MacBrien Shield Competition.

3. 2. Connaught Cup Competition

3. 2. 1. Each division may be represented by one member at the Connaught Cup Competition.

3. 2. 2. The member with the highest score in the division selection process, is the division representative. The division representative must have a score of at least 240/250.

3. 2. 3. The winner has his/her name inscribed on the Connaught Cup; is named "The Best Pistol Shot in the RCMP" for the year; receives, from the Benefit Trust Fund, a cash prize and an engraved trophy; and is entitled to wear a distinguished sharpshooter badge for one year after the competition.

3. 2. 4. The cup is held by the CO of the division where the winner is posted.

3. 3. Minto Cup Competition

3. 3. 1. The winner of the competition is the cadet-in-training at "Depot" Division for that training year who scores highest on the qualification practical pistol course.

3. 3. 2. The winner has his/her name and score engraved on the Minto Cup; and receives, from the Benefit Trust Fund, a cash prize and an engraved trophy.

3. 3. 3. The Minto Cup is kept on display at "Depot" Division.

3. 4. Nicholson Trophy Competition

3. 4. 1. The winner of the competition is the cadet-in-training at "Depot" Division who scores highest on the annual rifle classification during the training year.

3. 4. 2. The winner has his/her name and score engraved on the Nicholson Trophy; and receives, from the Benefit Trust Fund, a cash prize and an engraved trophy.

3. 4. 3. The Nicholson Trophy will be kept on display at "Depot" Division.

3. 5. MacBrien Shield Competition

3. 5. 1. The MacBrien Shield trophy is awarded to the division that makes the highest average score during the annual pistol qualification course.

3. 5. 2. To be eligible for the competition, the following percentage of a division's NCOs and Cst. must get at least minimum qualification on the first attempt while firing the annual classification course.

Division Strength of NCOs and Cst.	Percentage required to qualify
less than 175	75
175 to 1000	60
1000 and over	50

3. 5. 3. The strength of the division is as of Jan. 1 of the year in which the competition takes place.

3. 5. 4. Scores made by officers, S/Cst. and reserve Cst. are not used to compute the division average.

3. 5. 5. The shield is held by the CO of the winning division.

References

- AM II.3.

- AM VII.9.

Date Modified: 2005-09-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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FM - ch. 6. Issue and Maintenance of Firearms and Related Equipment

FM-7 - 2014-04-08 - Protective Eye Wear

Related Links: OM ch. 4.4. and AMM ch. 4.4., sec. 3.4.

Chapter Rewrite: 2016-05-16

For information regarding this policy, contact Assets and Procurement Br., Corporate Management and Comptrollership, at [redacted]

1. General
2. Issue Guidelines
3. Ordering Firearms and Accessories
4. Maintenance and Repair
5. Disposal
6. Stolen/Missing/Lost RCMP Firearms
App. 6-1 Standard RCMP Firearms
App. 6-2 Standard RCMP Ammunition

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1. General

1. 1. All RCMP firearms and accessories are approved and procured by the National Armourer Program, unless specific authority is obtained by the DG, Assets and Programs Management Branch.

1. 2. All RCMP firearms acquired as standard RCMP issue will be engraved RCMP/GRC, tracked in TEAM, and identified by the manufacturer's name, model number, caliber, and serial number as outlined in App. 6-1.

1. 3. Divisions have the authority to determine the allocation to units of firearms as outlined in App. 6-1, and the responsibility to ensure that:

1. 3. 1. detachments/units maintain accurate information on unit- and personal-issue firearms, including the completion of an annual reconciliation of all firearms holdings within the division; and

1. 3. 2. regular preventive maintenance is completed on all firearms holdings at the detachment/unit level, and for all personal-issue firearms held by members within the division.

2. Issue Guidelines

2. 1. Personal-Issue Firearms

2. 1. 1. General

2. 1. 1. 1. All member personal-issue firearm transactions (issue or return) must be recorded in Sec. A of Issue, Receipt, Exchange of Pistol and Accessories, Form 3952, with all transactions reported to the Armourer Section.

2. 1. 1. 2. Regardless of a member's duties, he/she will be issued only one personal-issue firearm as outlined in App. 6-1. The exchange of a personal-issue firearm must be done through the Armourer Section, e.g. a member assigned to plainclothes duty issued a Smith & Wesson model 3953 pistol that is subsequently transferred to uniform duty, may exchange it for a Smith & Wesson model 5946 pistol.

EXCEPTION: Canadian Air Carrier Protection Program (CACPP) members trained in the use of black tactical Smith & Wesson may use black model 3953 or black 5946 service pistol while assigned to these respective duties.

NOTE: The black tactical Smith & Wesson 5946 does not have a magazine disconnect safety feature. It must be exchanged for a stainless steel Smith & Wesson 5946 or 3953 pistol when a member is no longer assigned to CACPP duties.

2. 1. 2. Member

2. 1. 2. 1. Immediately upon being informed by the HSO or your attending physician that you will be on sick leave for more than 30 calendar days, or when commencing any type of leave without pay, make arrangements to return your personal-issue firearm to your commander.

2. 1. 2. 2. If you are preparing to leave employment in the RCMP, e. g. retirement, you must no later than the day of discharge, meet with your commander to turn over your personal-issue firearm and magazines.

2. 1. 3. Commander

2. 1. 3. 1. Authorize and verify the issuance or return of personal-issue firearms, documenting all transactions in Sec. A of Form 3952. Complete three copies of each transaction, providing one copy to the member/reservist, one copy to the service file, and the final copy to the Armourer Section.

2. 1. 3. 2. If the change is for a medical reason, suspension of duty, or any type of leave without pay, follow the procedures outlined in OM ch. 4.10. The Armourer Section personnel will enter the information on TEAM.

2. 1. 3. 3. When a member informs you of his/her intention to leave employment with the RCMP, no later than the day of the member's discharge, meet with the member to take possession of his/her personal-issue firearm and magazines. Forward one copy of Form 3952, and ship the firearm and magazines to the Armourer Section for inspection and return into inventory.

2. 1. 3. 4. Retrieved firearms may not be retained by a unit for more than 90 days unless approved, in writing, by the NCO I/C, National Armourer Program.

2. 2. Unit-Issue Firearms

2. 2. 1. General

2. 2. 1. 1. All unit-issue firearm transactions must be recorded in Sec. B of Form 3952, with all transactions reported to the Armourer Section.

2. 2. 1. 2. The unit must establish local procedures to control the daily/weekly issuance of unit firearms. This may be tracked by a log, bar code system, or using Firearms Log, Form 5718, in order to maintain accountability of firearms.

2. 2. 2. Commander

2. 2. 2. 1. You are responsible for firearms charged to the unit.

2. 2. 2. 2. When unit firearms are transferred from one unit to another:

2. 2. 2. 2. 1. complete Sec. B of Form 3952, and include the firearm description (model and serial number) for each weapon transferred;

2. 2. 2. 2. 2. ensure that unit-to-unit transfer includes both issuing and receiving unit cost centres and both unit commander signatures are at the end of the form; and

2. 2. 2. 2. 3. complete three copies of each transaction, providing a copy to the issuing unit, a copy to the receiving unit, and a copy to the Armourer Section to ensure that the transfer is recorded in TEAM.

2. 2. 1. 3. Upon change of command, verify the unit inventory, and annually thereafter.

2. 2. 3. RCMP Reservists

2. 2. 3. 1. Firearms supplied to the divisions for the Reserve Program will be physically transferred from the National Armourer Program's inventory to a host unit inventory as determined by the divisional reserve coordinator. Record the transfer on Sec. B of Form 3952.

2. 2. 3. 2. The host unit is normally where the reservist is principally employed or resides. A host unit will be specified for each reservist and the firearm will be recorded against that unit collator code. The host unit will complete Sec. A of Form 3952, identifying the firearm and which reservist is assigned to it, and the host unit commander is responsible for maintaining control of both the firearm and forms 3952 and 5718.

2. 2. 3. 3. The host unit commander or reservist is accountable for the firearm, according to the chain of possession established each time the firearm is signed out or retrieved. Firearms will be signed out to reservists as-and-when-required and recorded on Form 5718.

2. 2. 3. 4. If there is no operational requirement for a reservist to retain a firearm between shifts, the firearm will be signed back to the host unit or to another unit, if the reservist is working at a different post. The chain of possession will be recorded on Form 5718.

2. 2. 3. 5. If there is an operational requirement for a reservist to retain the firearm, e.g. on call overnight, the firearm may be retained provided the unit commander approves and notes the reason on Form 5718.

2. 2. 3. 5. 1. This period may be extended to include a block of consecutive shifts, provided there is valid operational rationale. In such cases, a gun storage box with padlock, keys, and cable lock must also be issued.

2. 2. 3. 5. 2. A unit commander cannot issue a firearm to a reservist for an extended period, e.g. a few weeks or longer, in order to minimize paperwork related to the chain of possession process. The unit commander and reservist may be held jointly accountable for not complying with this Directive.

2. 2. 3. 6. All storage and safe handling requirements for firearms apply to reservists.

2. 2. 3. 7. While on days off, the reservist will not retain possession of a unit firearm.

3. Ordering Firearms and Accessories

3. 1. Personal-Issue Firearms

3. 1. 1. Standard issue 9 mm Smith & Wesson pistols are available as both left- and right-hand versions. To order a standard service pistol from the Armourer Section, submit a requisition through your commander by completing Sec. A of Form 3952.

3. 1. 2. If you require a model 3953 for full-time plainclothes duty, you must exchange your full-size model 5946 through the Armourer Section and submit a Form 3952.

3. 2. Unit-Issue Firearms and Accessories

3. 2. 1. If a unit requires compact pistols for occasional plainclothes duty, the commander will submit a requisition to the Armourer Section for the required number of pistols using Sec. B of Form 3952, or as a loan from divisional stores using Form 5718.

3. 2. 2. If there is an operational need for a rifle or shotgun that meets the issue guidelines as outlined in App. 6-1, the commander will submit a request to the Armourer Section by completing Sec. B of Form 3952.

3. 3. Grip Adaptors and Grips

3. 3. 1. A member with large hands may require that the pistol grip be made larger or be changed entirely. Grip adapters must be recommended and installed by a Basic Firearms Instructor upon completion of Duty Pistol Grip Change Request, Form TA5290. The following grip adapters may be used:

3. 3. 1. 1. HOGUE SLIP-ON (5946-3953): adds a palm swell and slightly increases the reach to the trigger; or

3. 3. 1. 2. HOGUE TWO-PIECE RUBBER GRIP (5946-3953).

3. 3. 2. Only RCMP Armourers and Basic Firearms Instructors can perform grip changes or replacements.

4. Maintenance and Repair

4. 1. General

4. 1. 1. When a firearm is not in use, e.g. storage or shipping, a chamber safety plug must be inserted in the barrel.

4. 1. 2. Only the Armourer Section is authorized to repair or modify RCMP firearms. Send the firearm with Material Unsatisfactory, Failure, Firearm Repair Report, Form 1704, to the appropriate Armourer Section as outlined in sec. 4.4.13. and sec. 4.4.14. For a temporary replacement pistol, see sec. 4.7.2.2.

4. 1. 3. Responsibility centres for unit-issue firearms maintained overseas at diplomatic missions/embassies or peace-keeping missions must ensure firearms are inspected regularly and returned to the Armourer Section according to a pre-arranged schedule to be established in consultation with the Senior Armourer. This scheduled maintenance will be based on the frequency of use, operational requirements, and the logistics of providing replacement firearms.

4. 2. Cleaning/Maintenance

4. 2. 1. Regularly inspect firearms for signs of malfunction, rust, or corrosion, and clean them after each use. For Smith & Wesson model 3953 and model 5946 pistols, follow the maintenance procedure outlined in the Firearms Maintenance module on Agora.

4. 2. 2. The following are RCMP-approved, cold-climate, gun lubricants available locally or through the Armourer Section:

4. 2. 2. 1. G-96
Morse Distributors Ltd.

2003 Alberta Ave.
Saskatoon, SK
S7K 1S2

4. 2. 2. 2. MPC-FP-10
TECTOM Products
16-2927 Fremont St.
Coquitlam, BC
V3B 7X8

4. 2. 2. 3. SHOOTER CHOICE-FP-10
Fisher Marketing Ltd.
196 Brabourne Rd. S.W.
Calgary, AB
T2W 2W3

4. 2. 3. Solvent or oil in the firing-pin tunnel will collect carbon and powder residue with the potential to cause the firing pin to bind and the pistol may fail to fire. When cleaning a 9 mm service pistol:

4. 2. 3. 1. Do not submerge or dip the firearm in solvent or oil.

4. 2. 3. 2. Do not flood the firing-pin area with solvent or oil.

4. 2. 4. To check the firing pin:

4. 2. 4. 1. remove the pistol's slide, guide rod, spring, and barrel;

4. 2. 4. 2. turn the slide upside down on a flat surface; and

4. 2. 4. 3. depress the silver-coloured firing-pin block and at the same time, push in the firing pin. The allen key supplied with the holster may be used to push the pin.

NOTE: The firing pin must move freely under light spring pressure, protrude through the firing pin hole into the breech, and return under spring pressure.

4. 2. 5. When a firearm will not be required for an extended period, lubricate and store it in a secure, dry place. Do not wrap the firearm in leather, cloth, plastic, or other material that attracts moisture.

4. 2. 6. For instructions on pistol maintenance, contact your divisional training section.

4. 2. 7. Before using a firearm, remove any oil film on the bore, chamber, and exterior.

4. 3. Problem/Adjustment

4. 3. 1. If needed, obtain a temporary replacement firearm from divisional stores.

4. 3. 2. When you receive your firearm, return the temporary replacement firearm to the point of issue. Record on Form 5718.

4. 4. Shipping/Transport

4. 4. 1. Do not show ATTN: ARMOURER on a package or indicate that it contains a firearm or component. The contents can be identified as MACHINE TOOLS.

4. 4. 2. Ensure that the firearm and magazines are unloaded. Never ship ammunition with a firearm unless it is preapproved by the NCO IC, National Armourer Program.

4. 4. 3. When shipping a firearm, or Conducted Energy Weapon (CEW), notify the receiving RCMP unit by the most expedient method. Include a full list of the firearms/CEW being shipped.

4. 4. 4. With the firearm, include your regimental number, if the firearm is a personal issue or the unit collator code if the firearm/CEW is a unit issue. Also, include your unit telephone and fax numbers.

4. 4. 5. For your return address, also include your unit's street address and postal code, not just a post office box number.

4. 4. 6. When receiving a firearm/CEW, verify that the shipment is complete and notify the RCMP shipping unit.

4. 4. 7. If you do not receive a shipment by the expected delivery date, begin tracing the shipment.

4. 4. 8. For prohibited firearms, comply with the following requirements of the *Prohibited Weapons Control Regulations*:

4. 4. 8. 1. the container should be of wood or opaque solid material of such strength, construction, and nature that it cannot be readily broken or accidentally opened while being conveyed;

4. 4. 8. 2. seal the container to prevent it from being opened or making it impossible to open without breaking/tampering with the seal; and

4. 4. 8. 3. make the prohibited firearm inoperable by removing the bolt or bolt carrier. Transport the bolt carrier in a separate container and by separate conveyance.

4. 4. 9. The following RCMP firearms/devices are considered prohibited: Heckler and Koch MP5-A3, Heckler and Koch MP5-SD, Colt M16-A1 Carbine, Colt M16-A2 H Bar Rifle, suppressed rifles, and all high-capacity, center-fire magazines (over ten rounds).

4. 4. 10. Order sealing tape from the Armourer Section. The cost will be transferred by journal voucher to the requesting unit's collator code.

4. 4. 11. All CEWs requiring servicing are to be treated as prohibited weapons and shipped by Purolator Courier COS (Chain of Signature) or by a postal courier licensed by the Canadian Firearms Registrar to the "Depot" Armourer which is the sole authorized RCMP facility. For additional instructions on CEWs, see sec. 4.4.15. and sec. 4.6.

4. 4. 12. Firearms must be delivered by hand or shipped by Purolator Courier COS, or when this service is not available, by a priority courier shipping from a postal courier licensed by the Canadian Firearms Registrar to ship non-restricted, restricted, or prohibited firearms to the RCMP Armourer Section designated for your division. Follow the packaging instructions in sec. 4.6.

NOTE: For a list of carriers licensed to transport restricted or prohibited firearms, see the Canada Firearms Centre site.

4. 4. 13. A member in National Headquarters, "B", "A", "C", "H", "J", "L", "O", or "V" division must take his/her firearm by hand, or ship it by courier as outlined in sec. 4.4.12. to:

RCMP
Bldg. 408
1426 St. Joseph Blvd.
Orleans, ON
K1A 0R2

4. 4. 14. A member in "D", "E", "F", "G", "K", "M", or "Depot" division, must take his/her firearm by hand or ship it by courier, as outlined in sec. 4.4.12., to:

RCMP Depot Division
Bldg. 98
6101 Dewdney Ave. W.
Regina, SK
S4T 1E1

4. 4. 15. When shipping/transporting a CEW:

4. 4. 15. 1. a data download (see OM ch. 17.7., sec. 2.8.) must be completed (see OM ch. 17.7., sec. 8.) for all CEWs being shipped either to the NCO National Armorer Program, Depot Division (see OM ch. 17.7., sec. 7.4.1.) or to the Canadian Police Research Centre (see OM ch. 17.7., sec. 9.);

4. 4. 15. 2. when shipping M26 or X26E, ensure the battery remains properly seated in the CEW to prevent memory loss or data corruption. New batteries will be replaced each time the M26 is serviced. The X26E batteries will be replaced when required. Both are replaced at unit cost; and

4. 4. 15. 3. under no circumstances can live air cartridges be packaged with any returned CEW.

4. 5. Damage to Firearms

4. 5. 1. You must examine your firearms regularly for signs of damage caused by faulty ammunition, extreme heat, or impact.

4. 5. 2. Send all firearms that require repair or are damaged to the Armourer Section, Depot Division, or the NCR Armourer Section with completed Form 1704. The Armourer designated for your division will determine whether a firearm is repairable or should be recommended for condemning and disposal. For mailing instructions, see sec. 4.4.13. and sec. 4.4.14.

4. 5. 2. 1. To obtain a temporary replacement pistol, see sec. 4.7.2.2.

4. 5. 3. If possible, unload the firearm and secure it to prevent further damage.

4. 5. 4. If the firearm cannot be unloaded, contact the Armourer Section for shipping instructions.

4. 5. 5. If the firearm is damaged by ammunition, isolate the remainder of the suspected faulty ammunition and notify the Armourer Section. Await disposition instructions. If the Senior Armourer instructs you to ship the firearm, follow the procedures outlined in sec. 4.4.

NOTE: Postal regulations forbid the shipment of ammunition (explosives) through the mail.

4. 6. Suitable Packaging Under the *Firearms Act* Regulation

4. 6. 1. Firearms and CEWs must be placed in the original issue container (black plastic case). Do not use the steel, firearm-storage box to ship your pistol or a CEW to the Armourer Section.

4. 6. 2. The black plastic container must be sealed with commercial packing tape and locked with the issued padlocks.

4. 7. Preventive Maintenance Program for RCMP Firearms

4. 7. 1. General

4. 7. 1. 1. All personal- and unit-issue pistols must be submitted to the Armourer Section for preventive maintenance after every 5,000 rounds of use, or every three years, whichever comes first.

4. 7. 1. 2. All Remington Model 870 shotguns must be submitted to the Armourer Section for preventive maintenance after every 1500 rounds of use, or every five years, whichever comes first.

4. 7. 1. 3. All .308 caliber rifles (Winchester Model 70 or Remington Model 700) issued at the detachment level must be submitted to the Armourer Section for preventive maintenance after every 1500 rounds of use, or every five years, whichever comes first.

4. 7. 1. 4. All .308 and/or .338 caliber rifles (Winchester Model 70 or Remington Model 700) issued for ERT and/or to Containment teams, must be submitted to the Armourer Section for preventive maintenance after every 1500 rounds of use, or every three years, whichever comes first.

4. 7. 1. 5. All Heckler & Koch MP5 (regardless of specific model) must be submitted to the Armourer Section for preventive maintenance after every 5000 rounds of use, or every three years, whichever comes first.

4. 7. 1. 6. All Gas Guns (regardless of specific make/model) must be submitted to the Armourer Section for preventive maintenance after every 1500 rounds of use, or every five years, whichever comes first.

4. 7. 1. 7. All Colt/Diemaco (C8/M16/variants) must be submitted to the Armourer Section for preventive maintenance after every 5000 rounds of use, or every three years, whichever comes first.

4. 7. 2. Member/Commander

4. 7. 2. 1. E-mail the Firearms Preventive Maintenance Coordinator at GroupWise address FPMP-PMPA when your pistol has reached or will shortly reach, 5,000 rounds of use. Provide your name or the unit to which the pistol has been issued, your regimental number or unit collator code, location, and pistol's serial number. The coordinator will then send you shipping instructions by return e-mail.

4. 7. 2. 2. Before shipping or delivering your pistol, obtain a temporary replacement pistol from your unit or division. Return this pistol immediately upon receiving your regular pistol.

4. 7. 2. 3. Deliver your pistol by hand or by shipment to the appropriate Armourer Section in accordance with the packaging and courier requirements outlined in sec. 4.4.12. The cost of shipping will be paid by the National Armourer Program.

4. 7. 2. 4. Until the completion of the first three-year cycle of this program, most pistols will not have been subjected to the proposed cyclical maintenance regime. Remember to regularly inspect your pistol as outlined in sec. 4.5.1.

4. 7. 3. Firearms Preventive Maintenance Coordinator

4. 7. 3. 1. Contact members or unit commanders with instructions for submitting their pistols for initial preventive maintenance or for cyclical preventive maintenance, as appropriate.

5. Disposal

5. 1. General

5. 1. 1. All RCMP firearms are Crown assets, and will remain so until destroyed at the end of their useful lifecycle. Destruction of all RCMP firearms will be performed by the National Armourer Program.

5. 2. Defective Ammunition

5. 2. 1. If defective ammunition has damaged a firearm, see sec. 4.5.5. If the firearm is not damaged, isolate the suspected defective ammunition by lot number. Report the circumstances surrounding the suspected defective ammunition to the unit commander, who will advise his/her Cr. Ops. Officer as required by the AMM ch. 4.4.

6. Stolen/Missing/Lost RCMP Firearms

6. 1. All stolen, missing, or lost RCMP firearms must be reported to NCO IC, National Armourer Program, and to the appropriate authorities for entry in CPIC. Include the serial number, member's name, regimental number, and detachment/unit.

6. 2. Recovered RCMP firearms will not be put back into service, but will be sent to the Armourer Section for inspection.

6. 3. The IC, National Armourer Program, will notify the Registrar of Firearms of any stolen, missing, or lost RCMP firearm, and make the appropriate changes to the inventory record.

References

Date Modified: 2016-05-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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FM - App. 6-1 Standard RCMP Firearms

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Moved from AM V.5.: 2005-07-06

CATE-GORY								
Shot-gun	**Rem-ington**	12	Wing-master	870	71.12 cm modified choke	Engraved on receiver by RCMP Armourer	Pump action, standard stock, bead sights. PD-FA-09 (1)	MBC/CSA, Patrols
		12		870P	50.8 cm		Pump action, bead sights, folding stock, dull black finish, improved cylinder.	ERT, Detach-ment
		12		870P	50.8 cm		Recoil pad, bead sights, regular stock, improved cylinder. PD-FA-09	Detach-ment Issue, Tactical Troop, ERT
		12		1100 Special Field	Modified by Armourer to fit remote mobile investigator (RMI)		Semi-automatic, bead sights, regular stock. PD-FA-10	EDU
Rifles	**Win-chester**	.308	70 Std.	70	55.88 cm standard	Factory roll stamp on left front of receiver ring	Regular stock, epoxy bedded, recoil pad PD-FA-12	General Unit Issue
Rifles (cont'd)	**Win-chester** (cont'd)	.308	Custom built by RCMP Armourer	70	35.5 cm	Factory roll stamped on left-front of receiver ring	Take-down survival rifle for back-packing	Police Dog Service
		.308	Custom built by RCMP Armourer	70	44.5 cm		McMillian fiberglas stock, commercial sound suppressor and custom barrel	ERT
		.308	Custom built by	70	60.96 cm		Sniper Package	ERT

			RCMP Armourer					
	Colt	.223	M16A2 carbine	Carbine	40.89 cm	Engraved by RCMP Armourer	C/W AR-15 selector switch, care and maintenance manual, left hand deflector (lefthand shooters only). C/W three 20 rd. magazines and sling.	ERT
		.223	M16A2 H-Bar rifle	Rifle	50.80 cm			
	Heckler & Koch	9 mm	Semi-automatic	MP5A3	22.479 cm	Engraved by RCMP Armourer.	C/W retractable butt stock, one multi-purpose carrying sling, two 15-rd. magazine, one 30-rd. magazine. PD-FA-11 PD-FA-15	ERT
				MP5 SD	14.554 cm			
Rifles (cont'd)	**Savage**	30/30 20 ga.	Over & Under	24-V	60.96 cm	Left side of frame.		Air Services
	Rem-ington	.22	Field-master	572A	55.88 cm	Engraved by RCMP Armourer.	PD-FA-16	Northern Issue
Re-volvers	**Smith & Wesson**	.38 Spl.	K-38, Master-piece	14	15.24 cm	Left side of frame under cylinder.	Target grips, hammer and trigger.	Rec-reational Shooter
		.22	K-22, Master-piece	17	15.24 cm	Left side of frame under cylinder.		Rec-reational Shooter
Pistols	**Ruger**	.22	Mark I, Target	Mark I, semi-automatic	17.46 cm	Stamped by RCMP Armourer.	10-shot semi-automatic	Rec-reational Shooter
	Smith & Wesson	9 mm		3953	89 mm	Right side of slide.	PD-FA-39	Plain-clothes/ Special Issue for small hands (left or right handed)
				5946 (reversible magazine button)	101 mm		PD-FA-38	General Unit Issue (left or right handed)
				5946 (black)			PD-FA-40	ERT/ERT-Trained Dog Handler

(1) Only one type of model 870 shotgun may be purchased. The Armourer Section will modify the standard shotgun to meet the RCMP requirements, e.g. folding stock, 71.12 cm barrel.

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Date Modified: 2005-07-06

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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FM - App. 6-2 Standard RCMP Ammunition

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Directive Amended: 2012-02-21

Pistol			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
9 mm (9 x 19)	PD-AM-16, 147 gr. Full Metal Jacket, not lead free. (If lead free required use PD-AM-36)	Training use for General Duty and ERT	- Winchester - RA9147FMJC - Remington L9MM9
9 mm (9 x 19)	PD-AM-18, 147 gr. Jacketed Hollow Point	Operational Duty Round for General Duty and ERT	- Winchester SXT - RA9SXT - Remington Golden Saber - GS9MMC - Federal HST - P9HST2
9 mm (9 x 19)	PD-AM-23, Blank ammunition	Training for ERT and PDS Handlers	
9 mm (9 x 19)	PD-AM-31, Lead Free Pistol Ammunition, 100 gr. Luger, Jacketed CQT (Jacketed Zinc Bullet)	For Dwyer Hill training use only, Close Quarter Target	- Federal BallistiClean - BC9NT2
9 mm (9 x 19)	PD-AM-36, 147 gr. Reduced Hazard (lead free) Full Metal Jacket Encapsulated Lead Core	Training for General Duty and ERT	- Winchester - X9MMSU2
9 mm (9 x 19)	PD-AM-41, Close Quarter Target ammunition	Air Carrier Protection Program	- Simunition part # 5308030 (yellow sabot)

Rifle			
	Purchase Description	**Use**	**Item - Product Code**

Caliber or Gauge			
.22 cal. LR	PD-AM-11, 40 gr., round nose lead bullet, standard velocity	Training and ERT	
.223 cal.	PD-AM-13, 62 gr. Tactical Bonded Soft Point Federal .223 Remington 62 gr.	ERT - Operational	- Federal Remington - XM223T3R
.223 cal.	55 gr. Tactical Bonded Soft Point Federal, .223 Remington 55 gr. bonded	ERT - Operational	- Federal LE223T1
5.56 mm .223 cal.	PD-AM-17, 62 gr. (4.00 g.) Full Metal Jacket	Training for ERT	- 5.56 mm C77 Ball (Canadian Manufacture) - Federal - XM223NR, LE223T3 - M855, 5.56 (U.S. Military)
5.56 mm .223 cal.	PD-AM-22, NATO Blank Ammunition	Training for ERT	
.308 cal.	PD-AM-12, 150 gr. Pointed Soft Point	General Duty Field Qualification and Operational Use	- Winchester - X3085 - Federal - 308A
.308 cal.	PD-AM-19, 308 Winchester 168 gr. Boat Tail Hollow Point	ERT - Operational	- Federal BTHP Match XM308R, GM308M, XM308MR - Winchester - S308M
.308 cal.	PD-AM-27, 308 Winchestser 165 gr. Tactical Bonded Soft Point (Barrier Penetration) Federal 165 gr.	ERT - Operational	- Federal - XM308T1R
.308 cal.	PD-AM-28, 308 Winchester 175 gr. Boat Tail Hollow Point, Federal 175 gr. BTHP Match - XM308M2	ERT - Operational	- BTHP Match - XM308M2, and LE308T1 (Nickel Case for Identification)
.30-.30 cal.	No PD due to limited usage. Local purchase of 170 gr. jacket softpoint, including, but not limited to Winchester, Remington, Federal, etc.	Very limited application for survival firearms such as MDL 94 Winchester	

Shotgun			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
12 gauge	PD-AM-05, Plastic body, 2 3/4 inch, max. drams equivalent, OO Buckshot, Reduced Recoil, 8 or 9 pellet load	Training, ERT and General Duty	- Federal LE132-00 Tactical Buckshot - Winchester RA1200 Buckshot - Remington RR12BK8-00 Buckshot (Reduced recoil)
12 gauge	PD-AM-06, Plastic body, 2 3/4 inch, 2 3/4 drams equivalent, 1 1/8 oz., # 8 shot size	Training, Armourer Section	- Winchester - AA128
12 gauge	PD-AM-08, Plastic Body, 2 3/4 inch, 2 3/4 drams equivalent, 1 1/8 oz., # 9 shot size	Training, Armourer Section	
12 gauge	PD-AM-07, Plastic Body, 2 3/4 inch, max. drams equivalent, Rifled Slug (Reduced Recoil)	General Duty and ERT Issue	- Federal LE127RS (Rifle Slug) - Winchester - RA12RS15
12 gauge	PD-AM-09, 2 3/4 Plastic Body, max. drams equivalent, 1 1/8 # 2 steel shot (non toxic shot)	Where *Migratory Birds Convention Act* requires non toxic shot	- Federal - W1442

Sub-Machine Gun			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
9 mm (9 x 19)	PD-AM-16, 147 gr. Full Metal Jacket, not lead free. (If lead free required use PD-AM-36)	ERT Training	- Winchester - RA9147FMJC
9 mm (9 x 19)	PD-AM-18, 147 gr. Jacketed Hollow Point	ERT - Operational Duty Round	- Winchester SXT- RA9SXT - Remington Golden Saber - GS9MMC - Federal HST - P9HST2

9 mm (9 x 19)	PD-AM-30, 115 grain Jacketed Hollow Point, only use in Heckler & Koch MP-5 SD suppressed model	ERT - Operational	- Winchester - X9MMSHP - Winchester - Q4211
9 mm (9 x 19)	PD-AM-36, 147 gr. Reduced Hazard (lead free) Full Metal Jacket Encapsulated Lead Core	ERT - Training	- Winchester - X9MMSU2

Other Firearms/Prohibited Firearms and Ammunition

Survival Over/Under Rifle/Shotgun			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
.30-.30 cal. and 20 gauge Model 24 Savage	No PD due to limited usage. Local purchase of .30-.30 cal. 170 gr. jacket softpoint, including, but not limited to Winchester, Remington, Federal, etc. and 20 gauge 2 3/4 # 4 shot from major manufacturers	Limited application of less than 20 firearms for aircraft/remote location survival, purchase locally	

Shotgun (Hatton Barrel)			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
.12 gauge	PD-AM-26, Shotshell compatible with 12 gauge shotgun	Specialized application, ERT	Example CLUCAS Lot 044-01

Less Lethal			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
Conducted Energy Weapon	PD-AM-34 - Taser International 21 Foot M26 Advanced Taser Cartridge Model #: 44200 25' cartridge under development/evaluation	Only qualified General Duty, ERT and Tactical Troop Members	
Modified 12 gauge	PD-AM-33, Plastic Body 2 3/4, 40 Grams (617 gr.) "Less Lethal"	Only qualified General Duty, ERT and Tactical Troop	- Defense Technology Corporation of America Drag,

		Members using modified "Less Lethal" Shotgun per PD-FA-33	Stabilized Bean Bag (Sock Round) Product Code: 3027

Pistol			
Caliber or Gauge	**Purchase Description**	**Use**	**Item - Product Code**
Modified for 9 mm (9 x 19) marking cartridge	PD-AM-42, Marking Ammunition	Where approved for training purposes	- Simunition Part # 5303700 (Blue) - Simunition Part # 5300432 (Red) - Simunition Part # 5307070 (Green) - Simunition Part # 5307110 (Orange)

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Date Modified: 2012-02-21

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FMM - ch. 1.1. Framework

New Chapter: 2005-09-21

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at [redacted]

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1. Corporate Management and Comptrollership (CM&C) ensures the sound and rigorous stewardship of the RCMP's resources including implementing Modern Comptrollership, a long-term government initiative focused on improving decision making, organizational performance and accountability for results. To contribute to achieving this responsibility, CM&C has undertaken a policy modernization initiative across its four main branches.

2. The Financial Management Manual (FMM) is the overarching framework document that lays out guiding principles, policies and procedures for use by every RCMP employee. Policy and procedures represent the formal direction within the RCMP that imposes specific responsibilities and accountabilities for action on branches, sectors and business lines.

3. The FMM is organized as follows:

3. 1. classification and coding structure for financial transactions,

3. 2. assets,

3. 3. liabilities,

3. 4. revenue,

3. 5. expenses,

3. 6. other accounting policies and disclosures,

3. 7. financial statements,

3. 8. financial control, and

3. 9. financial management.

References

Date Modified: 2005-09-21

FMM - ch. 1.2. Guiding Principles

Directive Amended: 2008-09-24

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at Irrelevant

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1. The following guiding principles support the policies and procedures in the Financial Management Manual:

1. 1. Financial decisions will position the RCMP for long-term financial stability and strengthen relationships with central agencies.

1. 2. Financial transactions will be conducted with due regard for honesty and transparency.

1. 3. Generally accepted RCMP values and behaviors will be the norm.

1. 4. Programs will be delivered with consideration to achieving the best possible value from the investment of public resources.

1. 5. Decisions will be made with unfettered access to timely, relevant and reliable financial information, analysis and advice.

1. 6. Cost effective controls, suitable to the government environment, will be in place to safeguard assets and to ensure honesty.

1. 7. Before entering into transactions, ensure the transactions are authorized.

1. 8. Public funds will not be used to purchase items that do not support directly or indirectly, the mandate and operations of the RCMP.

1. 9. The RCMP Account Coding Chart does not overrule any policy or directive.

References

Date Modified: 2008-09-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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FMM - ch. 10.1. Financial Planning and Resource Acquisition

New Chapter: 2006-04-12

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Roles and Responsibilities
4. Supporting Documents

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1. Policy

1. 1. Financial planning and resource acquisition must comply with central agency requirements and Treasury Board of Canada Secretariat (TBS) policy.

1. 2. Financial resources will be allocated according to RCMP priorities.

1. 3. Rigorous stewardship must be applied to ensure transparent, efficient, economic and prudent use of public resources.

1. 4. The monitoring, managing and reporting of resources will be results-based.

1. 5. Public service values and ethics must be exercised in managing RCMP resources.

1. 6. The RCMP will keep records in accordance with TBS requirements and IM IV.1.

2. General

2. 1. Proposals for additional resources and reallocations will be made based on timely, reliable, integrated financial and non financial information.

2. 2. Decisions must be based on a sound understanding of current and on-going financial implications, and a thorough risk assessment.

2. 3. Program spending will be reviewed continually to restructure programs and reallocate resources in response to changing needs and priorities in accordance with the government's expenditure management system.

2. 4. The federal government's financial planning cycle incorporates the following exercises which together provide the authorized annual resource base for departments and agencies: Main Estimates (resulting from the Annual Reference Level Update (ARLU)), Supplementary Estimates and allocations from TBS central votes.

3. Roles and Responsibilities

3. 1. Regional operations will:

3. 1. 1. review funding requests; and

3. 1. 2. consult and provide feedback.

3. 2. Regional finance will:

3. 2. 1. review funding requests and related material; and

3. 2. 2. consult and provide direction and feedback.

3. 3. National Headquarters policy centres will review funding requests, and consult other policy centres and regional counterparts.

3. 4. Finance Branch will:

3. 4. 1. liaise with central agencies to vet and approve documentation;

3. 4. 2. solicit information and consult within the RCMP, from policy centers and regions related to funding requests;

3. 4. 3. assist in developing funding requirements;

3. 4. 4. review, challenge and adjust information; and

3. 4. 5. review documentation to be submitted to central agencies and seek departmental approval.

4. Supporting Documents

4. 1. In conjunction with this chapter, see the following supporting documents:

4. 1. 1. *Financial Administration Act*;

4. 1. 2. *Treasury Board Accounting Standard 1.1 - Policy and Principles*, Treasury Board of Canada Secretariat; and

4. 1. 3. *Public Sector Accounting (PSA) Handbook*, Canadian Institute of Chartered Accountants.

References

- *Results for Canadians: A Management Framework for the Government of Canada*, Treasury Board of Canada Secretariat, 1999
- *Financial Management Capability Model*, Office of the Auditor General of Canada, 1999
- *Integrated Risk Management Framework*, Treasury Board of Canada Secretariat, 2001
- *Management Accountability Framework*, Treasury Board of Canada Secretariat, 2003
- *Modern Comptrollership: The Foundations of Modern Management*, Treasury Board of Canada Secretariat, February 2003

Date Modified: 2006-04-12

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

FMM - ch. 10.2. Budget Management

New Chapter: 2006-04-12

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Roles and Responsibilities
4. Supporting Documents

App. 10-2-1 Budget Management Accountability Principles

App. 10-2-1 Budget Transfer Authorities

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1. Policy

1. 1. RCMP financial resources must be managed according to legislative and regulatory requirements and Treasury Board of Canada Secretariat (TBS) policy.

1. 2. Rigorous stewardship must be applied to ensure transparent, efficient, economic and prudent use of public resources.

1. 3. The monitoring, managing and reporting of resources will be results-based.

1. 4. Public service values and ethics must be exercised in managing RCMP resources.

1. 5. The RCMP will ensure that clear accountability principles are established for the allocation and management of RCMP resources. The budget management accountability principles outlined in App. 10-2-1 and 10-2-2 are established as an RCMP minimum standard. Accountability principles developed for a specific program activity must be reviewed and approved by Finance Br.

1. 6. The RCMP will keep records according to TBS and Receiver General requirements and IM IV.1.

2. General

2. 1. Planned spending must remain within the authorized limits of the appropriations and the associated allotments.

2. 2. Budgetary decisions must be based on a sound understanding of the current and on-going financial implications, and a thorough assessment of the level of risk involved.

3. Roles and Responsibilities

3. 1. Regional operations will:

3. 1. 1. review resource allocation of resources as provided;

3. 1. 2. administer and control expenditures charged against their delegated budget authorities;

3. 1. 3. provide accurate and complete expenditure forecasts for their areas of responsibility; and

3. 1. 4. ensure regional finance staff is made aware of funding discussions with National Headquarters policy centers that could have an impact on budget levels and forecasts.

3. 2. Regional finance will:

3. 2. 1. review and challenge all resource allocations and forecasts;

3. 2. 2. provide direction;

3. 2. 3. ensure the accuracy of all benchmark data, outstanding commitments and approved budget levels;

3. 2. 4. develop accurate variances explanations and a planned approach to address concerns for the consideration of senior management;

3. 2. 5. develop planned corrective actions in conjunction with regional operations;

3. 2. 6. provide detailed feedback regarding resource allocation exercises; and

3. 2. 7. submit forecasts in accordance with specified process standards and timelines.

3. 3. National Headquarters policy centers will:

3. 3. 1. review the allocation of resources;

3. 3. 2. provide accurate and complete expenditure forecasts for their areas of responsibility;

3. 3. 3. provide direction to regional counterparts on decisions to reallocate financial resources across program activities; and

3. 3. 4. ensure transparency of the timing and amount of projected fund transfers to regional operations from policy centers so that no funding is double counted or overlooked.

3. 3. 5. submit forecasts in accordance with specified process standards and timelines.

3. 4. Finance Branch will:

3. 4. 1. review and ensure appropriate budgetary controls are in place to ensure legislated appropriation limits and allotments established by Treasury Board are respected and that overspending does not occur;

3. 4. 2. consult with policy centers and regions regarding budgets;

3. 4. 3. establish and coordinate national forecast policy standards and processes;

3. 4. 4. review, summarize and challenge forecast data;

3. 4. 5. develop corporate level reporting regarding the forecast; and

3. 4. 6. provide financial support to budget managers.

3. 5. Managers delegated with budget responsibilities will:

3. 5. 1. account for the management of their resources and ensure that authorized budget levels are not exceeded;

3. 5. 2. establish and maintain a system of budget monitoring and forecasting to ensure that authorized budget levels are respected;

3. 5. 3. ensure that changes in the forecast requirements from approved budgets are communicated within their program activity and to Finance Branch in order to facilitate the optimal use of RCMP resources; and

3. 5. 4. ensure that all aspects of their resources are appropriately managed.

4. Supporting Documents

4. 1. In conjunction with this chapter, see the following supporting documents:

4. 1. 1. *Financial Administration Act*;

4. 1. 2. *Treasury Board Accounting Standard 1.1 - Policy and Principles*, Treasury Board of Canada Secretariat;

4. 1. 3. *Public Sector Accounting (PSA) Handbook*, Canadian Institute of Chartered Accountants; and

4. 1. 4. *Policy on Commitment Control*, Treasury Board of Canada Secretariat.

References

- *Results for Canadians: A Management Framework for the Government of Canada*, Treasury Board of Canada Secretariat, 1999
- *Financial Management Capability Model*, Office of the Auditor General of Canada, 1999
- *Integrated Risk Management Framework*, Treasury Board of Canada Secretariat, 2001
- *Management Accountability Framework*, Treasury Board of Canada Secretariat, 2003
- *Modern Comptrollership: The Foundations of Modern Management*, Treasury Board of Canada Secretariat, February 2003

Date Modified: 2006-04-12

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FMM - App. 10-2-1 Budget Management Accountability Principles

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New Chapter: 2006-04-12

1. Budget Input and Maintenance

1. 1. Budgets in TEAM are to reconcile to the ARLU by input factor and by Program Activity Architecture (PAA). Additional funding such as Supplementary Estimates and/or Central Vote, e.g. TB Vote 5 and 10, allocations must also reconcile by input factor and PAA structure to the Supplementary Estimates allotment detail provided by TBS.

1. 2. Budgets are to be maintained and controlled in accordance with the allotment allocation provided by TBS in the annual initial allotment allocation and adjusted accordingly based on approved changes during the fiscal year.

1. 3. At minimum, each division must maintain budgets at the sub-activity level by input factor with fenced initiatives maintained at the sub-sub-activity level.

1. 4. Capital budgets are to be maintained by RO in accordance with the specific direction of Assets and Procurement Branch (A&PB) and the CIO.

1. 5. Funding for each of the approved Supplementary Estimates items will be entered in the corporate account upon receipt from TBS of official TB approval and allocated to the applicable program activities in accordance with the supporting TB submission.

1. 6. Supplementary Estimates funding related to both accommodation and administrative overhead costs is to be distributed directly to the corporate infrastructure functions.

NOTE: The funding related to PWGSC custody buildings are resources set aside by TBS in a central account accessible by PWGSC.

2. Establishment of Reserves

2. 1. The SEC authorizes the establishment of any national reserves at the program activity level and the authority for the program activity will establish the business rules for accessing the reserve.

2. 2. The source of funds for the national reserve comes from within the program activity unless an alternative funding source is otherwise approved by SEC.

2. 3. Reserves must be transparent to ensure that other levels in the organization are not establishing additional and potentially redundant reserves within their individual program areas.

3. Transfer of Resources

3. 1. Transfers between Votes (Operating/Capital/Grants and Contributions) requiring parliamentary authority generally do not require a separate TB submission, some exceptions apply. The determination of vote transfers included in the RCMP's Supplementary Estimates' submissions requires the review and approval of the DG, Finance.

3. 2. The process for transferring authorized resources between the sender and receiver requires that procedures be established between the authorized finance personnel and the program/policy centre personnel for each program activity, sub-activity and/or sub-sub-activity.

3. 3. Transfers must be actioned in TEAM by authorized finance personnel only and all such transactions are to be completed each fiscal year in accordance with the timelines for the close of business for the period ending April 30th.

3. 4. Transfers between program activities require the approval of senior authorities/delegates in accordance with App. 10-2-2.

3. 5. Transfers within program activities require the approval of senior authorities/delegate or in accordance with the documented approved process for the particular area of responsibility in accordance with App. 10-2-2.

3. 6. Transfers related to fenced funding are generally restricted in accordance with the reallocation of Public Security and Anti-terrorism funds, as outlined in AM VII.3.

3. 7. Transfers between ROs within the Capital Vote require the review and approval of the A&PB and/or the CIO.

3. 8. Transfers related to policy centre RO 360, Repair of Aircraft, require the approval of Air Services Branch.

3. 9. The reallocation or "swapping" of resources in year between O&M and Capital for purposes other than that as originally intended should only occur upon full consultation with A&PB and/or CIO.

3. 10. Permanent budget transfers are to be adjusted through the ARLU process with the conversion premium applied to adjustments between personnel and other operating input factors.

4. Commitments

4. 1. Enter commitments in TEAM, in accordance with the commitment policy outlined in FMM ch. 7.3., and the Delegation of Financial Authorities matrix.

4. 2. Regularly review outstanding commitments.

4. 3. Make timely adjustments to increase, decrease and/or delete commitments.

4. 4. In accordance with the year-end directive, review and adjust commitments.

5. Forecasting

5. 1. Budget forecasts will be prepared in accordance with national budget operations requirements and timetables.

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FMM - App. 10-2-2 Budget Transfer Authorities

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New Chapter: 2006-04-12

1. In most cases, the authority to action budget transfers exists at the program activity level.

2. Where sub-activities and sub-sub-activities do not report to the senior authority of the program activity, such as those below, the senior authority/delegate for that sub-activity or sub-sub-activity will authorize budget transfers.

Sub-activity	Sub-sub-activity
1.5 - National Security Operations	6.4.1 - Kit and Clothing
6.1 - National Operations Center	6.4.2 - Depot
6.2 - Operations Policing Data Systems	6.4.3 - Tactical Weapons Training Section Program (Connaught)
6.3 - Integrated Operations Support	6.4.4 - RCMP Ride
8.1 - Corporate and Executive Services	8.4.1 - Strategic Policy and Planning
8.2 - Corporate Management and Comptrollership	8.4.2 - Public Affairs and Information
8.3 - Chief Human Resources Officer	8.4.3 - National Communications
8.5 - Chief Information Officer	8.4.4 - Organizational Strategy
Numbering Key: 1 means Federal and International Operations 6 means Policing Support Services 8 means Corporate Infrastructure	

3. Approved accountability processes which exist within program activities take precedence over any other approach.

4. Transfer of resources related to Public Security and Anti-terrorism (PSAT) funds must be made in accordance with the directives outlined in AM VII.3.

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FMM - ch. 10.3. Reporting

New Chapter: 2006-04-12

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. Roles and Responsibilities
4. Supporting Documents

---

1. Policy

1. 1. Reports on the plans, priorities, performance and results submitted to central agencies must be accurate and timely.

1. 2. Public service values and ethics will be applied when reporting on RCMP resources.

1. 3. The monitoring, managing and reporting of resources must be results-based.

1. 4. The RCMP will keep records in accordance with TBS requirements and IM IV.1.

2. General

2. 1. For accountability to taxpayers and Parliament, the RCMP must prepare a Public Accounts report, the Report on Plans and Priorities (RPP), the Departmental Performance Report (DPR) and the Program Activity Architecture (PAA). The RCMP will also contribute to government wide reports such as Canada's Performance: Annual Report to Parliament.

2. 2. The RPP and DPR reflect short and long-term plans and priorities and results achieved to date and for the future. These key reports provide specifics regarding the RCMP's financial position and performance.

3. Roles and Responsibilities

3. 1. Regional operations will provide information to National Headquarters policy centres.

3. 2. Regional finance will provide financial data to regional operations, and review documentation upon request.

3. 3. National Headquarters policy centres will prepare information to include in reports, and will consult with regional counterparts.

3. 4. Finance Branch will liaise with central agencies, circulate documentation, solicit and review feedback, provide direction and lead the development and submission of the reports.

4. Supporting Documents

4. 1. In conjunction with this chapter, see the following supporting documents:

4. 1. 1. *Financial Administration Act*;

4. 1. 2. *Public Sector Accounting (PSA) Handbook*, Canadian Institute of Chartered Accountants; and

4. 1. 3. *Treasury Board Accounting Standard 1.2 - Departmental and Agency Financial Statements*, Treasury Board of Canada Secretariat.

References

- *Results for Canadians: A Management Framework for the Government of Canada*, Treasury Board of Canada Secretariat, 1999
- *Modern Comptrollership: The Foundations of Modern Management*, Treasury Board of Canada Secretariat, February 2003
- *Guide for the Preparation of Part III of the Estimates: RPP and DPR*, Treasury Board of Canada Secretariat

Date Modified: 2006-04-12

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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FMM - ch. 3.13. Capital Assets and Inventories

New Chapter: 2007-01-10

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at [redacted]

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1. Assets and inventories will be accounted for according to AMM chapters 1.3., 1.4., 1.5., 1.6., 6.1., and 6.3.

References

Date Modified: 2007-01-10

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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FMM - ch. 6.1. Operating Expenses

New Chapter: 2006-05-30

For information regarding this policy, contact Finance Br., Corporate Management and Comptrollership at [redacted]

1. Policy
2. General
3. TEAM Reporting
4. Supporting Documents

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1. Policy

1. 1. Operating expenses will be charged to the correct appropriation or authority and recorded on an accrual basis in the accounts and financial statements of Canada.

2. General

2. 1. The majority of transactions will relate to operating expenses incurred in the delivery of program services. Operating expenses include personnel costs, office supplies, capital asset purchases that are below the RCMP capitalization threshold, repair and maintenance, consulting services and operating leases.

2. 2. For the purposes of this chapter, the following definitions apply:

2. 2. 1. **Expenditure** means the cost of goods or services acquired in the accounting period whether or not payments have been made or invoices received; and

2. 2. 2. **Expense** means the cost of resources consumed in and identifiable with the operations of the accounting period including the amount of amortization of the cost of tangible capital assets for the period.

2. 3. The "expense basis" of accounting must be used in accordance with the Canadian Institute of Chartered Accountants, Public Sector Accounting Handbook, PS Section 1500.93.

2. 4. An expense must be recognized when an expenditure or previously recognized asset does not have future economic benefit.

2. 5. An expense must be reported in the Statement of Operations and related accounts payable, and accrued liabilities in the Statement of Financial Position.

2. 6. Monthly opening and closing balances in the accounts payable, accrued liabilities and related expense accounts must be transmitted to the Receiver General for Canada as part of the Departmental Monthly Trial Balance reporting.

2. 7. All expenses are subject to the requirements of the Treasury Board of Canada Secretariat, *Account Verification* policy to ensure that the charge is valid and coded to the correct government-wide coding block elements and charged to the correct appropriation or authority.

2. 8. Some expenses, e.g. amortization, bad debts and accumulated vacation pay payments, are not charged to an appropriation.

3. TEAM Reporting

3. 1. An expense must be correctly recognized, including recording accounts payable and accrued liabilities, in TEAM in the accounting period in which it occurred, regardless of the timing of the cash payment.

3. 2. The following transactions must be recorded in TEAM by the designated cut-off date:

3. 2. 1. accounts payable and other accrued operating and capital liabilities;

3. 2. 2. payroll transactions and salary accruals;

3. 2. 3. employee reimbursements, e.g. travel and relocation;

3. 2. 4. clearing of interdepartmental settlement suspense accounts;

3. 2. 5. claims against the Crown and ex-gratia payments, when authorized;

3. 2. 6. grants and contributions;

3. 2. 7. any material adjustments including items such as invoice corrections and other adjusting journal entries;

3. 2. 8. goods or services received for which an invoice has not been recorded; and

3. 2. 9. amortization expenses.

4. Supporting Documents

4. 1. In conjunction with this chapter, see the following supporting document:

4. 1. 1. Treasury Board of Canada Secretariat, *Financial Information Strategy Accounting Manual*, Section 7.0. Expenses.

References

- The Canadian Institute of Chartered Accountants, *CICA Public Sector Accounting Handbook*, PS Section 1500.93.

Date Modified: 2006-05-30

1. FINANCIAL ADMINISTRATION RESPONSIBILITIES

A. **ORIGINATOR**

A. 1. Finance Branch, Corporate Management Directorate.

B. **REFERENCES**

B. 1. *RCMP Act* and *Regulations*.

B. 2. *Financial Administration Act*.

B. 3. Treasury Board of Canada Minute 763986 dated 1979-04-01 establishing the Office of the Chief Financial Officer.

C. **POLICY**

D. **GENERAL**

D. 1. The following areas of management are included in financial administration:

D. 1. a. classification of accounts;

D. 1. b. budget preparation/control;

D. 1. c. control/policy for financial systems;

D. 1. d. accounting/control of expenditures, revenue and accounts receivable; and

D. 1. e. financial reporting.

D. 2. The financial administration system of the RCMP is decentralized with 14 divisions.

D. 2. a. Each CO is accountable for:

1. the control/accounting of public funds in his/her charge; and

2. ensuring that only proper expenditures are made.

E. **ORGANIZATION**

E. 1. **Corporate Management Directorate**

E. 1. a. As outlined at App. 1-1-1, the following positions report directly to the Director, Corporate Management:

1. the IC Finance Branch;

2. the IC Property Management Branch;

3. the IC Materiel and Services Management Branch;

4. the IC Information Systems Branch;

5. the IC Program Support Branch;

6. IC Strategic Planning Projects;

7. IC Audit and Evaluation; and

8. the Special Advisor.

E. 2. **DCMB**

E. 2. a. A direct reporting relationship exists between the IC DCMB and the appropriate CO; however, there is a functional reporting relationship between each IC DCMB and the Director, Corporate Management.

F. **RESPONSIBILITIES/DUTIES**

F. 1. **Director, Corporate Management**

F. 1. a. The Director, Corporate Management reports directly to the D/Commr. Corporate Management.

F. 1. b. The Director, Corporate Management is responsible for the financial administration of the RCMP and provides:

1. advice to the Commissioner, D/Commr. Corporate Management and SEC on financial and supply matters;

2. functional direction to the COs on financial matters; and

3. advice to the COs on organization and staffing of financial positions.

F. 1. c. The DF&S is accountable for:

1. developing and implementing RCMP financial policies; and

2. managing RCMP finances and supply services, e.g. property, transportation, materiel, food services.

F. 2. **Finance Br.**

F. 2. a. Finance Br. is accountable for:

1. planning, implementing, accounting, and managing the RCMP budget;

2. managing and applying the financial aspects of policing contracts with the

provinces, territories and municipalities and subsequent monitoring of the collection of revenues;

3. establishing and implementing RCMP financial directives;

4. developing and controlling a system for financial delegation and accountability; and

5. preparing and coordinating all TBC submissions.

F. 3. **Property Management Br.**

F. 3. a. Property Management Br.:

1. plans, coordinates and controls the RCMP Capital Construction Program; and

2. administers all Crown-owned lands, buildings and living accommodations under the care and control of the RCMP.

F. 4. **Materiel and Services Management Br.**

F. 4. a. Materiel and Services Management Br. plans, coordinates and controls the provision of:

1. materiel management, contracting and acquisition services;

2. land and water transportation; and

3. meals for employees and other patrons on a cost-recovery basis.

F. 5. **Information Systems Br.**

F. 5. a. Information Systems Br.:

1. provides systems development and maintenance support services for financial, materiel services and RCMP property management systems;

2. liaises with informatics and systems planning specialists; and

3. provides systems training to users.

F. 6. **Program Support Br.**

F. 6. a. Program Support Br.:

1. plans and coordinates the RCMP finance and supply program;

2. provides corporate environmental coordination; and

3. provides financial and administrative support services for Finance and Supply Dir.

F. 7. **Special Advisor**

F. 7. a. The Special Advisor provides legal opinions, advice and interpretations, particularly in the contracts area.

F. 8. **FSSB**

F. 8. a. **FSSB**:

1. administers and coordinates the financial functions of the div.;

2. provides advice/assistance on all financial matters at the planning and operational stages;

3. prepares the div. monthly expenditure forecast and other required submissions/returns;

4. assists in preparing the div. MYOP;

5. ensures all expenditures are legal and consistent with directives including the exercise of delegated authority under Sec. 32, 33 and 34, FAA;

6. ensures that all revenue is collected, deposited and remitted as required;

7. ensures the classification and coding structures meet the reporting needs of the div.; and

8. provides direction to all div. personnel on financial administration.

FIN. MGT. MANUAL
APPENDIX 1-1-1
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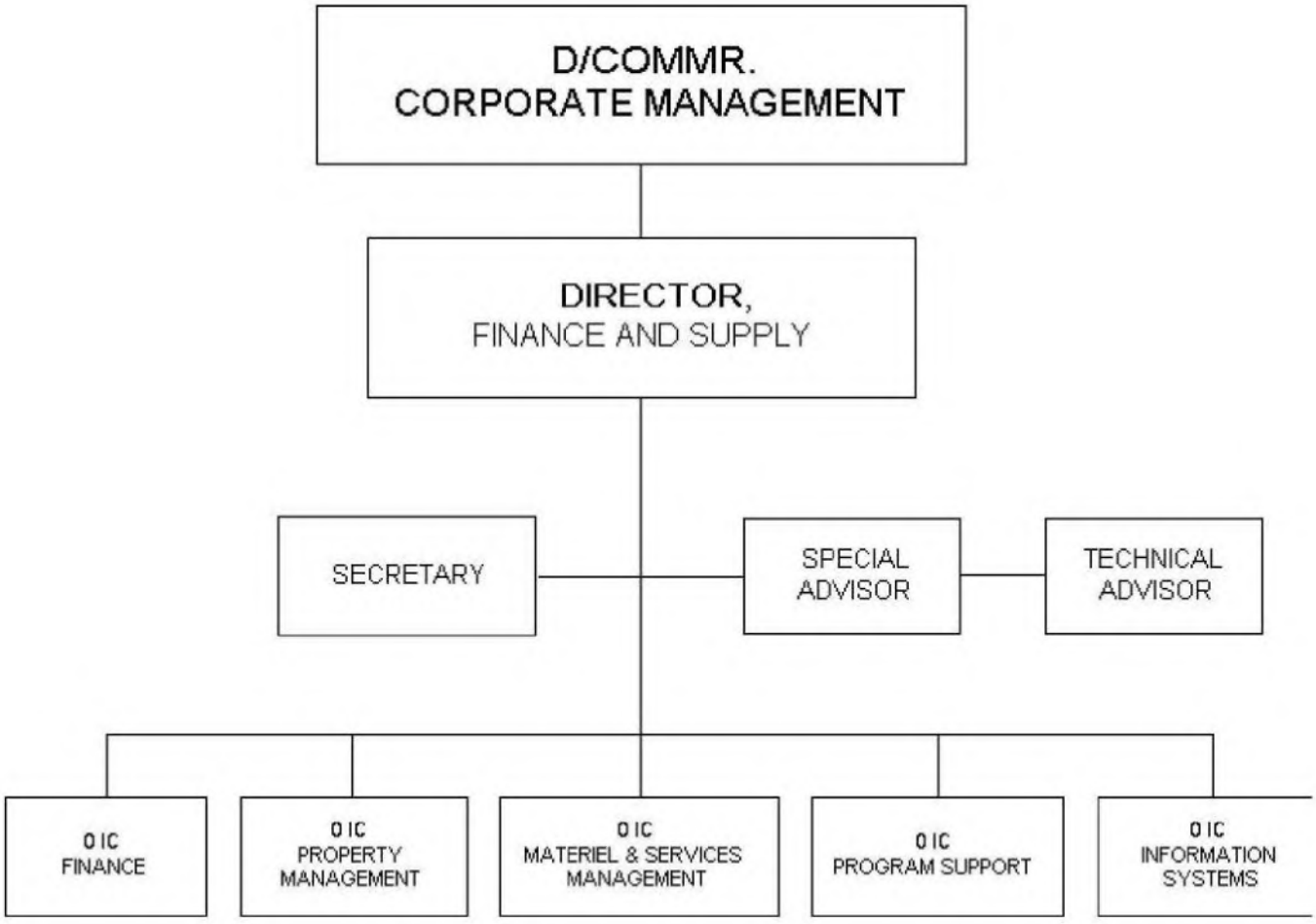
FINANCE AND SUPPLY DIR.



1. MEDICAL PROFILE SYSTEM

A. ORIGINATOR

A. 1. National Health Services Policy Centre .

B. REFERENCES

B. 1. *Administration Manual*, II.1.

B. 2. *Administration Manual*, II.10.

B. 3. *Administration Manual*, II.18.

B. 4. *Administration Manual*, II.19.

B. 5. Academy of Management Journal, 26, 1983, E.L. Levine, R.A. Ash, H. Hall and F. Sistrunk.

B. 6. Diagnostic and Statistical Manual of Mental Disorders (DSM-III-R).

B. 7. Functional Job Analysis: A Desk Aid, S.A. Fine.

B. 8. The Job Analysis Handbook for Business, Industry and Government, S.A. Fine.

C. POLICY

D. GENERAL

D. 1. The medical profile system describes the occupational fitness of members and applicants and describes any limitations and restrictions due to physical or mental conditions that affect the ability to perform policing tasks. The tasks are described in the Integrated Task Bank for General Duty Constable outlined in App. II-1-6. See also AM II.19.

D. 2. The minimum medical profiles required for members in various policing occupations, including general duty Cst., will be set out in AM II.19. as well as in the HSM.

D. 3. This chapter outlines:

D. 3. a. methods for examination of visual acuity, color vision and hearing;

D. 3. b. detailed instructions for assignation of V, CV and H factors;

D. 3. c. definitions for G and O factors;

D. 3. d. detailed instructions for the assignation of G and O factors; and

D. 3. e. detailed instructions on the relationship between PARE time and the F factor.

D. 4. Each member's medical profile will either be recorded at the time of the periodic health assessment on form 3380 or, if there is a requirement to change a medical profile between periodic health assessments, on form 2158.

D. 5. Each medical profile must be accompanied by specific recommendations for occupational limitations and restrictions or by a statement that no such limitations or restrictions are required.

E. **VISUAL ACUITY (V)**

E. 1. **General**

E. 1. a. Visual acuity and refractive standards refer to the eye in its normal physiological state.

E. 1. b. If visual acuity and refractive status have been artificially altered by radial keratotomy or laser surgery, the following criteria must be met:

1. twelve months have elapsed from the date that surgery was last performed;

2. stable vision has resulted; and

3. the ophthalmologist who performed the surgery confirms the absence of side effects such as susceptibility to glare, contrast-sensitivity or visual field defects.

E. 1. c. Measurements taken following orthokeratology are not valid for recruitment purposes.

E. 2. **Grading and Testing**

E. 2. a. The grading standards for visual acuity are outlined in App. II-1-1.

E. 2. b. Testing procedures are outlined in App. II-1-2.

F. **COLOR VISION (CV)**

F. 1. **General**

F. 1. a. Color vision measurement refers to the eye in its normal state, not when measured through colored contact lenses that correct color vision defects.

F. 2. **Grading and Testing**

F. 2. a. Color vision is graded as follows:

1. normal: CV1;

2. defective safe: CV2; and

3. defective unsafe: CV3.

F. 2. b. Testing procedures are outlined in App. II-1-3.

G. **HEARING (H)**

G. 1. **General**

G. 1. a. The ability to hear is critically important in certain surveillance activities where it is necessary to hear spoken words against background noise.

G. 1. b. The ability to localize sounds is important in a variety of police duties including investigation of the scene of criminal activity where the suspects may still be on the premises, as well as in search and rescue duties.

G. 1. c. The accurate interpretation of information received by radio while traveling at high speed, with emergency equipment turned on, is a common activity requiring good auditory perception.

G. 2. **Grading and Testing**

G. 2. a. The grading of auditory acuity is outlined in App. II-1-4.

G. 2. b. For testing, an audiometer must be used and the findings applied as shown in App. II-1-4.

H. **GEOGRAPHICAL FACTORS (G)**

H. 1. **General**

H. 1. a. Most areas of Canada experience extremes of climate over a twelve-month period. Most medical conditions are manageable within this broad range of climate but some medical conditions require more medical expertise than others. The availability of health care is variable across Canada and this variability is the basis of the geographical factors (G).

H. 1. b. The RCMP must ensure that necessary health care is available to a member within a reasonable time. This varies according to the medical condition in question. Access to a cardiologist for a member with heart disease may have to be within minutes while access to a dermatologist may only have to be within weeks.

H. 1. c. The G factor represents the interaction between the member's medical condition and the availability of health care in a given location.

H. 2. **Grading**

H. 2. a. G1 (No Limitations): The member has no anticipated need for physician services or medical devices.

H. 2. b. G2 (Recruit Minimum): The member has a medical condition that can be adequately monitored and managed by a general practitioner or family physician.

H. 2. c. G3: The member needs specialist care. Posting requires communication between the HSO and A&PO.

1. The HSO will investigate the proposed posting to determine if the required care is available at that location.

H. 2. d. G4: The member suffers from a medical condition that may reasonably be expected to require one or more subspeciality services and will usually require posting to an urban center.

1. The proposed posting/location must be jointly reviewed by the HSO and A&PO.

H. 2. e. G5: The member has need of tertiary-care medical services and will normally require posting to a major city.

H. 2. f. G6: The member requires long-term hospitalization or is critically dependent on hospital services.

I. OCCUPATIONAL FACTORS (O)

I. 1. General

I. 1. a. The O factor describes a member's occupational capacity. This is based on the task analysis for a general duty Cst. outlined in App. II-1-6.

I. 1. b. Driving and pursuit driving are an integral part of police work. The O factor subsumes the member's ability to drive a motor vehicle.

I. 1. c. A member who cannot do all policing tasks, is graded below recruit standard (O2) and has occupational limitations and restrictions which must be clearly stated in the profile.

I. 2. Grading

I. 2. a. O1: The member is capable of performing all the tasks of a general duty Cst. defined in App. II-1-6 and is also capable of performing specific tasks beyond this level.

1. These specific tasks must be clearly stated, e.g. an ERT member would be O1-ERT, a pilot would be O1-pilot.

2. The O1 profile would be assigned to a CM employed in an occupation having specific physical/medical requirements if the CM meets these requirements.

I. 2. b. O2 (Recruit Minimum): This is the entry level for a Cst. An applicant or member must perform all the tasks of the general duty Cst. outlined in App. II-1-6 in a manner that does not jeopardize his/her safety, or that of coworkers and the public.

1. An RM who is 02 must be able to participate fully in an operational call out and must not suffer from any condition that carries an increased risk of sudden

incapacitation.

2. For a CM, O2 requires that the applicant or CM not suffer from any condition that might interfere with the ability to do the job for which he/she is hired without compromising his/her safety, that of coworkers or the public.

I. 2. c. O3: This applies to a member or applicant for RM status who suffers from a condition that may interfere with the performance of policing duties but does not jeopardize safety.

1. The individual's limitations and restrictions must be clearly stated.

2. The individual must not suffer from a condition that carries an increased risk of sudden incapacitation.

3. The individual will be subject to operational call out where the defined occupational limitations and restrictions will apply.

4. For a CM, the O3 profile describes an individual with a condition that affects ability to do the job for which he/she is hired but does not prevent him/her from doing the job and does not compromise safety.

I. 2. d. O4: This applies to a member or applicant for RM status who suffers from a condition incompatible with the safe performance of police work as outlined in App. II-1-6.

1. The O4 factor will be assigned to an individual at increased risk of sudden incapacitation.

2. This factor applies to an individual who suffers from a condition which may result in an occurrence that threatens his/her safety or that of a coworker or the public. Limitations and restrictions must be clearly stated so that no such threat to safety occurs.

3. An O4 individual is not subject to operational call out.

4. This factor applies to a CM who suffers from a condition which prevents the safe performance of the tasks for which he/she was engaged.

I. 2. e. O5: This applies to an individual capable of performing only sedentary duties.

I. 2. f. O6: This applies to an individual not considered employable by the RCMP in any capacity because of a physical or mental condition.

K. **OCCUPATIONAL FITNESS (F)**

K. 1. **General**

K. 1. a. The occupational fitness of the member to do police work is based on the PARE test. This test was developed specifically to measure the physical attributes required for the work done by an RCMP Cst.

K. 1. b. The PARE test is not a general measure of physical fitness, although members with good cardiorespiratory fitness are likely to do better than others. It is a specific measure of occupational fitness.

K. 1. c. The F factor is assigned on the basis of the timed segment of the PARE test and the ability to perform the lift-and-carry task.

K. 2. **Grading**

K. 2. a. F1: Duties of a special nature requiring above-average levels of job-related physical ability and fitness.

1. Criteria: successful completion of a separate test of occupational fitness. Use F2 until a separate test is developed.

K. 2. b. F2: Duties performed by a Cst., S/Cst. Member, S/Cst., Cpl. or any other RM whose current position requires maintenance of the F2 profile; an RM reengaged after discharge and RCMP Training Academy graduates requiring the standard level of job-related physical ability and fitness.

1. Criteria: PARE time of four min. or less, push/pull of 36 kg, torso bag carry of 45.5 kg. Any RM capable of meeting the standard may be assigned an F2 profile.

K. 2. c. F3: Duties performed by a Sgt., S/Sgt., senior NCO or officer requiring less physical ability and fitness than the F2 profile and who is not medically exempt from the PARE.

1. Criteria: unable to meet the criteria in K.2.b.1.

K. 2. d. F4: Duties of a temporary administrative nature performed by a Cst., S/Cst. Member, S/Cst., Cpl. or any other RM whose current position requires maintenance of the F2 profile and is presently on a PARE remedial conditioning program.

1. Criteria: See K.2.b.1.

K. 2. e. F5: Administrative duties performed by an RM who is not medically exempt from the PARE and has failed to meet the F2 standard after completing all available PARE remedial conditioning programs.

1. Criteria: See K.2.b.1.

K. 2. f. F6: Duties not classified in F1 to F5.

1. Criteria: medically exempt from the PARE with reasons clearly stated by the HSO.

L. **MENTAL CONDITIONS**

L. 1. **General**

L. 1. a. A standardized approach in establishing a diagnosis will ensure that a member who has a mental condition of a certain degree of severity in one part of the country will have the same career consequences as a member with the same condition and severity in another part of the country. Standardization assures that career consequences of a diagnosis are consistent, fair and clearly related to the tasks of employment so that they are fully defensible if challenged in court.

L. 1. b. Mental health requirements must be acceptable. A decision based on the health of a member must be accepted/recognized by the courts, if challenged on a human-rights basis. In these cases, expert witnesses will be called to testify that the diagnosis is acceptable to the profession. Justification is required in order to provide treatment, or to do anything which has an impact upon a member's career.

L. 1. c. A member's mental condition must be viewed from a different perspective than that of an ordinary citizen or employee, because of the **public safety** factor. Errors of **omission** (e.g. a depressed Cst. falling asleep while on patrol) can be as serious as errors of **commission** (e.g. poor impulse control, inappropriate outbursts).

L. 2. **Standards**

L. 2. a. The G factor identifies the availability of health care and the O factor identifies occupational ability. The diagnosis is used as a guide to determine the individual's G and O profiles. See H.2. and II.1.I.2.

L. 2. b. The categories outlined in the DSM III-R will be used as the standard method of diagnosing mental conditions. See App. II-1-5.

M. TEMPORARY PROFILE

M. 1. Occasionally it becomes necessary to lower one or more factors of the medical profile on a temporary basis.

M. 2. Temporary profiles must not last for more than six months without review by the HSO and the date of review must be recorded as "Temp until (date)" on form 2158.

N. RECRUITING PROFILE

N. 1. A certain profile is required of applicants to ensure that they possess the abilities necessary to perform all the tasks outlined in App. II-1-6.

N. 2. The medical profile for engagement is described in AM II.19.

N. 3. PARE time of four min., 45 sec. or less, push/pull of 32 kg, torso bag carry of 36 kg are also required.

O. ASSIGNMENT TO SPECIFIC DUTY

O. 1. Medical profiles for specific duties are outlined in AM App. II-19-2 and II-19-3.

O. 2. These profiles are subject to revision and are meant to serve as guidelines rather than standards.

P. CHANGE IN PROFILE FOR A SERVING MEMBER

P. 1. HSO

P. 1. a. If a member develops a physical or mental condition that impacts on the ability to safely perform policing tasks, provide the appropriate A&PO with a revised medical profile including a clear statement of the member's occupational limitations and restrictions.

1. Use form 2158 for this purpose.

NOTE: Any further action is the responsibility of the A&PO.

Q. MEDICAL PROFILES FOR SPECIFIC CONDITIONS

Q. 1. HSO

Q. 1. a. For guidelines on profile assignments for specific physical and mental conditions, see App. II-1-5.

HEALTH SERV. MANUAL
APPENDIX II-1-1

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TABLE OF VISUAL ACUITY (V) STANDARDS

GRADE	UNCORRECTED		CORRECTED	
	Better Eye	Other Eye	Better Eye	Other Eye
V1	6/6	6/9	NA	NA
V2	6/18 or 6/12	6/18 or 6/30	6/6	6/9
V3	6/60	6/60	6/12 (1)	6/12 (1)
V4	Less than V2	Less than V2	6/9 (2)	6/120 (2)
V5	NA	NA	6/9	NA
V6	NA	NA	Less than 6/9	NA

(1) CORRECTABLE ONLY WITH CLEAR, SOFT CONTACT LENSES.
(2) NOT CORRECTABLE TO 6/12 BOTH EYES WITH CLEAR, SOFT CONTACT LENSES.

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INSTRUCTIONS FOR TESTING VISUAL ACUITY (V)

1. Visual acuity is judged by the ability to read with each eye separately, different checkerboards of the approved Orthorater instrument. To ensure this, follow the instructions in the Ortho-rater booklet.
2. If the Ortho-rater is not available, use the Snellen Test types in chart form. The illumination on the Snellen Chart must be of proper intensity: even, diffuse and without highlights.

   a. The correct intensity of illumination is about ten foot-candles, as measured by a photographic light
   meter. This is equivalent to the effect of a frosted 150 watt light bulb at a distance of 91.5 cm (3 ft.)

   b. An accurate assessment cannot be made using a soiled chart or decreased illumination. You may use a
   Project-O-Chart instead of the Snellen Test.
3. Test the vision for each eye separately, with the other eye occluded. Do not allow the candidate to squeeze the eyelids or to posture the head as an aid to vision.
4. Record the visual acuity for each eye as a fraction. Use the number "6" as the numerator and, for the denominator, the number of the lowest (smallest letters) line on the chart which can be read without error.

   a. For example, if the lowest line which the subject can read without error bears the number "9", visual
   acuity for that eye is 6/9.
5. When uncorrected vision is below acceptable standards, test the possibility of correction to normal by using the subject's own spectacles.

   a. If correction to acceptable standards is not possible by spectacles, refer the candidate to a qualified
   ophthalmologist.

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INSTRUCTIONS FOR TESTING COLOR VISION (CV)

1. **General**

a. Color deficiency is a sex-linked hereditary defect which passes from affected father to unaffected
daughter and in turn to sons. About 8 percent of males and 0.8 percent of females are color-deficient.

b. Test candidates using the Tests for Color-Blindness by S. Ishihara, 38 plates 1976 edition.

1. Candidates who fail the color plate test will be retested with the Farnsworth D-15 (saturated).

c. The color vision of candidates who normally wear spectacles will be tested while they are wearing
their spectacles, provided these do not have tinted lenses.

2. **Color Plate Test**

a. This test is done using daylight, other than direct sunlight.

1. Hold the plates approximately 75 cm from the subject.
2. Give the subject up to three or four seconds to read the number.
3. Use plates 1 through 21.
4. If the subject reads 17 or more plates correctly, the color vision is normal.
5. Give the subject a CV1 rating. Further testing is not required.
6. If the subject reads fewer than 17 plates correctly, test him/her with the Farnsworth D-15.

3. **Farnsworth D-15**

a. Refer to the booklet accompanying the test. The booklet is self-explanatory and classification should
be fairly easy.

1. If you have any doubts, consult with an ophthalmologist.
2. If the subject fails the D-15, assign grading CV3.

4. **Table of Color Vision Standards**

GRADING	UNCORRECTED (1)
CV1	Color Vision Normal (CVN)
CV2	Color Defective Safe (CDS)

Mass Casualty Commission Exhibit

CV3	Color Defective Unsafe (CDU)

(1) EYE MEASUREMENT IN NORMAL STATE. MEASUREMENT NOT THROUGH COLORED
CONTACT LENSES.

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TABLE OF HEARING (H) STANDARDS

GRADING	ISO CALIBRATION
H1	Hearing loss no greater than 30 dB in both ears in the 500 to 6,000 Hz frequency range.
H2	Hearing loss no greater than 30 dB in the better ear in the range of 500 to 3,000 Hz. Hearing loss no greater than 30 dB in the worst ear in the range of 500 to 2,900 Hz and no more than 50 dB in the worst ear at 3,000 Hz.
H3	Hearing loss not greater than 30 dB in the better ear in the 500 to 2,000 Hz frequency range.
H4	Hearing loss not greater than 50 dB in the better ear in the 500 to 2,000 Hz frequency range.
H5	Hearing loss greater than 50 dB in the better ear in the 500 to 2,000 Hz frequency range. Hearing cannot be improved to H4 by surgery or the use of a hearing aid.

NOTE:

1. If the hearing can be improved to an H4 level or better by the use of a hearing aid, assign a rating of H4.

2. If the subject undergoes surgery to improve hearing, perform an audiometric examination and, depending on the residual hearing loss, assign the appropriate H grading.

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PROFILES FOR SPECIFIC CONDITIONS

Index	Medical Condition Cross-Reference to Body Part/System Profile Number
Table of Contents	Body Part/System Reference For Profile Assignation
Part 1	Respiratory System
Part 2	Cardiovascular System
Part 3	Endocrine Diseases
Part 4	Gastrointestinal System
Part 5	Genitourinary System
Part 6	Central Nervous System
Part 7	Immune Disease/Arthritis/Bone and Joint Conditions
Part 8	Hematology/Oncology/Diseases of Blood and Blood-forming Organs
Part 9	Conditions of Head, Eyes, Ears, Nose and Throat, Miscellaneous Conditions Not Covered Elsewhere
Part 10	Mental Disorders

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TASK ANALYSIS FOR GENERAL DUTY CONSTABLE

Skills/Abilities

1. Physical Skills

a. Good Physical Conditioning: continuing a fitness program; strength to physically restrain people; having physical agility; capable of self-defence.

b. Physical Strength: dragging people/bodies out of vehicles; using prybar to open doors; being able to fix flat tires; pushing stuck vehicles; handling equipment, e.g. 50 lb. box of flares, carrying five or six traffic cones; and running to and from a police vehicle and scene to use radio or get equipment from the vehicle to the scene.

c. Firearms Usage: shooting skill; perceptual motor ability to shoot accurately (commonly used firearms are Smith & Wesson 9 mm models 5946 and 3953, Remington Model 870 12-gauge shotgun, and Winchester 308 bolt-action rifle).

d. Perceptual Motor Skills: driving at high speeds; overtaking and stopping a fast-moving vehicle; driving safely while visually scanning the patrol area to look for people or specific addresses; looking at people to detect unusual occurrences; and driving in adverse weather and road conditions using boats, snowmobiles, ATVs, etc.

e. Swimming Ability: use of lifesaving skills in water; and using first aid, CPR, AR.

2. Visual Acuity

a. Ability: scan scenes and check pedestrians while on patrol, for weapons, objects, liquor, indication of drugs, or aggressive movements.

b. Ability: determine whether a driver is wearing a seat belt; see license plates of oncoming/fleeing vehi-

cles; and see vehicles or other objects at a distance.

c. Depth of Field: judge distance of vehicles and wildlife or people, e.g. to pass vehicles, avoid people or wildlife on the roa d while driving at high speeds.

d. Ability: read license plates, e.g. at night while vehicle is moving, or plates partially obscured by mud or dirt; see street signs, house numbers, suspects to avoid injury, e.g. at night on a weapons call; see into a house through a window from a distance; e.g. long driveway, no backup; and distinguish weapons from other objects at a scene, e.g. person carrying broom across chest like a rifle.

e. Color Distinction: see green/red lights while driving at high speed or color of suspect vehicle to provide description of distinguishing characteristics; distinguish between similar cars; identify color-coding on vehicle plate stickers; and describe and distinguish features of a suspect's clothing as well as physical features; e.g. tattoos, deformities, eye color.

f. Ability: detect peoples' facial expressions in a crowd.

3. **Hearing Acuity**

a. Ability: hear gunshots, loud noises, screams, alarms (while on patrol, on foot or in a vehicle), and assess the direction from which the noise came.

b. Ability: hear approaching vehicles and tell the direction from which the noise is coming.

Outputs

TASKS	NO. OF TASKS
1.0 Problem Identification and Resolution	5
2.0 Patrol - Attend Calls, Apprehend Suspects	14
3.0 Maintain Order - Deter, Defuse Problems	6
4.0 Protect Public Safety and Security	8
5.0 Provide General Assistance to the Public	3
6.0 Investigate Crimes	4
7.0 Enhance Highway Safety	14
8.0 Conduct Traffic Accident Investigations	6

9.0 Provide Air Travel and Related Security	5
10.0 Prepare and Complete Paperwork	11
11.0 Assemble Evidence - Testify in Court	6
12.0 Community Relations and Community Education, Promotion of the RCMP's Image	5
13.0 Assist RCMP Administration and Other Agencies	6
14.0 Maintain Equipment	1
TOTAL NO. OF TASKS	94

Tasks

1.0 **Problem Identification and Resolution**

1.1 Gather, review and analyze information:

a. internal organizational information, e.g. PIRS, OSR;

b. external community information, e.g. media, informants, elected officials, CACs, community agencies;

c. on one's own initiative or at the request of the community, listening to the community's perception of problems;

d. drawing on knowledge of the community, geography, community resources, and organizational information; and

e. relying on analytical information gathering, oral fact finding, computer and interpersonal skills to identify community policing problems.

1.2 Review and discuss with community clients, colleagues, superiors, identified community policing problems:

a. drawing on prior analysis, knowledge of the community, community policing principles, police and community resources; and

b. relying on oral communication, interpersonal and negotiating skills to set priorities for police/community action or resolve immediately if possible.

1.3 Develop strategies, proposals and action plans for problems ranging from minor nuisance or noise com-
plaints through major crimes against persons:

a. specifying the police or community resources needed;

b. drawing on knowledge of community policing principles, the community and community resources,
and RCMP programs and resources; and

c. relying on strategic planning and organization, analytical and decision making/judgment skills to identify
actions to be taken to resolve problems.

1.4 Communicate/present a proposal in writing or in person to, e.g. superiors, colleagues or the community:

a. drawing on knowledge of community policing principles and the community; and

b. relying on interpersonal, negotiation, leadership, persuasiveness, and oral and written communication
skills to obtain police or community resources and the necessary support and commitment to carry out
the plan.

1.5 Implement/carry out the plan as a key participant or as a monitor, and possibly with the involvement of the
community:

a. drawing on knowledge of community policing principles, the community, and human behavior; and

b. relying on interpersonal, planning and organization, leadership and persuasion skills to respond to/resolve the problem.

2.0 **Patrol: Attend Calls, Apprehend Suspects**

2.1 Patrol an assigned zone in a community/airport:

a. using the means appropriate to the situation, (e.g. foot, bicycle, car, snowmobile, boat);

b. providing a visible presence, following patrol procedures/personal initiatives and awareness of the
crime and problem situations in the area;

c. checking suspicious activities by visual and auditory scanning for weapons, objects, liquor, indications
of drugs, movement, conversations, loud whispers or whistle signals to partners who may be involved
in criminal activity, heavy breathing as an indication of running, with the radio in the

background; and

d. drawing on vision and hearing, driving ability, knowledge of community and people, patrol experience,
ongoing follow-ups and standing patrol procedures to enforce the law.

2.2 Listen and respond to call on police radio (car or portable) from dispatcher:

a. directing officer to an address where a complaint has been made, e.g. domestic trouble, robbery (tone
alert), B&E, suspicious persons, disturbance aboard aircraft;

b. assessing information which continues to come in from dispatcher while en route to address;

c. inputting personal knowledge of situation, using lights and siren when appropriate;

d. inquiring of dispatacher whether additional resources will be available, and, if appropriate, whether
alcohol is involved; and

e. drawing on hearing, experience, training, SOP, in order to ready oneself for a particular type of com-
plaint.

2.3 Approach/drive up to scene of a low-priority complaint:

a. picking up a found bicycle, responding to shoplifting complaints with a relatively relaxed mind-set and
vigilance; and

b. drawing on SOP particular to the situation and to the need to obtain necessary information, in order to
report/resolve the situation appropriately.

2.4 Respond to alarm relayed from dispatch, perceived directly, citizen notification, or officer-discovered:

a. attending scene, scanning area visually and auditorily on approach, alert to possible attack, possible
alarm causes, e.g. fire, intrusion, cut telephone wires, false alarm;

b. entering premises, listening, looking directly and peripherally for indications of suspect or for cause of
alarm following SOP; and

c. drawing on vision, hearing (must sometimes determine direction from which alarm is coming), training
and experience to apprehend suspect, protect the public or property, and inform appropriate agencies
(e.g. fire department, hydro company).

2.5 Approach cautiously and indirectly, e.g. park a half-block away, taking advantage of cover and concealment, scene of high priority or ambiguous complaint with appropriate mind-set:

a. scanning visually and auditorily for sounds, indications of violence;

b. anticipating contingencies that might occur;

c. basing a plan of approach and assistance required on observations at scene; and

d. drawing on adaptive skill, knowledge of local geography, training, experience and particular procedures appropriate to different types of violations to ensure safety of self and others.

2.6 Upon arrival at scene, assess whether high-priority or ambiguous situation:

a. checking if initial plan of action is appropriate or needs changing;

b. ascertaining if backup is needed, or can be released, continuing visual and auditory scanning of scene; and

c. drawing on direct observations of the scene of complaint, training, experience and personal judgment before intervening.

2.7 Respond to/attend a call describing a domestic conflict/ dispute:

a. interviewing participant/witness at the scene, and intervening to establish circumstances of the conflict and whether an offence has been committed;

b. separating the disputants if necessary and acting as mediator, giving the parties equal time, being impartial, presenting options and giving them space to take an initiative to resolve the conflict; and

c. drawing on training, judgment, patience, knowledge of human behavior, interpersonal and communication skills to lay a charge and make an arrest, if appropriate; otherwise helping the individuals concerned to resolve the conflict themselves on the spot, or to make an appropriate referral to another agency.

2.8 Deploy human resources:

a. giving and receiving subtle visual and voice signals, e.g. direct whispers or over a portable hand radio

when the suspect is still on the premises, or around a perimeter of apparent criminal activity;

b. using vision, hearing, training, experience and personal judgment concerning the danger in a particular situation; and

c. analyzing whether there is a need to draw one's firearm to seek out and contain a suspect within a known perimeter and prepare for apprehension of the suspect.

2.9 Continue to assess the situation:

a. checking if there are injured people inside, does suspect appear to be armed, does suspect have hostages, is suspect barricaded, is suspect responding to phone contact to give self up, and safety of self and public; and

b. drawing on experience, personal judgment, resources available, e.g. dogs, teargas, NCO, to establish control of situation and decide whether to draw the suspect out (induce to surrender) or to enter to apprehend suspect.

NOTE: NCO decides whether to use ERT if available.

2.10 Arrest/apprehend suspect either on premises or upon exit from scene:

a. approaching warily, continuing visual and auditory scanning including periphery. Being prepared for surprise attack or use of weapon;

b. using handcuffs to control suspect, searching suspect, telling suspect why he/she is being arrested and advising suspect of rights as soon as practical; and

c. drawing on hearing and vision, mental alertness, training, experience, and SOP to take the suspect into custody.

2.11 Pursue fleeing suspect on foot or by appropriate vehicle, possibly running with dog and doghandler:

a. using other members or other forces available;

b. communicating with dispatch/other members by portable radio about chase undertaken and personal whereabouts;

c. providing available description of suspect, including color and type of clothing so dispatcher can notify

taxis, other transit and police forces to be on the lookout; and

d. drawing on physical conditioning and capabilities, vision (including color vision) and hearing (to locate suspect if visual contact is lost), training, experience and SOP to apprehend suspect.

2.12 Apprehend/restrain fleeing or resistant suspects, violent or deranged persons:

a. chase them to the point of apprehension, tackle or grapple with them;

b. handcuff them or, depending on circumstances, use deadly force; and

c. draw on physical ability, vision and hearing, training, knowledge of legal limitations in the use of force as well as personal judgment, to apprehend the uspect by using only as much force as necessary to protect oneself and others.

2.13 Assess the situation after the suspect has been apprehended:

a. seeing what needs to be done and who is available to do it, e.g. take suspect to jail, obtain exhibits at scene of crime, interview witnesses;

b. provide first aid if needed, obtain immediate help for victim if needed; and

c. draw on training, experience and SOP to make assignments and redeploy resources that have arrived.

2.14 On personal intiative, analysis or assignment, surreptitiously observe identified problem location, in plainclothes, unmarked vehicle, concealed location/vantage point, watching and listening for suspicious activity, e.g. breaking glass, smoke, sounds of people or vehicles, drawing on vision and hearing, community knowledge, identified crime patterns to apprehend criminals in act of committing a crime.

3.0 **Maintain Order: Deter, Defuse Problems**

3.1 Provide a visible patrol presence in the community by car, boat, bicycle, snowmobile, on foot or doing paperwork at a particular place, e.g. in a parked vehicle; following a specific instruction or personal initiative about a troubled area to serve as a deterrent to law-breaking.

3.2 Analyze, assess and decide on action in a situation that has potential for lawbreaking, e.g. drinking at a beach party, drunkenness outside a bar:

a. evaluating the risks, and taking enforcment action such as issuing a ticket or making an arrest; and

b. drawing on local statutes and personal judgment to defuse a situation and prevent a continuation or an escalation of the problem.

3.3 Carry out enforcement patrols in problem areas:

a. using a car, bicycle, snowmobile, boat or on foot, e.g. set up road blocks to check for traffic offences, defective motor vehicles, radar detection of speeders, narcotics or liquor possession;

b. setting up an observation point near a problem area; and

c. drawing on member's personal initiative, advance planning, other members' assistance and knowledge of the law to enforce the law by establishing a high profile and lay charges as appropriate.

3.4 Direct/redirect traffic as needed, patrol perimeters of crowds:

a. attending special events, e.g. celebrations, sporting events, demonstrations;

b. cooperating with event organizers and their security personnel, looking at people in crowd and listening to conversations for something out of the ordinary; and

c. drawing on vision and hearing, experience and personal judgment about the mood and behavior of the crowd, and the effect of a uniformed presence, sometimes (e.g. celebrations) participating as a community member in the event to establish a protective presence, deter disturbance, maintain order, and allow the event to proceed without incident.

3.5 Accompany employees of other agencies (provincial, federal and municipal) to locales where they must carry out their enforcement/regulatory functions:

a. providing a police physical presence; and

b. knowledge of federal, provincial and municipal statutes and interpersonal and human relations skills to prevent resistance to allow these agencies to carry out their work peacefully.

3.6 Carry out enforcement patrols in airport problem areas by car, ATV or on foot, e.g. restricted parking areas, nonpublic areas such as aprons, runways and taxiways, following SOP and drawing on knowledge of the airport and its rules and regulations on security and traffic management to maintain security, ensure

the free flow of traffic, and lay charges as appropriate.

4.0 **Protect Public Safety and Security**

4.1 Respond to a call by radio, telephone or in person, requesting assistance for a sick, injured or drowning person:

a. requiring first aid, making on-the-spot judgment as to whether rescue is possible by member, using CPR, AR, basic first aid or calling for assistance; and

b. drawing upon emotional stability, ability to maintain personal effectiveness in emergency situations, knowledge of first aid in order to assist an individual or keep him/her alive until other assistance arrives.
See task 8.2.

4.2 Respond to radio calls or citizens requesting assistance to locate a lost child, lost hunter, skier, hiker, confused or elderly person who wandered away from residence, or runaway youth:

a. requesting detailed descriptive information by radio or by contacting parents or institutional authority;

b. coordinating and assisting in search and rescue, rendering first aid or carrying injured person to safety; and

c. following SOP, drawing on vision (including color vision) and hearing, experience with previous calls and knowledge of the area in order to find the individual or keep him/her in custody until other assis- tance arrives.

4.3 Respond to radio calls of occurring or imminent disasters, e.g. avalanches, fires, floods, rock slides, gas leaks and bomb scares, and going directly to scene:

a. assessing the seriousness of the situation and whether special assistance will be required; and

b. relaying information to dispatcher, remaining calm under stress, ability to take charge of situations, drawing upon personal experience, familiarity with disaster plans and personal judgment in order to take control of the situation and secure the area until appropriate emergency measures organization can take over.

4.4 In the event of a natural disaster:

a. warning people of danger, informing them of temporary shelters, accounting for all area occupants; and

b. driving people to shelters, forcibly removing them if necessary, drawing on knowledge of directives, the emergency plan, and community resources in order to protect the public.

4.5 Carry out inspections or enforcement on behalf of other agencies:

a. inspecting explosives magazines; and

b. drawing upon knowledge of federal, provincial and municipal statutes in order to ensure compliance with regulations.

4.6 Perform a variety of security tasks in national-security events, government strikes or disasters:

a. performing the tasks of a correctional officer, VIP security, responding to directions of local or agency authorities; and

b. drawing upon police experience, training and adaptive skills in order to keep the peace and provide stability in emergency situations.

4.7 Care for persons detained in custody:

a. ensuring that they do not have the means of harming themselves or others;

b. ensuring that a guard/matron is available, ensuring that emergency medical/dental care is provided, restraining an individual when necessary;

c. providing food, drawing upon knowledge of operational directives; and

d. using knowledge of and concern for rights of detained persons in order to ensure health, safety and well-being of persons in custody.

4.8 Following self-discovery or assignment, humanely shooting injured or dangerous animals, drawing upon training, firearms knowledge, SOP and judgment to prevent undue suffering and protect the public.

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5.0 **Provide General Assistance to the Public**

5.1 Respond to general requests for assistance made in person or received by radio, e.g. drive intoxicated persons home, rescue stranded motorists, drawing upon knowledge of the community, personal

discretion
and positive concern in order to provide general assistance to the community.

5.2 Refer people on noncriminal matters, e.g. to small claims court, legal aid, family court, child and family
services, counseling programs:

a. accompanying spouse to residence of separated spouse; drawing upon knowledge of local resources,
knowledge of criminal or civil law, interpersonal skills, patience and established relationships within the
community in order to assist the public, prevent escalation of problems, and foster positive police-
community relations.

5.3 When assigned to notify next of kin:

a. obtaining all the facts, ensuring identification of the deceased and next of kin, attending at the residence
of the next of kin, contacting support services, e.g. clergy, victim services and neighbor;

b. informing next of kin of death of relative, offering to contact other available support, staying until other
support arrives; and

c. drawing upon oral communication, interpersonal and human relations skills, patience and listening ability
in order to sympathetically notify persons in a professional manner, and ensuring the arrival of support.

6.0 **Investigate Crimes**

6.1 Interview complainant, victim and witnesses if available:

a. establishing rapport with a person's feelings; observing body language, facial expressions, focused
listening to include changes in inflections of voice, awareness of possible malingering and manipulation
and the need to be objective;

b. drawing on vision and hearing, knowledge of the law (evidence necessary to prove an offence), ability
to effectively solicit the required information from people with a wide range of oral communication
skills; and

c. assessing their credibility whether the information from different persons fits together or if it is
contradictory to gather all information appropriate to the complaint, i.e. who, what, where, when, why
and how.

6.2 Contain and secure scene of alleged crime:

a. gathering relevant physical evidence, seizing tangibles, e.g. narcotics, from any source;

b. using search warrant to obtain evidence at residence of suspect or at crime scene, tools or weapons used, blood and hair samples, if relevant, and clothing; and

c. following SOP and drawing on vision, training, experience, attention to detail, and judgment to obtain hard data on a crime, complicity of the suspect and evidence of an offence.

6.3 Compile and evaluate data obtained from interviews and examination of physical evidence:

a. fitting the pieces together to get as coherent a picture of the crime situation as possible;

b. noting the strong and weak points of the evidence and if there are any probable missing pieces; and

c. drawing on knowledge of law, the judicial system, rules of evidence, laboratory reports and skill in organizing and interpreting information to put a case together and determine what additional work needs to be done.

6.4 Conduct an interrogation of a suspect:

a. observing and interpreting facial expressions and listening for inflections of voice following his/her identification and the piecing together of a case;

b. planning approach, e.g. marshalling evidence in the most conclusive manner possible;

c. setting up a room to focus attention without distractions, ensure that a phone is available so that the suspect can exercise the legal right to call counsel, remove sidearms to avoid intimidation;

d. drawing on vision and hearing, training, knowledge of suspect's rights, the law, the judicial system; and

e. understanding of human behavior, and the subject's background record and relying on vision, hearing and training to obtain a confession or additional information for a follow-up investigation.

7.0 **Enhance Highway Safety**

7.1 Monitor traffic for violations of the HTA, Liquor Control Act, CC, visually and auditorily:

a. using radar, moving and stationary vehicle;

b. observing and listening for moving and nonmoving vehicle violations; and

c. drawing upon training, experience, SOP, vision, hearing, knowledge of law, CC, provincial statutes,
local situations, problem areas, and human resources in order to reduce traffic violations and prevent
accidents.

7.2 Stop violators or give pursuit in a police vehicle:

a. pulling over and using radio to inform dispatch, giving license number and location; and

b. drawing upon driving skill, training, experience, SOP in order to investigate driver, other occupants
and inform dispatch of location.

7.3 Act on one's initiative or on information from dispatch and undertake to stop a motor vehicle and the
vehicle fails to stop:

a. assessing the situation, drawing on training and experience, hazards and seriousness of the situation;
and

b. using sound judgment, ability to identify offender and knowledge of directives in order to determine
whether to initiate pursuit.

7.4 Pursue vehicle at speeds up to 240 km/hour:

a. communicating with dispatach about the situation, scanning traffic conditions and suspect vehicle
visually, continuously assessing the situation as to whether pursuit should continue in consideration of
public safety; and

b. drawing upon driving ability, vision and hearing, sound judgment, in order to apprehend suspect with
minimal danger to public.

7.5 Communicate with dispatch over the sounds of a high-speed pursuit, or if stationary, over the sound of
traffic and other noise:

a. ascertaining whether there is a warrant outstanding against the driver or he/she has a criminal record,
checking a license number through the Motor Vehicle Br. computer;

b. drawing upon SOP to determine if there is an arrest warrant out on the driver, or if he/she is a known

hater of police, suspended license, canceled registration and if backup should be requested; and

c. if the person is dangerous and backup is necessary. See tasks 2.10 to 2.12.

7.6 Approach driver carefully:

a. observing occupants of vehicle, checking for weapons, hiding, destroying or exchanging evidence,
objects being thrown from vehicle, movement, body language;

b. listening for opening and closing of containers, doors, glove compartment; and

c. drawing on vision, hearing, training experience, SOP, preparing oneself for possible attack and observing for evidence.

7.7 If dispatch informs officer of warrant, suspension, or outstanding fine, approach driver/occupant:

a. explaining situation to driver, arrest, towing if driver is suspended;

b. providing options to driver appropriate to the situation, making necessary arrangements, e.g. towing,
arrest, issue offence notice, appearance notice, collecting outstanding fine money;

c. drawing on knowledge of other agencies/resources, training, experience, SOP, CC and provincial
statutes; and

d. using interpersonal skills, knowledge of human behavior to clear outstanding cases, attend to public
safety, gather intelligence information, and assist the province in collecting fines.

7.8 If no outstanding warrants, fines, suspension, explain reasons for stopping to driver:

a. obtaining license and registration, seizing evidence; and

b. assessing the situation for other potential violations, drawing on vision and hearing, sense of smell,
knowledge of CC and provincial statutes and interpersonal skills, and training, experience, SOP and
assessing the situation for other possible offences not seen initially and determining which, if any,
charges to lay.

7.9 Make decision, using discretionary judgment whether to issue a ticket or give a warning:

a. return to police vehicle, write ticket/warning;

b. continuing to observe vehicle and occupants, give ticket/warning to violator, explaining ticket and
options; and

c. drawing on SOP knowledge of CC and provincial statutes, and relying on training, experience, decision making/judgment and interpersonal skills, to charge violator, deter further offences.

7.10 If detecting liquor, symptoms of alcohol consumption or drug use, assess for arrest or roadside screening device (RSD) test:

a. taking driver to police car, read RSD demand, prepare equipment, explain the procedures, and if necessary, demonstrating them;

b. administering the test, checking results, drawing upon knowledge of CC, provincial statutes, training, experience, SOP, Ops. Manual and div. directives; and

c. determining whether to issue a temporary suspension or take the driver to the det. office and administer an evidentiary breathtester examination.

7.11 If a driver fails an RSD test, arrest and read him/her the appropriate sec. of the Charter of Rights and Freedoms:

a. making the evidentiary breathtester demand and if necessary the refusal demand, police warning; and

b. drawing upon knowledge of CC, provincial statutes, training, experience, SOP, his/her rights and the consequences of refusing a legitimate request for a breath sample.

7.12 Drive subject to det.:

a. inquiring about drinking and history en route;

b. taking subject to phone, then evidentiary breathtesting room;

c. observing subject while test is administered; and

d. drawing upon knowledge of CC, provincial statutes, training, experience, SOP, Ops. Manual and div. directives to administer evidentiary breathtester examination.

7.13 If driver passes test, release, or investigate for other causes of impairment; if subject fails, seek sober adult to release subject to, serve with documents compelling court appearance, drawing upon training, experience, SOP, CC, provincial statutes, Ops. Manual and div. directives to charge if appropriate, deter drinking-and-driving accidents.

7.14 Prepare and serve all appropriate documents, e.g. suspension notice, evidentiary breathtester

certificate
of analysis, appearance notice, compelling suspect to attend court, traffic ticket:

a. taking photograph, and Fps before releasing to a sober adult; and

b. drawing upon training, experience, SOP, knowledge of CC, provincial statutes, Ops. Manual, knowledge of forms, court procedures and requirements to compel suspect to attend court and have
a fully documented case for court.

8.0 **Conduct Traffic Accident Investigations**

8.1 Attend motor vehicle accident scene, usually informed by dispatch:

a. assessing situation first for seriousness of injuries;

b. securing scene if necessary to prevent further injury;

c. calling telecoms operator for necessary resources, e.g. ambulance, jaws of life, fire trucks, tow trucks,
medical examiner; and

d. drawing on vision and hearing, emotional stability, self-control and ability to manage personal stress,
training, experience and SOP, knowledge of local resources in order to diagnose the situation and
obtain the required help.

8.2 Treat deceased persons with care and respect, attend to victims, doing what is possible, drawing on emotional stability and effectiveness under stress, knowledge of first aid, CPR and AR, training and
experience to preserve life.

8.3 Protect scene to secure evidence, locate and briefly interview witnesses:

a. obtaining brief description of accident and particulars, e.g., name, telephone no.; and

b. drawing on training, experience, SOP, leadership/assertiveness to take charge of situation and preserve
property and evidence.

8.4 Investigate accident:

a. identifying the drivers, assessing their sobriety;

b. measuring and photographing the scene and gathering physical evidence;

c. protecting or seizing personal belongings of accident victims, awaiting arrival of appropriate

agencies;
and

d. training, experience, SOP, investigation skills, sense of smell, vision and hearing, knowledge of rules of
evidence, interpersonal skills, PCR awareness, knowledge of media, mathematical and photographic
skills in order to gather evidence leading to determination of the cause of the accident and possible
prosecution.

8.5 If a serious accident, are there fatalities, or is a civil action anticipated?

a. preparing a scaled-plan drawing of the accident scene;

b. recreating an accident as found on arrival, placing vehicles, evidence and objects in exact locations,
including skid marks and road configuration;

c. using templates, measuring tapes, compass, calculator, scale ruler, ruler, protractor; and

d. training, experience, mathematical and spatial ability to create scaled drawing of accident scene for
possible court presentation.

8.6 Attend postmortem autopsy, seizing evidence, e.g. blood, urine for alcohol/drug content analysis:

a. obtaining information from coroner on cause of death; and

b. drawing on OM, investigative knowledge, rules of evidence and the resources of the coroner to learn
about the cause of death and seize evidence for laboratory analysis in the prosecution of a case.

9.0 **Provide Air Travel and Related Security**

9.1 Inspect firearms and ammunition at the request of an airline, drawing on knowledge of federal firearms
guidelines and SOP to maintain security and public protection on aircraft.

9.2 Patrol/secure aircraft and perimeter on foot/vehicle, liaising with airline security for high-risk flights, e.g.
El Al and Air India, drawing on SOP, experience, constant mental alertness, knowledge of airport com-
munity, and threat assessments from other agencies to deter terrorism and threats.

9.3 Monitor access points to restricted areas from a guard booth:

a. checking persons and vehicles for documents authorizing access; and

b. constant mental alertness, SOP to prevent access to unauthorized personnel, deter terrorism or

criminal
activity.

9.4 Respond to complaints about bomb threats and suspicious baggage:

a. securing and isolating the area;

b. calling in relevant trained specialists/agencies; and

c. training, organizational knowledge, experience and SOP to ensure passenger and public safety and
detect/prevent terrorist activities.

9.5 Observe, monitor security personnel at screening points:

a. noting whether they are following procedures, e.g. checking boarding passes, employee identification
and using screening sensor to check persons; and

b. knowledge of airport security regulations and SOP to ensure that guidelines are being followed.

10.0 **Prepare and Complete Paperwork**

10.1 Complete forms Information to Obtain a Warrant to Search and Warrant to Search:

a. justifying the issuance of a search warrant;

b. knowledge of case law, CC and statutes, *Canada Evidence Act*, RCMP directives, evidence on file;
and

c. relying on written communiation skills and experience to obtain legal authorization to search a physical
site for evidence to support a charge.

10.2 Write a brief narrative of an occurrence:

a. providing data on a form 2500 as a follow-up to a personal encounter, e.g. traffic stops and work-related investigations;

b. including identification data, file number, synopsis of complaint, location, date and time of the occurrence; and

c. drawing on SOP, notes, experience and written communication skills to document an occurrence and
have data entered into a computer database.

10.3 Prepare a form 2501:

a. recording particulars of all persons involved in an occurrence; and

b. drawing on personal notes and statements taken at the scene of the occurrence, following SOP and relying on written communications skills to have a record of the persons involved, as in task 10.1, for entry onto a computer database.

10.4 Prepare a form 1624:

a. documenting in detail the people contacted, data developed, statements taken, observations made, exhibits seized, diary dates, and contributions of other members; and

b. following SOP and drawing upon personal notes, and relying on written communication skills, personal judgment as to what is relevant and objective, to provide a complete narrative report of the complaint, and if appropriate, a concluding report.

10.5 Prepare serious crime investigation reports, outlining and synthesizing the status of an investigation, usually monthly; relying on written communication skills and analysis of the case in complying with policy and providing information for review and follow-up:

a. using the appropriate forms.

10.6 Prepare exhibit reports:

a. marking exhibits;

b. providing a continuous dated record for physical evidence, including its location; and

c. following SOP and drawing on personal notes and relying on written communication skills and attention to detail in listing all physical evidence seized and providing continuity of evidence and control for the receipt and disposal of exhibits.

10.7 Prepare photograph, fingerprint, and prisoner report, release documents applicable to charge, writing in appropriate data concerning the accused, following SOP and relying on written communication skills and experience to ensure a record of arrest and identity and to command appearance in court.

10.8 Prepare additional forms as appropriate:

a. recording evidence generated in connection with a particular occurrence, e.g. different forms for impaired driving, B&E, narcotics-related offences and accidents; and

b. drawing on knowledge of rules of evidence, SOP, and personal notes and relying on written communication skills to have as complete a paper trail of evidence as possible for a given occurrence.

10.9 Prepare a report to Crown counsel containing relevant data from previous reports (see 10.1 to 10.6), and attachments, drawing on knowledge of CC, federal and provincial statutes, rules of evidence, SOP and relying on written communication skills and analytical skills in abstracting data in order to outline a charge and the supporting evidence.

10.10 Complete administrative forms, e.g. leave, inventory, medical/dental insurance, person hours, and forms associated with supplemental administrative duties, e.g. auxiliaries, equipment maintenance, supplies and forms relating to various operational and other administrative duties, drawing on previously developed records and the instructions in the SOPs and the Admin. Manual to prepare a paper trail of personal and det. activities.

10.11 Prepare miscellaneous paperwork such as memos, letters, CPIC requests, telexes, following SOP, and relying on written communication skills, personal judgment, and experience to expedite the continuity of an investigation.

11.0 **Assemble Evidence - Testify in Court**

11.1 Draft the wording of charges, when appropriate, in consultation with Crown ounsel, drawing on knowledge of CC and federal and provincial statutes and relying on written communication skills, attention to detail and experience to bring information for swearing before a justice and ask for a summons or warrant for arrest or to initiate court proceedings.

11.2 Prepare a report for the Crown:

a. providing personal information about the accused;

b. giving a list of witnesses, brief narrative account of the crime, evidence available, including copies of statements, legal documents, photographs and other relevant material as well as recommendations; and

c. drawing on SOP, knowledge of rules of evidence, court procedures, elements of offence, and personal knowledge of situation and relying on written communications skills to inform Crown counsel of the evidence to support charges.

11.3 Prepare legal documents:

a. completing an appearance notice, promise to appear, recognizances and undertakings, remands, (and if necessary, holding a remand hearing) informations, execution of arrest warrants, service of sub-poenas and summonses, following SOP; and

b. drawing on knowledge of the law and the judicial process to initiate the court process and compel the court appearance of accused and witnesses.

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11.4 Coordinate arrangements and contact witnesses by telephone or letter:

a. notifying witnesses that they will be subpoenaed to appear at a specific date and time;

b. informing them of the travel and hotel arrangements; and

c. drawing on SOP, experience and knowledge of court procedures and relying on experience and written communication skills, to ensure witnesses' appearance in court.

11.5 Participate in pretrial interview conducted by Crown counsel:

a. reviewing the evidence that will be presented on the witness stand;

b. updating Crown counsel on recent events subsequent to charge;

c. discussing possible pleas and any charges pending; and

d. oral communciation skills, knowledge of the law, the courts, the particular case and the accused to organize testimony and prepare for a smooth presentation.

11.6 Give testimony, present evidence after being sworn in, either on own or at the prompting of Crown counsel:

a. responding to cross examination by defence counsel or the judge;

b. pretrial preparation, patience, memory, self-control under stress, knowledge of the case and court etiquette, and personal communication skills; and

c. presenting evidence in an organized fashion to credibly and professionally present the facts to the court/jury.

12.0 **Community Relations and Community Education, Promotion of the RCMP's Image**

12.1 Attend to details of dress, deportment and manners:

a. avoiding foul language, wearing dress uniform at public events, e.g. visits by officials and dignitaries, high-school graduations and charity functions;

b. answering questions, posing for pictures with citizens; and

c. dress and code of conduct of the RCMP, pride in the RCMP, courtesy to project a clean-cut, respectful, positive image of the RCMP.

12.2 Give talks and presentations to children and adult community groups:

a. using audiovisual aids and handouts;

b. conducting tours of police premises and vehicles;

c. overseeing police ride-along programs;

d. oral communication skills, experience, training, knowledge of the RCMP; and

e. using source materials provided by the RCMP to inform the public of drug awareness, crime prevention, traffic safety, and what the RCMP is and what it does, and promote a positive image of the RCMP.

12.3 Respond positively with information, RCMP stickers, etc. in informal, yet sometimes stressful situations, e.g. children accompanying parents being arrested, drawing on training, experience and personal judgment to deflect negative feelings about police and promote a positive image.

12.4 Respond positively to invitations from private citizens or workers from other agencies with which liaison is common, e.g. airport employees, to have a cup of coffee and casual conversation following the completion of a complaint or other on-duty occurrences. Drawing on experience and personal judgment to promote the image of a friendly essential service and to cultivate information sources.

12.5 Participate in RCMP- and community-sponsored programs, e.g. staff a booth at a local crime-prevention night or be available at a drop-in center:

a. answering such questions as "what do I do if ..." in response to an assignment; and

b. communicate and relate to people to inform the public about methods of crime prevention.

13.0 **Assist RCMP Administration and Other Agencies**

13.1 Issue hunting, fishing, special-occasion licenses at the office and with the authorization of the appropriate agencies:

a. conducting a screening interview and background check when appropriate; and

b. following SOP and drawing on experience to provide service to the community and exercise control in the case of liquor.

13.2 Conduct background checks, fingerprint candidates for government employment, private security firms, teaching and child care, applicants for visas, and requests to process pardon applications:

a. checking files for criminal records; and

b. following SOP to assist individuals and cooperate with other agencies.

13.3 Conduct background checks and field investigations and monitor selection tests for RCMP candidates.
Following SOP and drawing on investigative skills to provide data for establishing the qualifications of candidates.

13.4 Receive public complaints about police misconduct:

a. listening attentively to complainant's initial description;

b. asking appropriate questions to ascertain the facts and expectations of the complainant with regard to the complaint;

c. providing the complainant with the appropriate documentation; and

d. drawing on SOP, interpersonal skills, knowledge of RCMP directives and complainant's rights to comply with policy, demonstrate concern and obtain information necessary to initiate the appropriate action.

13.5 Record and monitor the whereabouts of parolees and subjects released from court pending trial and required to report in as appropriate, drawing on SOP to comply with court conditions and requirements.

13.6 Upon observation of a vehicle with a diplomatic license plate (800-999 series):

a. noting the date and time seen, description of the vehicle and its occupants, location, unusual activity;

b. forwarding the information to the dispatcher; and

c. visual acuity, color vision, the ability to remember and record a series of alphanumeric characters in order to provide assistance and information to other federal agencies.

14.0 **Maintain Equipment**

14.1 Preventive maintenance checks:

a. conducting checks of vehicles, auxiliary equipment, e.g. fire extinguishers, radar, the detachment building for appropriate upkeep and unusual equipment, e.g. snowmobiles, in outlying detachments;

b. delivering vehicles to garages and equipment to special vendors;

c. replenishing supplies as needed; and

d. following SOP, drawing on experience and awareness of the consequences of possible oversights to ensure the operational adequacy and safety of vehicles, equipment and the detachment building.

2. ENGAGEMENT EXAMINATION

A. **ORIGINATOR**

A. 1. National Health Services Policy Centre.

B. **REFERENCES**

B. 1. II.1., Medical Profile System.

B. 2. *Administration Manual*, II.1.

C. **POLICY**

D. **GENERAL**

D. 1. This chapter applies to new applicants, reengaged members and members changing status.

D. 2. An RM applicant will undergo Physical Abilities Requirement Evaluation testing to assess the physical aspects of occupational fitness.

D. 2. a. In addition, an applicant will undergo an evaluation by an HSO which will include an assessment of vision, color vision, hearing, and medical status.

D. 3. Before being engaged in the RCMP:

D. 3. a. an RM applicant will undergo an initial examination consisting of a self-completed questionnaire, form 2202, and an optometric examination, form 2180.

NOTE: If the response on form 2202 indicates any health problems, the HSO must perform a complete assessment of the problem to determine the limitation and restrictions they may impose.

D. 3. b. all applicants will undergo a final examination consisting of clinical tests and measurements, a physical examination and a dental examination.

NOTE: A CM applicant does not require a dental examination.

D. 4. Expenses for the initial optometric and medical examinations are the applicant's responsibility.

E. **INITIAL EXAMINATION**

E. 1. The HSO will review the initial assessment and provide the recruiting section with a written opinion, form 2158, indicating any limitations and restrictions that would prevent continuing with the application.

F. **FINAL EXAMINATION**

F. 1. **General**

F. 1. a. The final examination will be done by an HSO or RCMP-designated physician.

1. If the physician is a male, it is recommended that another female be present during the physical examination of a female applicant.

F. 1. b. Except for blood sampling, the Periodic Health Assessment (PHA) questionnaire and clinical measurement parts of the final examination may be administered by a division nurse or by a trained health services clerk. The MMPI-2 may be administered by the Regional Psychologist, a designated psychologist or trained and supervised test administrator.

F. 1. c. The final examination includes:

1. a complete occupational health assessment of at least 30 minutes' duration;

2. administration of the MMPI-2, as per III.1.J., to the applicant before or during the appointment for the final medical examination at the Division Health Services; and

NOTE: Since the standard psychological test is a copyrighted test with restrictions on its use by qualified professionals, the administration of the test is restricted to Health Services premises or the designated psychologist's facilities.

3. recording, on the medical file, any significant data which the physician may judge appropriate.

F. 2. **Division Nurse**

F. 2. a. Ensure all readings/information are recorded on form 3380.

F. 2. b. Perform the following functions in the specific order listed:

1. Have the applicant complete form 2252 under your supervision.

2. Take blood pressure and heart rate readings. If blood pressure is over 140/90, see F.3.d.1.

3. Test vision and hearing (audiometry).

4. Request a urine sample to be tested for glucose and albumin.

5. Perform an electrocardiogram.

6. Arrange laboratory testing for differential count, cholesterol and rubella antibodies in female applicants.

7. Requisition a chest X ray.

F. 3. **HSO**

F. 3. a. Inform the designated dentist, physician or nurse of the final examination requirements and assist if necessary.

F. 3. b. Perform a complete history and physical examination and complete form 2252.

F. 3. c. If the female applicant has a gynecological history that suggests the need for an exam, refer the candidate to an RCMP-approved gynecologist.

F. 3. d. Request medical consultation or further laboratory tests you believe are necessary based on the results of the physical examination.

1. If the initial blood pressure reading is over 140/90 arrange for three further readings measured on three different visits after at least 10 minutes of relaxation in a quiet atmosphere. Average the readings.

H. **PHYSICAL ABILITIES REQUIREMENT EVALUATION (PARE)**

H. 1. **General**

H. 1. a. A PARE examiner must possess the following qualifications:

1. certification in cardiopulmonary resuscitation, and

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2. certification by the Canadian Society of Exercise Physiology as a certified Fitness Appraiser.

H. 1. b. PARE testing is conducted at certified PARE test sites across Canada.

1. Test site certification and PARE examiner certification is the responsibility of the HSO.

2. The HSO will distribute and supervise the procedure to be followed in the event of a medical emergency during PARE testing.

H. 2. **PARE Examiner**

H. 2. a. See AM II.1.K.

I. **ASSIGNATION OF MEDICAL PROFILE**

I. 1. **HSO**

I. 1. a. When all reports and findings are available, make a careful assessment of the applicant and assign the appropriate medical profile, clearly stating any limitations or restrictions. Decide whether the applicant meets the requirements for recruitment

to the RCMP.

1. If any doubt exists about the results of the physical examination, or if the X ray or laboratory results are doubtful or positive, refer the applicant to a specialist to obtain a final medical opinion of the diagnosis.

2. Decide how the presence of any medical condition impacts on the ability of the applicant to do police work and to acceptability in the RCMP.

I. 1. b. When assigning medical profile ratings, note that diseases that are defects of the eyes and ears, other than loss of visual acuity or defects in color vision, fall under O and G categories.

1. 02 is defined by the absence of any physical or mental condition that would interfere with the safe performance of police work as defined in the task analysis of general duty constable.

2. G2 is defined as the absence of any medical condition requiring the services of a health professional other than a general practitioner.

I. 1. c. If the applicant fails to meet the engagement profile, for the duty for which he/she is being considered, recommend that the applicant be rejected.

1. If requested, supply the reasons for rejection to the applicant.

NOTE: No applicant will be rejected before a complete assessment of the medical condition except for visual-acuity or hearing-acuity defects.

J. **ASSESSMENT BY HEALTH SERVICES AT RCMP TRAINING ACADEMY**

J. 1. **HSO**

J. 1. a. At the RCMP Training Academy, perform the following for each recruit during the first two weeks of recruit training:

1. medical history update;

2. Health Hazard Appraisal Questionnaire;

3. immunization, and

4. orientation and counselling.

J. 1. b. If the medical profile is not identical to the one completed at the time of the final examination:

1. Update the profile and clearly state any limitations or restrictions.

2. Inform the div. A&PO of any change.

K. **RECORDS**

K. 1. All medical records must be:

K. 1. a. sealed in an envelope,

K. 1. b. properly identified with the applicant's name,

K. 1. c. classified PROTECTED-B, and

K. 1. d. marked **To be Opened Only By Health Services Officer**.

K. 2. The original of form 1937 must be attached to the outside of the envelope.

K. 3. The HSO will send the records together with his/her recommendation for acceptance/rejection to the div. S&PO.

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

HSM - ch. II.3. Periodic Health Assessments

Policy Amended: 2015-02-18

For information regarding this policy, contact the National Health Services Policy Centre.

1. General
2. Periodic Health Assessment
3. Revised Periodic Health Assessment (PHA) Form

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1. General

1. 1. The examining physician will be the HSO or a physician designated by the HSO.

1. 1. 1. The HSO will ensure that the designated physician is aware of the risks and demands of police work and special activities.

2. Periodic Health Assessment

2. 1. The periodic health assessment, form 3380, was developed to assess a member's occupational fitness, emotional health, and lifestyle as it relates to health.

2. 1. 1. The assessment is an opportunity for health education and promotion and must be conducted by the physician personally.

2. 2. The assessment includes an extensive physical examination which will be conducted for all members requiring a periodic assessment.

2. 2. 1. Approximately one hour should be set aside to conduct the examination and discuss its results.

2. 3. The purpose of the periodic health assessment is to ensure a member is fit to perform his/her assigned duties and to identify if the member's occupation is having a harmful effect on his/her health.

2. 3. 1. The RCMP is committed to assisting the member in maintaining his/her health and fitness.

2. 3. 2. If the member's occupation is causing any adverse effects, the appropriate action will be taken to monitor and protect his/her health.

2. 3. 2. 1. Occupational fitness is essential as a member must be capable of protecting the public without risking those he/she serves.

2. 4. At the start of the assessment, the member will be informed that the health assessment is mandatory and the results will be sent to RCMP Health Services, and if the member desires, to his/her personal physician.

2. 4. 1. The assessment of occupationally relevant factors must be completed by a designated physician or an HSO; however, the member may request treatment from his/her personal physician.

2. 4. 2. Health procedures not occupationally relevant will be recommended to the member, to follow on a voluntary basis.

2. 5. Required tests, e.g. blood work, must be arranged before the assessment so that the results may be reviewed with the member.

3. Revised Periodic Health Assessment (PHA) Form

3. 1. The PHA, form 3380, has been revised and now comprises Sections A to M which are self-explanatory.

3. 2. The member must complete pages 1 to 5, the medical examiner must complete pages 6 to 9 and the Health Services Officer (HSO) must complete page 10.

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Date Modified: 2015-02-18

HSM - ch. II.5. Special Health Assessment

Directive Amended: 2017-10-27

For information regarding this policy, contact the Workplace Safety, Health and Well-Being Branch.

1. General
2. Roles and Responsibilities
3. Report
4. Intervention Equipment

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1. General

1. 1. A special health assessment is a type of occupational health evaluation that assesses fitness for duty.

1. 2. 1. Fitness for duty is the extent to which a member is capable of performing his/her assigned duties in a competent and safe manner. The determination of fitness for duty takes into consideration physical and mental health.

1. 2. The RCMP will verify whether a member has a condition that may impede his/her performance in the context of police work and which may threaten the safety of the public, a co-worker, or himself/herself.

1. 3. Where concerns exist or there are reasonable causes to suggest that a member may be adversely affected by a medical condition that has an impact on fitness for duty, the Commanding Officer (CO) or requesting authority, as outlined in sec. 1.4., will consult with Occupational Health Services for a special health assessment.

1. 4. The following positions are authorized to require the member to undergo a special health assessment:

1. 4. 1. commanding officer;

1. 4. 2. divisional delegated manager for human resources;

1. 4. 3. line officer and managerial equivalent;

1. 4. 4. OIC Occupational Health and Safety services; or

1. 4. 5. Professional Responsibility Officer.

1. 5. A special health assessment is performed to establish a member's physical or mental ability to perform his/her duties and/or to identify functional abilities, limitations and restrictions to inform whether reasonable accommodation efforts are required in the circumstances. It may also be performed to establish a member's abilities to participate in conduct-related proceedings, other than a conduct hearing initiated under Sec. 41, *RCMP Act*.

1. 6. The health assessment is conducted by the Health Services Officer (HSO), who takes into account the member's health issues obtained in the course of medical and/or mental health consultations and examinations.

1. 7. A member who is referred to Occupational Health Services for a special health assessment will be assessed:

1. 7. 1. to establish that he/she is able to continue working without harm to his/her safety, the safety of co-workers or of the public;

1. 7. 2. to determine the functional abilities, limitations and restrictions of a member with an illness, injury or disability; and

1. 7. 3. to establish a member's abilities to participate in conduct-related proceedings, other than a conduct hearing initiated under Sec. 41, *RCMP Act*.

1. 8. A special health assessment falls outside the established timeframes for the regular Periodic Health Assessment (PHA). Whenever possible, the special health assessment will be combined with the PHA.

1. 9. A special health assessment referral to Occupational Health Services may be considered in, but not limited to, the following situations:

1. 9. 1. when there is the possibility that health may be a factor in concerns related to performance or observed behaviour, particularly when these observations indicate a change or deterioration;

1. 9. 2. when there is evidence or concerns that the member's health may be adversely affected by work and work exposure to hazards; and

1. 9. 3. behaviour or repeated incidents that poses a risk to the safety of the member, co-worker or the public; and

1. 9. 4. repeated absences from work, including persistent and recurrent short-term absences.

1. 10. The member may also self-disclose a condition for which a special health assessment may be warranted.

1. 11. Early assessment and intervention of the above-mentioned situations is necessary to ensure the continued health and safety of the member, the member's co-workers and/or the public.

2. Roles and Responsibilities

2. 1. Commanding Officer or Requesting Authority

2. 1. 1. When there are concerns about a member's fitness for duty, the CO or delegate has the authority to require a member to undergo a medical examination or an assessment according to the *RCMP Act* and the Commissioner's Standing Orders (Employment Requirements).

2. 1. 1. 1. Consultation with divisional Occupational Health Services is recommended as per the procedures in AM ch. II.19., Occupational Health Services and AM. ch. 19.3., Sick Leave.

2. 1. 1. 2. Ensure that the activities pertaining to the medical certificate and HRMIS reporting are followed.

2. 1. 2. Communicate with the member to discuss the issue and your intent to refer him/her for a special health assessment.

2. 1. 3. Communicate with the divisional Occupational Health Services office for additional advice and guidance with the referral process.

2. 1. 4. Document the concerns raised, discussions, actions taken and the referral to Occupational Health Services.

2. 1. 5. Arrange for a Referral to Occupational Health Services when requesting a special health assessment by completing the Special Health Assessment Referral - Occupational Health and Safety Services, Form 6502.

2. 1. 5. 1. The referral should include the following information:

2. 1. 5. 1. 1. factual and objective description of the events and observed behaviours, including absences;

2. 1. 5. 1. 2. reasons that suggest an underlying health condition;

2. 1. 5. 1. 3. actions taken thus far, including accommodation;

2. 1. 5. 1. 4. specific duties and functions of the position held by the member; and

2. 1. 5. 1. 5. specific questions to be answered by Occupational Health Services.

2. 1. 5. 2. The CO or delegate making the referral will provide a copy of the referral request for the special health assessment to the member.

2. 2. Member

2. 2. 1. Members will inform their supervisor when they are injured, ill or suffering from a condition that may have an impact on fitness for duty, and will follow procedures outlined in AM ch. II.19, Occupational Health Services and AM ch. 19.3., Sick Leave.

2. 2. 2. In accordance with the Commissioner's Standing Orders (Employment Requirements), a member who is required to undergo a medical examination or an assessment by a qualified person must:

2. 2. 2. 1. present himself/herself to the qualified person on the dates and times specified, including for the purpose of any follow-up appointments; and

2. 2. 2. 2. undergo any tests, examinations or other assessments required by the qualified person to establish the member's ability to perform his/her duties or participate in a conduct-related proceeding, as the case may be.

2. 2. 3. Failure to participate in the required special health assessment may result in Occupational Health Services not being able to conduct the requested health assessment and provide recommendations. It may also result in corrective action including administrative measures as necessary.

2. 3. Occupational Health Team

2. 3. 1. On receipt of a Special Health Assessment Referral - Occupational Health and Safety Services, Form 6502, the Occupational Health Team will review the information received and assign a priority based on presentation and severity.

2. 3. 1. 1 Occupational Health Services will communicate with management to confirm receipt of the request with action to be taken, and if clarification is required.

2. 3. 2. The Occupational Health Team professionals will determine the appropriate examination requirements for the assessment and will facilitate an independent health examination as required.

2. 3. 2. 1. The Occupational Health Team may determine that an independent medical examination with a non-treating physician or psychologist, either an Employer Mandated Medical Assessment (EMMA) or Employer Mandated Psychological Assessment (EMPA), is necessary to obtain objective, expert and specialized medical advice in assessing a member's fitness for work, including clarification of his/her functional abilities.

2. 3. 3. The Health Services Officer (HSO), in consultation with the divisional psychologist in situations when a mental health condition is present, will determine the extent of information required in order to conduct the health assessment.

2. 3. 4. The health professionals conducting the examination will be the HSO, as well as the divisional psychologist or a health professional designated by the divisional Occupational Health Services professional team.

2. 3. 4. 1. Occupational Health Services will ensure that the designated health professional conducting the examination is aware of the risks and demands of police work, including those that are relevant to the member's position.

2. 3. 4. 2 The divisional psychologist conducting a psychological assessment in response to this request will do so according to the Special Psychological assessment, as outlined in ch. III.1., sec. M.

2. 3. 5. When necessary, to assist with the health assessment, medical information from the community treating physicians and other health care providers will also be obtained.

2. 3. 5. 1. The Occupational Health Team (HSO, psychologist or Occupational Health Nurse) will serve as the point of contact with community health care providers to obtain and review the required medical information.

2. 3. 6. Occupational Health Services will serve as a point of contact for the member on issues related to the delivery of occupational health services.

2. 3. 7. The HSO will conduct a health assessment based on applicable medical standards, guidelines and best occupational medical practice. This assessment will include a review of all pertinent documentation, including consultation reports and testing results with subsequent interpretation into functional ability.

2. 3. 8. When a new health condition or suspicious clinical finding is discovered, the HSO will inform the member and refer him/her to his/her community health care provider for further management, follow-up and treatment as medically necessary, and according to applicable clinical requirements.

2. 3. 9. When a health condition is discovered that is chronic or that may have an impact on the member's work capacity and which requires ongoing intervention, the Occupational Health Team will provide ongoing follow-up and support to the member until such interventions are no longer required.

2. 3. 9. 1. In accordance with the Disability Management and Accommodation Program Manual, the Occupational Health Team will work to assist the member in reaching maximum health and productivity.

3. Report

3. 1. The HSO will provide to the CO/delegate (Employee Management Relations Officer or Administration and Personnel) an explanation of the health assessment in functional terms, taking into consideration the medical requirements of the position.

3. 2. Following the health assessment, the HSO will provide the following recommendations pertaining to the members' health capability to carry out his/her duties:

3. 2. 1. recommendations on fitness for duty;

3. 2. 2. functional abilities/limitations and/or restrictions;

3. 2. 3. duration of functional limitations/restrictions if temporary or permanent;

3. 2. 4. recommended follow-up; and

3. 2. 5. medical profile update.

3. 3. No medical diagnosis and/or medical information will be disclosed to management, the supervisor or the CO.

3. 4. For the majority of cases, the Medical Profile, Form 2158, will be used to convey the recommendations to management. A narrative report may also be provided, outlining the above-noted recommendation.

3. 5. If the member is due for a PHA, the special health assessment will also include the components of the PHA with an assessment that is made against the medical requirements of the position held by the member.

3. 6. In situations where a member is identified as having a medical condition with an impact on functional ability, the Occupational Health Team will liaise with the Disability Management Advisor in accordance with the Disability Management and Accommodation Program Manual.

4. Intervention Equipment

4. 1. When the member's Commander or Supervisor has reason to believe that there is an acute physical or mental health condition that has an impact on the member's operational fitness, the Commander or Supervisor will repossess the member's intervention equipment and the member will return his or her intervention equipment, according to OM ch. 4.10.

4. 2. The HSO/delegate, in accordance with professional requirements for mandatory disclosure, must also notify the Commander immediately if the member is a danger to himself/herself or to others.

4. 2. 1. Where necessary, this notification will include a recommendation to repossess the member's intervention equipment so that appropriate action is taken through the line of command.

4. 3. If the firearm was removed based on a medical recommendation, a reassessment of the member by Occupational Health Services with a recommendation will be required before returning the firearm to the member.

4. 3. 1. The HSO will recommend the return of the firearm once satisfied that the member is medically fit to carry a firearm in the scope of his/her duties.

References

- Treasury Board of Canada Secretariat Manual, Occupational Health and Safety

- Canadian Centre for Occupational Health and Safety, Fit to Work

Date Modified: 2017-10-27

1. PSYCHOLOGICAL SERVICES

A. ORIGINATOR

A. 1. National Health Services Policy Centre.

B. REFERENCES

B. 1. *Administration Manual*, ch. II.18. and ch. II.19.

B. 2. *Career Management Manual*, ch. 5.

B. 3. *Tactical Operations Manual*, ch. 5.

B. 4. RCMP General Duty Constable Integrated Task Bank - Municipal, Provincial, Highway Patrol, and Airport 93-09-01.

B. 5. RCMP Regional Psychologist Generic Job Description.

B. 6. *Canadian Medical Directory*.

B. 7. American Psychiatric Association. *Diagnostic and Statistical Manual of Mental Disorders*, 4th Edition, 1994.

B. 8. Meichenbaum, D. *Cognitive Behavior Modification*, New York: Plenum Press, 1977.

B. 9. Mitchell, J. and Bray, G. *Emergency Services Stress*, Prentice Hall, 1990.

B. 10. Trottier, A. and Brown, J. *Police Health - A Physician's Guide for the Assessment of Police Officers*, Ministry of Supply and Services, 1993.

B. 11. Fee Schedules for Provincial Regulatory Bodies in Canada.

C. POLICY

D. GENERAL

D. 1. The focus of the regional psychologist should be balanced between the psychological needs of the members and the organizational needs of the RCMP. Care must be taken to ensure that members and the administration of the RCMP perceive this balance.

D. 2. A regional psychologist must be objective, rigorous and impartial when fulfilling all functions as it would be counterproductive to be viewed as an advocate for either the individual member or the RCMP.

D. 3. The principal functions of the regional psychologist are to:

D. 3. a. assess and provide treatment to a member where there may be an impact of the work environment on the member; and

D. 3. b. ensure the safety of the public by addressing, in a timely and efficient manner, any psychological disorder that could affect a member's ability to perform police work satisfactorily.

D. 4. If a member is diagnosed with a psychological disorder that affects his/her ability to satisfactorily perform police work, the limitations or work restrictions must be reported to the Health Services Officer (HSO) so that action is taken to ensure the public's safety.

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D. 5. For psychological disorders and their impact on police work, see ch. II.1. and App. II-1-5.

D. 6. The following psychological services are available for RMs and CMs as specified in AM ch. II.18., sec. F.:

D. 6. a. counseling/therapy;

D. 6. b. special psychological assessments (see AM ch. II.18., sec. S.);

D. 6. c. periodic examinations; and

D. 6. d. psychological debriefings.

D. 7. Any test administered by a regional psychologist or external practitioner must be:

D. 7. a. placed in a sealed envelope;

D. 7. b. labeled "To be opened only by the HSO or Regional Psychologist"; and

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D. 7. c. placed on the member's/cadet's medical file.

E. WORKLOAD PRIORITIES

E. 1. General

E. 1. a. The workload priorities of the regional psychologist must take into account the mandate of the position, which is the management of the div. psychological services.

E. 1. b. The regional psychologist will also provide other services, especially where maximum security is required. See sec. E.2.a.

E. 1. c. Due to the broad types of duties, managing and providing services, particular attention must be paid to setting priorities so that all tasks are allotted sufficient time.

E. 2. Regional Psychologist

E. 2. a. Set workload priorities using the following ranking:

1. an emergency situation, e.g. life-and-death situation;

2. a situation affecting RCMP operations;

3. routine clinical work; and

4. managerial consultation.

NOTE: If any aspect of the workload becomes disproportionately large and begins to monopolize your regular hours, take measures to ensure that the tasks required by directives are accomplished within a reasonable time. Usually, this would involve the use of an external practitioner.

F. PREVENTIVE ACTIVITIES

F. 1. The prevention of mental disorders is considered the most desirable direction.

F. 2. The regional psychologist will provide preventive services including the following:

F. 2. a. stress management workshops;

F. 2. b. workshops on the prevention of alcohol abuse or misuse; and

F. 2. c. critical incident stress intervention, i.e. psychological first-aid training.

NOTE: Every effort should be made to devote approximately 25 percent of the regional psychologist's annual resources (time and materials) to these types of activities.

G. CENTRALIZED TEST SCORING

G. 1. General

G. 1. a. A centralized test-scoring system for the Emotional Health Program (EHP) Sec., Health Services Dir. is used to score psychological tests administered by the regional psychologist.

1. This system will be for internal use only.

2. The release of test data by EHP Sec. is restricted to the regional psychologist who administered the test. No other release will be permitted.

3. The EHP Sec. will use the test data to establish and periodically update test norms for use by the regional psychologists.

NOTE: The test norms will not contain any identifying data.

G. 2. Regional Psychologist

G. 2. a. Obtain ordering information from EHP, and as required, purchase test booklets and answer sheets with the div. Health Services' budget.

G. 2. b. To facilitate automated scoring, the following procedures must be followed:

1. Instruct the member to use an HB lead pencil on the answer sheet.

2. Verify that the member completes the identification questions.

    1. The identification number on the answer sheet should be right-justified and the gender must be indicated.

3. Verify that each test item has a response.

4. Ensure each response marking is sufficiently dark for the scanner to read.

5. Indicate beside the member's name, **UN** if the testing is for UNCIVPOL screening, or **CLINIC**, if the testing is for regular clinical use.

G. 2. c. Send the test answer sheets in a sealed double envelope, Protected-B, To Be Opened Only By Chief, EHP to:

Emotional Health Programs
RCMP Health Services Dir.
1200 Vanier Parkway
Room 502, Pickering Building
Ottawa, Ont.
K1A 0R2

G. 2. d. Keep a log of the tests sent for scoring indicating the:

1. test and "lithcode" numbers,

2. member's name or group of members,

3. date sent for scoring, and

4. date the scored test was returned.

H. **SICK LEAVE**

H. 1. In order for sick leave to be recommended for psychological reasons, the practitioner must confirm that the member has a diagnosable mental disorder based on the Diagnostic and Statistical Manual of Mental Disorders, 4th ed (DSM IV) and propose a specific treatment plan.

H. 2. Recommendations and confirmation of recommendations are made in accordance with AM ch. II.5., sec. G.1.c.

NOTE: If a recommendation is made by a general practitioner instead of a psychologist or psychiatrist, the type of problem will not be identified to a commander.

I. EXTERNAL PRACTITIONERS

I. 1. Selection

I. 1. a. General

1. Psychological services (assessments and treatments) must be performed by a provincially registered, licensed or chartered psychologist/psychiatrist/counselor, except for those geographical areas where such a specialist is not readily available.

   EXCEPTION: The HSO may approve the use of other practitioners.

I. 1. b. Regional Psychologist

1. Periodically, verify that the psychologist/psychiatrist/counselor:

   1. is in good standing with the respective professional governing body;

   2. maintains ethical conduct and high professional standards in the services provided to members;

   3. charges fees within the limits established by the appropriate provincial/federal body; and

   4. has performed acceptably (see sec. I.3.) in previous work with members, e.g. satisfactory reports, reasonable waiting period for appointments, terminates treatment when there is little chance of progress.

2. Annually prepare a list of psychologists/psychiatrists/counselors who have been verified.

   1. The list may be published as a div. supplement or retained as a reference in the div. Health Services Unit.

3. In order to maintain a current list of acceptable practitioners, randomly evaluate the services of an external practitioner using data obtained from:

   1. the member;

   2. the practitioner;

   3. a third party (fellow practitioner); or

   4. published evaluation instruments.

EXCEPTION: If there are negative reports of services provided by a particular practitioner, conduct an evaluation of that practitioner.

4. Forward a copy of App. III-1-1 or the applicable standing agreement/contract for services and guidelines to the external practitioners on your list.

I. 2. **Processing Accounts**

I . 2. a. **General**

1. An account submitted by an external practitioner must be verified before payment is authorized.

2. Unless the HSO has authorized otherwise, form 2135 must be used for all psychological service billings.

3. When processing accounts for payment, the member's name must be encoded to protect the member's privacy, and the practitioner must be notified of the client invoice number used.

4. If desired, a contract may be signed between the external practitioner and the HSO. It may include the types of services to be provided, limits and conditions of service and an acceptable fee structure.

I. 2. b. **Regional Psychologist**

1. Verify form 2135 an$ ensure there is enough information in the Observations section or on a separate report to:

    1. determine if the case should be closely followed, e.g. serious mental disorder which may lead to bodily harm;

    2. determine if treatment is working; or

    3. allow a case management decision, if no progress has been made over a reasonable period of time, e.g. six months.

2. Verify that the fees charged are within the maximum set out by the appropriate provincial/federal body and correct them in accordance with the applicable fee schedule, if required.

3. Return an improperly submitted form 2135 or an incomplete report to the practitioner with a letter requesting that he/she provide the missing information. See App. III-1-1.

4. Record all relevant data on the client information computer program.

5. When the predetermined maximum total fee limit is reached, e.g. $1,200, $1,500, contact the external practitioner for justification for continuing treatment. Base justification on probable benefit.

I. 3. **Training an External Practitioner**

I. 3. a. If you delegate work to an external practitioner, ensure he/she knows the background information (summary of relevant RCMP directives), objective of each procedure, and format for required reports.

J. **RCMP RM APPLICANT ASSESSMENTS**

J. 1. **General**

J. 1. a. The RM applicant will be assessed for the presence of psychopathology as part of the final medical examination.

1. The Minnesota Multiphasic Personality Inventory- 2- Restructured Form (MMPI-2- RF) may be administered by the regional/designated psychologist or a trained and supervised test administrator. The administration of the test is restricted to Health Services premises or the designated psychologist's facilities.

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2. If an external practitioner is used, he/she must be familiar with General Duty Cst. work and have access to the General Duty Cst. Integrated Task Bank (GDCITB).

J. 2. **Regional Psychologist/External Practitioner**

J. 2. a. Inform the applicant that he/she is being assessed to evaluate his/her fitness for regular duties.

J. 2. b. Administer the MMPI-2-RF with strict adherence to the guidelines provided by the Chief, Emotional Health Programs.

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J. 2. c. Forward the completed test answer sheet to Emotional Health Programs (EHP) Section, National Health Services Policy Center for scoring and preliminary examination of test results.

NOTE: Test results are returned by EHP Section to the originating division Health Services, attention HSO, if further assessment is not required.

J. 2. d. Record all relevant data on the client information computer program.

J. 2. e. Upon receipt of the test results from EHP Section, determine if an in-depth assessment with interviews and additional psychological tests is necessary.

J. 2. f. Recommend to accept or reject the applicant, to the division HSO. Ensure any shortcomings are described in detail and referenced to a particular task in the GDCITB and medical profile.

J. 2. g. Place the completed test answer sheet and the test results on the applicant's medical profile.

K. SERVICES FOR CADETS AT "DEPOT" DIVISION

K. 1. Prevention

K. 1. a. The regional psychologist, "Depot" Division, will provide cadets with a minimum of four hours of classroom instruction on the following topics:

1. anger or stress management,
2. sexual assault,
3. spousal assault, and
4. hostage negotiations.

K. 1. b. Cadets will also be sensitized to the possible effects of traumatic incidents and the cumulative effects of extended stressful situations.

K. 2. Remedial

K. 2. a. General

1. The regional psychologist, "Depot" Div., will provide psychological services to cadets and training staff.
2. Assessments will be conducted using a clinical interview and, where appropriate, psychological tests.

K. 2. b. Clinical Services

1. General

1. A cadet may be self-referred or referred by a trainer, troop guidance NCO or regional psychologist.
2. A cadet is eligible for counseling, therapy and assessments.

NOTE: Health service entitlements for cadets are not covered by AM ch. II.18., but by a separate insurance policy.

2. Formal Referral

1. If a cadet is formally referred, inform him/her of the contents of AM ch. II.19., sec. F.3.

2. Assess the cadet and provide him/her with feedback on the results of the assessment and your recommendations.

3. Send a standard psychological report to the HSO for placement on the cadet's medical file.

4. If treatment is appropriate and feasible, provide it.

3. **Informal Referral**

1. Provide assessment and treatment services when appropriate and feasible.

L. COUNSELING/THERAPY

L. 1. General

L. 1. a. Psychological counseling/therapy will be provided by the regional psychologist or an approved external practitioner.

1. The regional psychologist will only provide short-term counseling, except in cases indicated in sec. L.1.c.

L. 1. b. If MAP personnel wants to make a referral to an external practitioner, the choice of the practitioner must be approved by the regional psychologist or HSO.

1. A subsequent referral to the same practitioner does not require reapproval.

L. 1. c. A member will be treated by the regional psychologist if the following criteria apply:

1. there is a security issue;

2. a specific request is received from senior management; or

3. the member is in a high-risk group, e.g. undercover drug operator.

L. 1. d. If it is determined that the member requires long-term counseling and sec. L.1.c. does not apply, he/she must be referred to an external practitioner.

L. 2. Regional Psychologist

L. 2. a. Monitor counseling performed by an external practitioner to determine if the treatment:

1. is having the desired impact,

2. is within acceptable professional standards, and

3. should be continued.

L. 2. b. Examine written reports, including form 2135 and verbal reports (telephone), from

the external practitioner.

L. 2. c. Pay special attention to the:

1. need for close follow-up of a member,

2. member's fitness for regular duties, and

3. possible threat to public safety.

M. **SPECIAL PSYCHOLOGICAL ASSESSMENT**

M. 1. Obtain consent from the member to conduct the assessment.

M. 2. Perform a special psychological assessment to determine a member's fitness for regular duties. See AM ch. II.19., sec. F.3.

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M. 2. a. To avoid complaints of discrimination, refer to the Functional Job Analysis, CHRA and the *Charter of Rights and Freedoms*.

M. 3. Determine a member's diagnosis, if any, based on DSM-IV.

M. 4. Determine a member's fitness for duty in accordance with the GDCITB and *Police Health - A Physician's Guide for the Assessment of Police Officers*.

M. 5. Use standard clinical tests and interview procedures.

M. 6. Provide the member with feedback on all tests administered during the assessment.

M. 7. Forward to the HSO a psychological report and an administrative report containing information regarding the member's fitness for duty or duty restrictions.

N. **PERIODIC EXAMINATION**

N. 1. The periodic examination contains questions designed to detect the possible presence of psychopathology.

N. 2. If treatment is required, the member will be referred to an external practitioner, unless the criteria outlined in sec. L.1.c. apply.

N. 3. If the responses to the designated questions indicate the need for further review, the HSO will:

N. 3. a. refer the member to the regional psychologist/external practitioner, and

N. 3. b. provide the regional psychologist/external practitioner with a copy of the responses to form 3380.

N. 4. When a member requires a psychological assessment, the regional psychologist/external practitioner will review the responses to questions 3 to 9, 12, 25, 28 to 32, 34 to 37, and 39.

N. 5. If a psychological assessment is indicated on form 3380, the regional/designated psychologist will administer the MMPI-2-RF. This does not preclude the use of other psychological assessment methods.

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N. 5. a. Assessment results are placed in the member's medical file. See sec. D.7.

N. 5. b. Submit a report to the HSO. See App. III-1-2.

N. 5. c. Interpretation of psychological test results will be provided to the member during an interview arranged at the earliest convenient time.

O. SPECIAL ASSIGNMENT EXAMINATION

O. 1. General

O. 1. a. A member volunteering for high-risk duties must meet specific medical criteria. See AM App. II-19-2 and CMM ch. 5.

O. 1. b. This examination is used to uncover evidence of any major mental disorder as defined in DSM-IV and to eliminate any candidates:

1. who have a serious mental disorder,

2. who could develop a mental disorder from such an assignment, or

3. whose psychological health or marital situation could suffer from such an assignment.

NOTE: Special attention should be given to neuroses and their accompanying anxieties, phobias and poor stress-coping tendencies.

O. 1. c. The ERT, UNCIVPOL and northern/isolated posting assessments will be conducted by the regional psychologist/external practitioner.

O. 1. d. When a member successfully completes all stages of the undercover operator selection process, he/she must contact the regional psychologist/his/her external practitioner in his/her Regional Health Services area for a baseline assessment, which will include the administration of a psychological test.

1. The test results will be placed in the member's medical file only.

O. 2. ERT Assessment

O. 2. a. The structured interview guidelines outlined in App. III-1-3 may be used.

O. 2. b. The rating system outlined in App. III-1-4 to assess ERT candidates may be used.

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O. 2. c. A recommendation to exclude a candidate from the team will be made if:

1. he/she has a diagnosable mental disorder; or

2. the rating system is used and he/she has:

    1. any rating of E, or

    2. a total rating equal to or greater than six.

O. 3. **UNCIVPOL Assessment**

O. 3. a. When conducting an examination for UNCIVPOL duty, you should use the MMPI-2-RF or another comparable psychological test.

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1. Use the test data in conjunction with background and interview information to arrive at the final recommendation.

O. 3. b. Use the following signs, based on feedback from previous contingents, to help make your recommendation:

NOTE: Do not disqualify a member unless there is evidence of a mental disorder or the signs are extreme.

1. a vague sense of personal direction, personal purpose or a poorly established identity;

2. a history of serious alcohol problems;

3. low ego strength, including the presence of serious phobias, e.g. a fear of dying;

4. an inability or unwillingness to be a team player, distinguishable from being an independent thinker;

5. a combination of obsessive-compulsive characteristics with a propensity toward being very intense, bordering on fanatical;

    1. This type is overly concerned with detail, may become obsessed with doing a superior job (e.g. saving the lives of the locals) and is relentless in the face of impossible odds even if removed from the job, i.e. after posting is over.

    NOTE: Such a posting may be harmful to the member.

6. an idealistic, impractical, exaggerated need to help others;

    1. This type may become overly involved (e.g. identify with one side) and lose objectivity, i.e. thoroughly submerged and not able to maintain an objective stance.

        NOTE: Posting this type of member may be counterproductive to UN objectives.

7. marital disharmony which is likely to be exacerbated;

8. a low frustration tolerance, impatience or short-fuse, a tendency to overreact;

    1. This type may jeopardize the safety of colleagues, especially if there is also poor impulse control, i.e. characteristic of immature, acting-out type.

        NOTE: Such a posting may be potentially harmful to all concerned.

9. underdeveloped moral standards, record of disciplinary actions, poor impulse control;

    1. This type has a potential for psychopathic behavior or criminal acts.

        NOTE: Such a posting may be detrimental to the UN mandate and could reflect poorly on the RCMP and ultimately become a disciplinary problem.

10. unable to tolerate lack of closure, a job half-done or imperfection;

    1. The positive pole of this type may be basic ego stability, security or non-neurotic.

    2. The negative impact of this could be reduced if the member is very diplomatic and tactful.

11. rigid, unable to adapt to the UN or in-theatre culture combined with extreme perseverance and tenacity;

    1. This type may be unable to withdraw, back-off, abandon, or change course.

        NOTE: Such a posting may be potentially harmful to all concerned.

12. aggressive, go-getter in the extreme; and

    1. This type may not get desired results in the UN international context. The member must be able to realize when "it's all over".

        NOTE: In combination with sec. O.3.b.11., such a posting may be potentially harmful to all concerned.

13. no appropriate and acceptable outlet to get away from work, ability to let go.

    1. This type needs hobbies or other acceptable leisure activities during off-duty hours.

       NOTE: Such a posting may be potentially harmful to the member.

O. 4. **Northern/Isolated Posting**

O. 4. a. You may use the structured interview guidelines outlined in App. III-1-3.

O. 4. b. Due to the special requirements in northern/isolated postings, you should use the MMPI-2-RF, or another comparable psychological test.

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    1. Use the test data in conjunction with background and interview information to arrive at the final recommendation.

O. 4. c. Use interviews with the spouse and adult family members to obtain additional information which may assist you in making the final recommendation.

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O. 5. **National Child Exploitation Coordination Centre or Regional Integrated Child Exploitation Units Assessment**

O. 5. a. The frequency and types of assessments are outlined in App. III-1-5.

O. 6. **Psychological Assessments of Technological Crime and Integrated Forensic Identification Services**

O. 6. a. The following psychological assessment strategy is in place due to the potential psychological impact on RMs, CMs, and applicants of technological crime (TC) and Integrated Forensic Identification Services, and to streamline the assessment process for high-risk occupational groups.

O. 6. b. The psychological assessment will be conducted by an RCMP psychologist/delegate to help ensure the occupational health and safety of employees, public safety, and the integrity of the RCMP.

O. 6. C. Psychological assessment strategy:

Assessment	Type[1]	Possible Recommendations
1. Initial	- MMPI-2-RF - SCL-90-R	- suitable for assignment - not suitable for assignment

	- Clinical Interview	
2. Annual	- SCL-90-R - BDI-II - Clinical Interview	- suitable for continuation - not suitable for continuation - temporary-duty restrictions
3. Exit	- MMPI-2-RF[2] - Clinical Interview	- suitable for placement without restrictions - temporary-duty restrictions

1. MMPI-2-RF -2 SCL-90-R - Symptom Checklist - 90 - Revised BDI-II - Beck Depression Inventory,
Second Edition

2. If the MMPI-2-RF was administered in the past 12 months, an alternative such as the Personality Assessment Inventory will be used.

O. 6. c. To allow for adequate time to organize initial, annual, and exit assessments with regional/divisional/designated psychologists, the Commander, TC, and Divisional Manager, Forensic Identification Services, will provide the HSO with:

1. sufficient notice, e.g. two months in advance; and

2. a list with names of RMs, CMs, and applicants who require assessments.

O. 6. d. The RM/CM applicant will promptly present themselves to the regional/divisional/designated psychologist upon receiving notice of a psychological assessment.

O. 6. e. The regional/divisional/designated psychologist will make recommendations to the HSO,
summarizing clinical conclusions, e.g. suitable or not suitable for assignment, without including detailed responses to assessment questions.

O. 6. f. The HSO will provide a copy of Form 2158, Medical Profile, confirming fitness for duty and/or limitation or restriction from duty to the:

1. Unit Commander, TC; or

2. Divisional Manager and Commander, Forensic Identification Services.

O. 7. **Psychological Screening for Collision Analyst/Reconstructionist**

O. 7. a. The frequency and types of assessments are outlined in App. III-1-6.

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P. **PSYCHOLOGICAL DEBRIEFING**

P. 1. **General**

P. 1. a. A debriefing is given to a member exposed to or involved in a psychologically traumatic incident or a prolonged stressful situation, including but not limited to:

1. a member involved in undercover drug operations, see sec. Q.;
2. a member participating in UNCIVPOL duties, see sec. R.; or
3. a Regional Forensic Identification Support Services (RFISS) member, see sec. S.

P. 1. b. The objectives of an RCMP psychological debriefing are different from those in other settings. The objectives for RCMP psychological debriefings are to:

1. determine the psychological status of the member;
2. give the member an appropriate setting for expressing emotions and discussing the incident;
3. provide preventive measures and educational steps, including psychological inoculation or sensitization, and normalization of potential symptoms;
4. determine if further counseling is required; and
5. make the appropriate recommendations on fitness for continuation of regular duties.

P. 1. c. A debriefing may be mandatory or recommended. See AM App. II-19-5.

1. A mandatory debriefing must be scheduled within 72 hours of the event and treated as a priority.

P. 1. d. A debriefing may be conducted by the regional psychologist or if unavailable, a designated external practitioner.

1. The member will travel to the Health Services Unit or to the practitioner in his/her area, depending on the following factors:

    1. operational impact,

    2. the member's physical and psychological state, and

    3. the regional psychologist's caseload.

2. Travel expenses are considered health-related and are the responsibility of the member's div.

P. 1. e. If a traumatic incident involves any combination of RMs, CMs, PSEs, or the public,
the commander will decide who will take part in the group debriefing.

NOTE: In most cases, all individuals would be included.

P. 1. f. For a group debriefing, a minimum of one peer debriefer must attend.

1. To qualify as a peer debriefer, the employee should be an RM.

2. In most div., the peer debriefer is first trained as a MAP referral agent, to learn basic counseling skills.

3. After referral agent training, additional critical incident stress intervention training is
given.

4. The critical incident stress intervention training does not necessarily qualify the peer
debriefer for individual or group debriefings. A specifically trained psychologist is
expected to conduct all RCMP debriefings.

5. If the rapid deployment of a regional psychologist is impossible (e.g. an incident in
an UNCIVPOL location), the peer debriefer will provide the best psychological first-aid within his/her capabilities while waiting for the regional psychologist or
delegated psychologist to arrive.

P. 2. **HSO**

P. 2. a. When notified by a commander of a member's involvement in a psychologically traumatic incident, arrange for psychological support services by the regional

psychologist or designated psychologist.

P. 3. **Regional Psychologist**

P. 3. a. For additional procedures on how to conduct a debriefing for an undercover drug operator or a UNCIVPOL/RFISS member, see sec. Q., R. and S.

P. 3. b. When notified of a member's involvement in a psychologically traumatic incident, arrange for psychological debriefing.

NOTE: This may be done in a group or individually.

P. 3. c. Use individual feedback sessions when test results are available.

1. If the psychological status of the member is unclear, use psychological tests as an assessment aid.

2. Psychological tests are also used to indicate change. If test results are available for use as a baseline, administer another test during the debriefing session for comparison purposes.

P. 3. d. At the first appointment, inform the member of the:

1. purpose of the debriefing, e.g. OM ch. II.2., sec. G.1.;

2. types of reports that will arise from the debriefing; and

3. recipients of the reports.

P. 3. e. Obtain the member's written consent for the debriefing.

P. 3. f. If a member refuses a debriefing:

1. Inform the member that his/her refusal will be reported to his/her supervisor.

2. Terminate the interview.

3. Write a note for the medical file and the supervisor.

P. 3. g. If a member consents to the debriefing, proceed with the debriefing.

P. 3. h. Forward your recommendations, through the HSO, to the commander, with a copy to the member, for:

1. continuation of duty,

2. sick leave,

3. temporary duty restrictions, or

4. further follow-up.

P. 3. i. Your recommendations should be in the following format:

Subject: Smith, John, Cst.,
Reg. No. 12345,
Psychological Debriefing

This member has/does not have a medical/psychological condition that will interfere with the performance of his/her duties. The limitations are _____ and the restrictions are _____.

NOTE: This is the only information communicated to personnel other than Health Services staff.

P. 3. j. Complete a report on the member's psychological fitness for placement on his/her medical file. Use the format outlined in App. III-1-2.

Q. DEBRIEFING - UNDERCOVER DRUG OPERATORS

Q. 1. A periodic psychological debriefing/assessment should be conducted by the regional psychologist where practical:

Q. 1. a. every six months, if a member is assigned to a full-time dedicated undercover unit or is employed full-time in the undercover function; or

Q. 1. b. after one year, if a member has been involved in any type of undercover operation, minor or major.

Q. 2. Determine if a member continues to function at an acceptable level with respect to the following criteria:

Q. 2. a. interest and motivation;

Q. 2. b. job performance;

Q. 2. c. alcohol use; and

Q. 2. d. drug-use risk.

Q. 3. Assess the member for the following:

Q. 3. a. serious psychopathology, e.g. depression, extreme sociopathy, break with reality;

Q. 3. b. well-established identity with an acceptance and comfort with that identity;

1. Related factors may be a difficulty with an adult transitional phase, acceptance of traditional sense of values or rejection of the target's value system.

Q. 3. c. adequate impulse control;

1. Related factors may be appropriate maturity level, ability to delay gratification.

Q. 3. d. ability to remain objective on or off duty;

1. Related factor is a willingness and ability to refrain from any emotional involvement with targets which could be potentially detrimental to the operation, performance of regular duties or RCMP security.

Q. 3. e. willingness and ability to follow orders correctly;

1. Related factors may be a non-rebellious attitude or no problems with authority figures.

Q. 3. f. sufficient satisfaction with undercover drug operational duty; and

1. If there is significant dissatisfaction, determine the possibility of transferring the member to other duties.

Q. 3. g. ability to control hostility.

Q. 4. Forward your recommendations as outlined in sec. P.3.h. and P.3.j.

R **DEBRIEFING - UNCIVPOL DUTIES**

R. 1. **General**

R. 1. a. Regional psychologists who volunteer to conduct in-theater psychological debriefings

of UNCIVPOL members must be deemed releasable by the HSO.

R. 2. **Regional Psychologist**

R. 2. a. Submit a report to the OIC UNCIVPOL on the in-theatre debriefing of members within the first two weeks of your return to Canada and include a description of the steps taken, observations, and recommendations.

NOTE: The urgency is due to the fact that your recommendation may be for the removal of a member from UNCIVPOL duties.

R. 2. b. If you are recommending the removal of a member from UNCIVPOL, do not include confidential medical information.

1. Specific clinical reports, where appropriate, can be placed on the member's medical file.

R. 2. c. For members returning to Canada, schedule a debriefing at the earliest available time.

See sec. P.

S. **DEBRIEFING - REGIONAL FORENSIC IDENTIFICATION SUPPORT SERVICES**

S. 1. Conduct an annual debriefing to monitor any psychological changes which could be attributed to the duties of an RFISS member. See sec. P.

S. 1. a. When necessary, provide remedial assistance.

S. 2. Administer a standard psychological test at each debriefing.

T. **DEBRIEFING - MEMBER SUSPENDED OR UNDER INVESTIGATION**

T. 1. Hold a psychological debriefing, assessment or counseling following any operational debriefing. This ensures the information obtained in the operational debriefing is not jeopardized.

T. 2. At the beginning of the first appointment, explain to the member the following assessment and treatment options:

T. 2. a. psychological testing to determine what impact the investigation is having on the member, and

T. 2. b. psychological counseling to help the member during and following the investigation.

T. 3. Tell the member about the limits of confidentiality in this situation, i.e. a MAP co-ordinator, MAP referral agent or regional psychologist may be compelled to disclose information obtained from the member.

T. 3. a. To prevent jeopardizing the member, any interaction you have with him/her should not include references to the details surrounding the incident, charge or investigation.

T. 4. Have the member sign an informed consent form.

T. 4. a. If consent is given, proceed with the assessment or counseling.

T. 4. b. If the member refuses consent, end the session.

U. PSYCHOLOGICAL POSTMORTEM FOLLOWING A SUICIDE

U. 1. General

U. 1. a. Suicide is treated as a traumatic incident.

U. 1. b. A postmortem debriefing for employees is normally conducted in a group format.

U. 1. c. A debriefing of the family members is voluntary and unless otherwise indicated, conducted on an individual basis.

U. 1. d. The term "debriefing" does not refer to the standard Mitchell model but should be interpreted broadly to include:

1. the information-gathering phase;
2. the facilitation of emotional release (catharsis);
3. an assessment component to determine the psychological status of the participants; and
4. when indicated, a referral to an external practitioner for timely follow-up.

U. 1. e. These four functions must be communicated to the participants at the beginning of

the session, together with information about the probable outcome of the session, i.e. the emotional release should have a therapeutic effect.

U. 2. **Regional Psychologist/External Practitioner**

U. 2. a. Do not administer any tests. At the beginning of the session, explain to the participants the reason for the debriefing. Include the elements outlined in sec. U.1.d. and U.1.e.

U. 2. b. Where necessary, and if requested, arrange a second meeting to cover the elements outlined in sec. U.1.d.

U. 2. c. Prepare a report for placement on the deceased member's medical file. Include the following information:

1. the dates of the debriefings,
2. who was debriefed,
3. a description of the suicide,
4. possible factors contributing to the suicide,
5. possible reasons for the suicide, and
6. your recommendations for the prevention of suicides.

U. 2. d. Forward a copy of the report in sec. U.2.c. to National Headquarters, ATTN: Chief, Emotional Health Programs.

U. 2. e. For administrative purposes, prepare a second report for forwarding to the CO and include your recommendations. Do not identify the interviewees or any details of the interview.

V. ASSESSMENT OF OPERATIONAL COMMUNICATIONS CENTRE (OCC) OPERATORS

V. 1. **Selection**

V. 1. a. OCC operator candidates are assessed psychologically for psychopathology that

would interfere with the ability to perform the duties given in the Telecom Operator
Task Bank 1.5.

V. 1. b. When a candidate is referred by division Staffing and Personnel, the HSO will arrange for his/her psychological assessment by the regional/designated psychologist.

V. 1. c. The regional/designated psychologist will:

1. administer the MMPI-2-RF to detect psychopathology in candidates and forward
the answer sheet to National Headquarters, ATTN: Chief, Emotional Health Programs, for scoring;

Amended 2019-10-28

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2. depending on the results, administer further testing or interview if indicated;

3. forward recommendation to the HSO for forwarding to the OIC division Staffing and Personnel; and

4. place test results and interview notes in the member's medical file.

V. 2. **Periodic Assessment/Debriefing of OCC Operators**

V. 2. a. OCC operators are assessed and debriefed every two years on their anniversary date to verify their continued fitness for duty. Where indicated, the member is referred for treatment and follow-up. The OCC operator is referred by the division OCC commander to division Health Services.

V. 2. b. The assessment/debriefing is provided by the regional/designated psychologist. There
should be a separation of tasks, i.e. a different psychologist should be involved in:

1. the provision of ameliorative care, and

2. the assessment of the impact of the previous year's work and fitness for duty.

V. 2. c. A full report of the member's assessment, including psychological test results and interview notes, is placed in the member's medical file.

V. 2. d. The regional/designated psychologist will notify the division OCC commander of the operator's fitness for duty and restrictions, if any.

V. 3. **Psychological Debriefing for OCC Operators Following Traumatic Incidents**

V. 3. a. Because OCC operators can be traumatized to the same extent as members carrying out certain operations, the regional psychologist must ensure that psychological debriefing for members following exposure to traumatic incidents includes OCC operators who are vicariously exposed to the same trauma. See sec. P. 69

1999-03-19

HEALTH SERV. MANUAL
APPENDIX III-1-1
FRANÇAIS

SAMPLE MEMO TO EXTERNAL PRACTITIONER

To: External Practitioner

Re: Treatment Reporting Procedures

To help you with our procedures, I have prepared the following guidelines and clarifications for future reference. To help with the processing of accounts payable, complete the following steps:

1. Ensure Item 8 on form 2135 is signed by the member.

2. For the initial counseling, therapy or assessment session, provide a brief report outlining the nature of the problem, in Item 18, "Observations", or on a separate sheet of paper.

3. Report all subsequent sessions in Item 18, "Observations" (if necessary, add a separate sheet). Include the following information:

   a. the date of the session;

   b. an indication of the progress being made (or not made) by the member;

   c. the level of cooperation or motivation shown by the member, e.g. completing homework; and

   d. a statement of therapeutic objectives or prognosis.

   NOTE: You may be brief when documenting these observations.

4. Indicate in Item 21, "Treatment", assessment, individual, marital or family counseling and prescriptions given.

5. Indicate in Part "C" the number of units the member was seen. One unit is equal to 30 minutes.

6. Submit a summary report every six months for any long-term therapy/counseling. In addition to summarizing the progress made, the report should include an estimate of the duration of therapy/counseling and a list of the objectives.

Our goal at Health Services is to ensure that the member receives the proper care when needed and that public funds are being dispensed in an accountable manner. In some situations, client factors, (e.g. motivation, dependency needs,

willingness to take responsibility) may affect the effectiveness and duration of counseling/therapy. Your cooperation in assessing these and other relevant process factors and by giving them some focus in the session, when you deem it appropriate, would be appreciated.

NOTE: In the event that you observe any symptoms or behaviors which may suggest that restrictions should be placed on the member's duties, contact the Regional Psychologist. Timely communication with the Regional Psychologist will assure that the situation is closely monitored.

Finally, I would take this opportunity to assure you that information received by the Health Services Unit from an external practitioner is strictly confidential. The RCMP policy prohibits the release of medical information to non-Health Services personnel, regardless of rank.

I trust that these clarifications will help in our mutual work with the members.

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1996-09-18

HEALTH SERV. MANUAL
APPENDIX III-1-2
FRANÇAIS

RCMP Health Services

Psychological Report

Confidential Protected-B

NAME: PAUL SMITH **DATE OF BIRTH:** 65-05-08

REGIMENTAL NO.: 11275 **RANK:** Cst.

YEARS OF SERVICE: 4 **POSTING:** Langley, B.C.

REASON FOR REFERRAL:

DATE(s): 94-08-06
94-11-24

TESTS ADMINISTERED: MMPI

INTERVIEW AND IMPRESSIONS:

INTERPRETATION OF RESULTS and CONCLUSIONS:

RECOMMENDATIONS: (This sec. must include a statement on the limitations or restrictions to duty, as well as an
overall opinion on fitness for regular duties.)

HEALTH SERV. MANUAL
APPENDIX III-1-3
FRANÇAIS

STRUCTURED INTERVIEW GUIDELINES

1. Motivation: why is the member applying for the posting, e.g. challenge, long-time interest, escape from current situation, a way out of the province, general dissatisfaction with current posting?

2. Does the member have a clear understanding of what the situation will be like in the new posting?

3. What are the member's expectations about work and life at the new posting?

   Is he/she realistic or idealistic?

4. Has the member discussed this posting with other members?

   What research has he/she done?

5. What is the extent of previous experience in this type of posting, e.g. working alone or with few coworkers, with the culture?

6. Are there any psychological residues from previous traumatic events, e.g. shootings, serious MV accidents, physical confrontation?

7. What approach does the member use in physical confrontations?

8. What are the member's current leisure interests?

   How do they fit into the context of the posting?

9. How does the member relax?

   Will his/her coping style be applicable in the new posting?

10. How does the member cope with loneliness and isolation?

11. Has the member discussed the posting with spouse and children (where applicable)?

    Are there any trouble areas in the marriage?

    Is there any coercion involved in accepting the move?

    What are the spouse's coping mechanisms?

    Can the spouse be left alone for long periods while the member is at some distant community?

Mass Casualty Commission Exhibit

12. What is the member's general mental status; possibility of alcohol abuse.

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1996-09-18

2021-07-30
COMM0040145_0001

HEALTH SERV. MANUAL
APPENDIX III-1-4
FRANÇAIS

ERT ASSESSMENT

OBSERVATIONS	RATING
Not a team player.	2
Rigid, unable to think on feet or adapt to changing circumstances.	2
Unable to follow orders, handles authority poorly.	2
Incapable of thinking and acting independently, unable to take initiative.	2
Low frustration tolerance, especially when waiting for orders.	1
Signs or history of bipolar disorder (including disorder presently managed by medication).	E
Post-traumatic stress disorder symptoms, and presence of unresolved past traumatic incidents: 1. recurrent and intrusive recollections of the event; 2. recurrent dreams of the event; 3. sudden acting or feeling as if the incident were recurring because of an association with an environmental or ideational stimulus; 4. markedly diminished interest in one or more significant activities; 5. feeling of detachment or estrangement from others; 6. constricted affect; 7. hyperalertness or exaggerated startle response; 8. sleep disturbance; 9. guilt about surviving when others have not; 10. memory impairment or trouble concentrating; 11. avoidance of activities that arouse recollection of the incident; and 12. intensification of symptoms by exposure to events that symbolize or resemble the incident.	 2 3 E 1 2 1 E 2 1 2 3 E
Excessive dedication to the job, overly obsessive-compulsive.	2
Major interpersonal problems, including life crises.	3
Below-average ego strength, unable to handle constructive criticism.	2
Past or present evidence of alcohol/substance abuse.	2
Inability to communicate under stress.	2

HEALTH SERVICES MANUAL
APPENDIX III-1-5

FRANÇAIS

Psychological Screening for NCECC and Regional ICE Unit Personnel

Assessment	Frequency	Type (1)	Possible Recommendations
#1	Initial application	• MMPI-2 • SCL-90-R • Clinical interview	• suitable for assignment • not suitable for assignment
#2	6 months after engagement	• SCL-90-R • BDI-II • Alcohol screen • Clinical interview	• suitable for continuation • not suitable for continuation • temporary duty restrictions
#3, while in duty area	12 months after assessment #2 and every 12 months thereafter	• SCL-90-R • BDI-II • Alcohol screen • Clinical interview	• suitable for continuation • not suitable for continuation • temporary duty restrictions
Exit	On leaving unit	• MMPI-2 (2) • Clinical interview	• suitable for placement without restrictions • temporary duty restrictions

(1) MMPI-2 - Minnesota Multiphasic Personality Inventory-2
SCL-90-R - Symptom Checklist-90-Revised
BDI-II - Beck Depression Inventory, second edition

(2) If the MMPI-2 was administered in the past 12 months, an alternative such as the Personality Assessment Inventory (PAI) will be used.

Moved from AM App. II-19-3 2010-08-11

HEALTH SERVICES MANUAL

APPENDIX III-1-6

FRANÇAIS

Psychological Screening for Collision Analyst/Reconstructionist

Assessment	Frequency	Type (1)	Possible Recommendations
#1	One year after engagement	• MMPI-2 (2) • Clinical interview	• suitable for continuation • not suitable for continuation • temporary duty restrictions
#2	Annually (3)	• SCL-90-R • BDI-II • Alcohol screen • Clinical interview	• suitable for continuation • not suitable for continuation • temporary duty restrictions
Exit	Upon departing duty area	• SCL-90-R • BDI-II • Alcohol screen • Clinical interview	• suitable for placement without restrictions • temporary duty restrictions

(1) MMPI-2 - Minnesota Multiphasic Personality Inventory-2
SCL-90-R - Symptom Checklist-90-Revised
BDI-II - Beck Depression Inventory, second edition

(2) MMPI-2 must be repeated every five years.

(3) For a part-time Collision Analyst/Reconstructionist, the psychological screening will be performed every two years.

New 2010-08-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

HSM - ch. III.2. Employee Assistance Program

Directive Amended: 2014-06-19

For information regarding this policy, contact Occupational Health and Safety Branch, Human Resources Sector.

1. Policy
2. Definitions
3. General
4. Employee Assistance Services
5. Peer-to-Peer System
6. Confidentiality
7. Roles and Responsibilities
8. Chaplaincy Support Program

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1. Policy

1. 1. The RCMP provides to all of its employees: members as defined under the *RCMP Act*, and employees as defined under the *Public Service Employment Act* and their family members, a strong and effective Employee Assistance Program that is founded on professional service delivery.

1. 2. The Employee Assistance Program will consist of an internal Peer-to-Peer System and a professional, short-term counselling and referral service provided through the Health Canada, Employee Assistance Service.

2. Definitions

2. 1. **Client** means an employee or a family member/dependant of an employee, who seeks the assistance of the Employee Assistance Program.

2. 2. **Critical incident** means a traumatic event that produces a strong emotional reaction that could affect the ability to cope.

2. 3. **Employee** - for the purposes of this policy, means both members and public service employees, unless otherwise identified.

2. 4. **Employee Assistance Program** means the RCMP program that aims to promote and preserve the health, well-being, and productivity of all employees, by making avenues of outreach accessible in times of personal difficulty.

2. 5. **Employee Assistance Services** means a service delivered and managed by Health Canada, which offers short-term counselling and referral services through a national network of private practitioners within the Public Service or the community, when appropriate.

2. 6. **Family member/dependent** means a spouse (including a common-law spouse), unmarried children (including adopted children, stepchildren, or foster children) who are under 21 years of age, or over 21, up to and including 25 years of age and in full-time attendance at school, or, who are wholly dependent due to a physical or mental impairment, if such impairment existed before the child reached age 21, or commenced while the child was covered as a student over the age of 21.

2. 7. **Peer-to-Peer System** means a group of employees who have been identified by their respective divisions and trained to be a point of contact for peers, with the goal of providing information and guidance regarding the use of Employee Assistance Services and existing internal resources, which include, but are not limited to: Health Services Offices, Informal Conflict Management Services, Grievance, Harassment, the Office of Professional Integrity, Staff Relations Representatives, and Public Service Employee Union Representatives.

2. 8. **Peer-to-Peer Coordinator** means, at the discretion of the CO of a division, a dedicated full- or part-time resource who supports the CO in the coordination, communication, promotion, and facilitation of the Employee Assistance Program within the division, including the support of emergency/critical situations.

2. 9. **Short-term counselling** means discussions that lead to the identification of client difficulties, and the subsequent referral to appropriate resources, up to eight hours for each issue.

3. General

3. 1. The Employee Assistance Program (EAP) is comprised of Occupational Health and Safety personnel, staff relations representatives and union representatives, the RCMP Chaplaincy Program, a Peer-to-Peer System, and professional, short-term counselling and referral services provided through Employee Assistance Services.

3. 2. The Staff Relations Representative Program (SRRP) and union representatives are partners in the development of the EAP, including its referral, educational, and promotional aspects.

3. 3. The Occupational Health and Safety Branch (OHSB) oversees and coordinates the EAP, which includes Employee Assistance Services (EAS) and the Peer-to-Peer System. The OHSB is responsible for the periodic monitoring of service quality, responsiveness, and the value of the EAP.

4. Employee Assistance Services

4. 1. Employee Assistance Services offer short-term counselling and referral services to assist employees and their families with personal and work-related difficulties.

4. 2. Employee Assistance Services are provided at no cost to employees and their families.

4. 2. 1. Services may be offered to family members separately or concurrently with the employee.

4. 2. 2. Employee Assistance Services will be provided to family members of all of employees who live, have lived, or will live outside Canada under the provisions of the Foreign Service directives, or who are subject to the Isolated Posts directive.

4. 3. Employee Assistance Services are established in accordance with Treasury Board of Canada Secretariat policy, and are offered through an interdepartmental letter of arrangement between the RCMP and Health Canada, Employee Assistance Services.

4. 4. Participation in EAS is voluntary and confidential. Employees and their family members are at liberty to seek, accept, or refuse assistance.

4. 5. Individuals who wish to use EAS may call the 24-hour, 7-days a week, toll-free telephone number, 1-800-268-7708, or TDD number, 1-800-567-5803, from anywhere in Canada.

4. 5. 1. Out-of-country employees may call by using the international access code + 800-268-77088, or call collect at telephone number 613-941-5842.

4. 5. 2. Health Canada, Employee Assistance Services only accepts first-party calls.

4. 5. 3. Individuals must provide their names, the agency, a contact number, and a description of their issue.

4. 5. 4. Upon calling the EAS Crisis and Referral Centre, the EAS health professional will assess the criticality of the issue and address it accordingly.

4. 6. Employees and family members are entitled to a maximum of eight counselling hours for each issue, as assessed by the health professional.

4. 7. Employees and family members may call EAS for an unlimited number of issues.

4. 8. If deemed beneficial or if requested, a counsellor will, within 48 hours of an initial call to EAS, contact the employee or their family members to arrange, within five working days, further connection to a national network of private practitioners.

4. 9. Employee Assistance Services health professionals may refer employees or family members to long-term services, with another non-EAS health care professional, if the situation warrants a referral.

NOTE: The employee must determine if coverage exists for the services. If limited or no coverage exists, the services will be at the user's expense.

4. 9. 1. Regular members may wish to consult with their Health Services Office regarding the terms and conditions of coverage for extended counselling, under their Supplemental Health Benefits and/or Occupational Health Care Benefits. See AM ch. XIV.1.

4. 9. 2. Public Service employees and CM should confirm the terms and conditions for services offered under the Public Service Health Care Plan. See the National Joint Council Public Service Health Care Plan Directive.

4. 9. 3. If a CM is injured during the performance of his/her duties to the extent that the treatment is not covered by a publicly funded provincial or territorial health care plan, benefits may be approved at RCMP expense under Occupational Health Care. See AM ch. XIV.1.

4. 10. An employee may seek the assistance of a service provider of their choice directly.

NOTE: The employee must determine if coverage exists for the services. If limited or no coverage exists, the services will be at the employee's expense. See subsec. 4.9.1., 4.9.2., and 4.9.3.

5. Peer-to-Peer System

5. 1. General

5. 1. 1. The Peer-to-Peer System includes divisional coordinators, who are identified by the division, and are trained to be a point of contact for fellow employees. As a point of contact, Peer-to-Peer Coordinators will identify resources internal to the RCMP and Health Canada, Employee Assistance Services, which may be of assistance.

5. 1. 2. The Peer-to-Peer System will be administered at the divisional level, under the direction of the CO.

5. 1. 3. Participation in the Peer-to-Peer System is voluntary. Employees and their families can contact EAS directly.

5. 1. 4. Peer-to-Peer Coordinators are not referral agents, and do not provide external referrals.

EXCEPTION: External referrals can be made to the Employee Assistance Service.

5. 1. 5. The Peer-to-Peer System does not include the provision of group debriefings during critical incidents. Peer-to-Peer Coordinators may, under the direction of the CO and the divisional Health Services Officer or psychologist, assist in the coordination of emergency responses to situations.

5. 1. 6. The Peer-to-Peer System does not include the establishment of action plans or interviews with employees.

5. 2. Peer-to-Peer Coordinator Selection

5. 2. 1. The CO will appoint a divisional Peer-to-Peer Coordinator.

5. 2. 1. 1. Employees who wish to be a Peer-to-Peer Coordinator may volunteer, or be recommended by a manager, Staff Relations Representative, or a Bargaining Agent Representative.

5. 2. 1. 2. A Peer-to-Peer Coordinator may, at the discretion of the CO, be a full- or part-time resource.

5. 2. 2. A successful Peer-to-Peer Coordinator should:

5. 2. 2. 1. be willing to commit to the Peer-to-Peer System for a minimum of two years;

5. 2. 2. 2. have strong interpersonal and communications skills;

5. 2. 2. 3. show dedication and conscientiousness in his/her current role;

5. 2. 2. 4. be able to recognize and accept his/her limitations, and the limitations of the Peer-to-Peer System;

5. 2. 2. 5. fully embrace the concepts and practices of a respectful work place, founded on the core values of the RCMP;

5. 2. 2. 6. volunteer for appointment to the role;

5. 2. 2. 7. recognize the need to be trained; and

5. 2. 2. 8. be available to perform the duties of a Peer-to-Peer Coordinator.

5. 2. 3. On a bi-annual basis, the CO will assess all divisional Peer-to-Peer Coordinators to determine their interest in continued participation in the Peer-to-Peer System.

5. 2. 4. Peer-to-Peer responsibilities must not interfere with home unit duties and responsibilities.

5. 2. 4. 1. Failure to keep current on home duties and responsibilities may result in removal from the Peer-to-Peer System.

5. 2. 5. Additional criteria may be imposed by the CO, the divisional psychologist, and/or the Health Services Officer.

6. Confidentiality

6. 1. The confidentiality and privacy of personal information obtained from an employee's contact with EAS will be maintained in accordance with the *Privacy Act*, *Personal Information Protection and Electronic Documents Act*, and the *Access to Information Act*.

6. 1. 1. This confidentiality is limited to the interaction that an employee has as a client of EAS.

6. 2. Employee Assistance Services counsellors are bound by their professional code of ethics to protect client confidentiality.

EXCEPTION: When there is a court subpoena, child abuse, or a threat to harm oneself or others.

6. 3. Interactions between Peer-to-Peer Coordinators and employees, as part of the RCMP's Peer-to-Peer System, are not bound by this confidentiality.

NOTE: Interactions will be dealt with in a respectful and discretionary manner.

6. 3. 1. Peer-to-Peer Coordinators must clearly articulate the limitation of confidentiality at the beginning of each interaction with an employee, and inform the employee of instances where they are required to disclose information.

6. 3. 2. Circumstances that require the disclosure of information obtained during interactions between a Peer-to-Peer Coordinator and an employee include the following:

6. 3. 2. 1. where information disclosed by a member to a Peer-to-Peer Coordinator, who is also a member, identifies an alleged breach of the *RCMP Act*, *RCMP Regulations*, or the Organizational Code of Conduct by that member;

6. 3. 2. 2. where the information provided by an employee suggests a threat to human life and safety; or

6. 3. 2. 3. where the Peer-to-Peer Coordinator is required to disclose information by law, or ordered to do so by judicial authority.

6. 4. When a Peer-to-Peer Coordinator becomes aware of an issue that he/she is duty bound to report, he/she will report it to an appropriate resource who has the authority to act on the information.

6. 4. 1. Only those persons who have a legitimate need to know of the information will be advised, and the issue will be dealt with in a manner consistent with the legislation, policies, and procedures established for addressing such issues, e.g. the *Access to Information Act*, the *Privacy Act*, the *RCMP Act* and *Regulations*, the Organizational Code of Conduct, and the Values and Ethics Code for the Public Sector.

7. Roles and Responsibilities

7. 1. Employee

7. 1. 1. When you are experiencing personal and/or work-related difficulty, seek information about the EAP that are available to you and your family.

7. 2. Manager/Supervisor

7. 2. 1. Show due diligence by identifying health and behavioural concerns or situations that may be adversely affecting an employee's well-being or work performance, where any or all components of the EAP could provide interim assistance.

NOTE: A manager may recommend that an employee use the EAP, but cannot enforce the use of the EAP.

7. 2. 2. Ensure that information about all facets of the EAP is available and communicated to employees that you manage or supervise.

7. 2. 3. Exercise flexibility in allowing employees who have been selected as Peer-to-Peer Coordinators to carry out their Peer-to-Peer function, as part of their regular duties within the EAP, and to attend approved Peer-to-Peer training.

7. 2. 4. If an employee has been involved in a critical incident, contact the divisional psychologist to ensure that procedures are established to promptly provide an initial stress debriefing session and follow-up, if required.

7. 3. Peer-to-Peer Coordinator

7. 3. 1. Coordinate the Peer-to-Peer System within your division under the direction of the CO.

7. 3. 2. Provide to employees seeking assistance with personal or work-related issues, information about EAS.

7. 3. 3. Provide employees with information about internal resources that may be of assistance to address their issue or concern.

7. 3. 4. Coordinate with the divisional Occupational Health Services Officer to identify resources to assist employees and their families in emergency situations, or those who have experienced a critical incident.

7. 3. 5. If requested by the CO/delegate, assist the divisional psychologist with the coordination of, and the logistics pertaining to a critical incident stress debriefing.

7. 3. 6. Assist in the maintenance of Respectful Workplace initiatives at the divisional and detachment levels.

7. 3. 7. Demonstrate exemplary behaviour as identified in the *RCMP Act*, the Organizational Code of Conduct, and the Values and Ethics Code for the Public Sector.

7. 3. 8. If you are an RM, promptly report any contravention of the Code of Conduct by any other member.

7. 3. 9. Clearly articulate the limitation of confidentiality before providing Peer-to-Peer assistance.

7. 3. 10. Maintain Peer-to-Peer skills through continued participation in ongoing Peer-to-Peer training.

7. 3. 11. Communicate training needs to the DG, Occupational Health and Safety Branch/delegate.

7. 3. 12. Assist the National Policy Centre (OHSB) with the coordination and distribution of EAP promotional materials and the coordination of informational sessions provided to employees by Health Canada, Employee Assistance Services personnel.

7. 3. 13. Do not:

7. 3. 13. 1. provide referrals to any external resources other than Employee Assistance Services,

7. 3. 13. 2. assess or counsel, or

7. 3. 13. 3. provide any medical and/or legal advice.

7. 4. Commanding Officer

7. 4. 1. Ensure that employees under your command are informed of the EAP.

7. 4. 2. Encourage employees to use the EAP whenever personal difficulties arise.

7. 4. 3. Manage the Peer-to-Peer System within your division.

7. 4. 4. Identify and appoint Peer-to-Peer Coordinators, as required, within your division according to administrative and operational needs.

7. 4. 4. 1. Select Peer-to-Peer Coordinators, using the criteria outlined in sec. 5.2.

7. 5. Staff Relations Representative Program (SRRP)/Union Representatives

7. 5. 1. Participate in the consultation and development of the EAP, and facilitate the use of the EAP, including its referral, educational, and promotional aspects.

7. 6. Occupational Health and Safety Branch Personnel

7. 6. 1. Develop and maintain policies, guidelines, and the minimum standards relating to the various components of the EAP.

7. 6. 2. Coordinate the ongoing training needs of the Peer-to-Peer Coordinators.

7. 6. 3. Report to the CHRO on the EAP use.

7. 6. 4. Manage the EAS, interdepartmental letter of arrangement.

8. Chaplaincy Support Program

8. 1. Referrals or enquiries concerning the RCMP Chaplaincy Program must be directed to the coordinating Chaplain. See AM ch. IX.2.

References

Date Modified: 2014-06-19

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

HSM - ch. III.3. Informal Conflict Management Program

Policy Amended: 2018-10-15

For information regarding this policy, contact the Organizational Health and Well-being Directorate, Occupational Health and Safety Branch, National Informal Conflict Management Program Policy Centre.

1. Policy
2. Definitions
3. General
4. Best Practices
5. Privacy and Confidentiality
6. Confidentiality of Informal Conflict Management Program Service Documents
7. Evaluation, Reporting, and Data Collection
8. Expenses Relating to Informal Conflict Management Program Services
9. Roles and Responsibilities

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1. Policy

1. 1. The RCMP is committed to providing a healthy, productive, and respectful workplace for all its employees and recognizes the importance of dealing with workplace conflicts and issues informally, at the lowest possible level, and in a timely manner before the situation escalates.

1. 2. Informal Conflict Management is the preferred approach for resolving workplace conflict at the RCMP.

1. 3. The Informal Conflict Management Program falls under the authority of the Director General, Occupational Health and Safety Br./Organizational Health and Well-being Directorate.

1. 4. The Informal Conflict Management Program will serve as the authority for all informal conflict management services, the establishment of qualifications for Informal Conflict Management Practitioners in the RCMP, and informal conflict management skills training services in the RCMP.

1. 5. Where Informal Conflict Management Program services are accessed, the time requirements within the harassment policy and grievance complaint processes will be held in abeyance.

EXCEPTION: Where otherwise prescribed in legislation or regulation.

2. Definitions

2. 1. **Conflict** means the perception or actual occurrence of diverging, opposing, competing, or incompatible differences.

2. 2. **Conflict Coaching** means one-on-one support to help a person deal with a conflict situation. The divisional Informal Conflict Management Practitioner can help a person identify and develop new practical skills to resolve conflict.

2. 3. **Consultation** means an opportunity for employees to talk with a divisional Informal Conflict Management Practitioner about their situation, and discuss Informal Conflict Management Program services in order to explore options available to them to help resolve their issues.

2. 4. **Employee**, means for the purposes of this policy, persons employed or appointed under the *Royal Canadian Mounted Police Act*, or the *Public Service Employment Act*.

2. 5. **Facilitation** means procedural assistance provided to enable participants to communicate more effectively and move towards agreement. It involves the use of techniques to improve the flow of information between parties of a dispute.

2. 6. **Formal Processes** means processes that are based in law or relate to collective agreements, are precedent-setting, deal with only the issue submitted in writing, and have clear timelines and procedures.

2. 7. **Grievance Case Manager** means the case manager for the coordination of grievances and appeals.

2. 8. **Group Interventions** means group supports that provide an opportunity for group members to identify issues that are causing difficulties, and to explore ways of improving the work environment. An impartial third party neutral, e.g. an Informal Conflict Management Practitioner, provides assistance with the process while the group maintains control over the topics discussed and any actions taken. Each intervention is customized to the needs of the participants.

2. 9. **Harassment Advisor** means an advisor responsible to advise employees on the harassment program and the complaint process.

2. 10. **Harassment means** any improper conduct by an individual that is directed at and is offensive to another person or persons in the workplace, including at any event or any location related to work, and that the individual knew or ought reasonably to have known would cause offense or harm. It comprises any objectionable act, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment, or any act of intimidation or threat, including sexual harassment and harassment within the meaning of the *Canadian Human Rights Act*, i.e. based on "race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered."

2. 11. **Impartial/Neutral** means any person that is actually providing conflict management services, e.g. mediation, internal or external, must do so on an "arm's length" basis. The individual must not be put in a position in which he/she would be required to represent or advocate for any of the potential parties in a conflict, and must not have any preference for a possible outcome of the process. The parties in a conflict must agree on any person who will be providing conflict management services.

2. 12. **Informal Conflict Management Practitioner** means a person, internal or external to the organization, qualified to conduct: initial case consultation, mediation, facilitated discussions, conflict coaching, workplace assessments, and conflict management training and awareness sessions, including an Informal Conflict Management Program coordinator/manager that is qualified to carry out the aforementioned Informal Conflict Management Program services.

NOTE: A practitioner is qualified under the requirements of the National Informal Conflict Management Program office and provides Informal Conflict Management Program services to employees upon request, as sanctioned by the National Informal Conflict Management Program office.

2. 13. **Informal Conflict Management Program** means the program mandated to offer Informal Conflict Management services within the RCMP.

2. 14. **Informal Conflict Management System** means a system used for dealing with conflict, which incorporates alternate dispute resolution methods into existing rights-based structures to form a multi-option conflict management system.

2. 15. **Informed Consent** means a party's agreement to participate in a process, in writing, after having been informed of all the risks involved and the alternatives available.

2. 16. **Mediation** means a voluntary process in which an impartial and neutral third party assists employees to create a mutually acceptable solution to their problem. Mediation can be used as a stand-alone process or it can form part of another formal or informal process.

2. 17. **Voluntary** means that while participation in any Informal Conflict Management Program service is strongly encouraged, participation must be of the individual's free choice, and no employee is obligated to participate in an Informal Conflict Management Program service.

2. 18. **Workplace Assessment** means a diagnostic process to identify various group dynamics which contribute to work place conflict. This participatory and neutral process has

a series of steps and directly involves participants in identifying ways of addressing conflict in the work place.

3. General

3. 1. The RCMP's Informal Conflict Management Program (ICMP) is supported by, and developed in consultation with: senior management, bargaining agents, and the former Staff Relations Representatives Program, (now entitled Labour Relations Representatives), and applies to all RCMP members and Public Service Employees (PSEs), including indeterminate, temporary, term, and casual employees.

3. 2. The use of ICMP-offered services will not prevent any employee from exercising their right to use any formal mechanism as provided under legislation, regulations, the Commissioner's Standing Orders, collective agreements, or employer policies.

3. 2. 1. If a formal process is initiated, then placed in abeyance by an employee who wishes to use ICMP services, it is the responsibility of the employee to report the outcome of the informal process to the appropriate party, i.e. either terminate or continue the formal process to maintain the neutrality of divisional practitioners.

3. 3. Where appropriate, an informal process is encouraged as the first option for employees before a formal process is initiated.

NOTE: The RCMP recognizes that a major factor in the successful resolution of conflict is early intervention at the lowest possible level.

3. 4. The choice to use and continue to participate in an informal conflict management process is voluntary for each individual involved, including Informal Conflict Management (ICM) Practitioners, should they have concerns that a situation does not meet the criteria for an informal intervention.

3. 4. 1. Factors which may influence acceptance of a case for informal conflict resolution include: the level of trust between the parties, the length of time the conflict has been ongoing, and a power imbalance between the parties in rank.

3. 5. Employees in communication with ICM Practitioners/harassment advisors or the case manager for the Office of the Coordination of Grievances and Appeals (OCGA), may:

3. 5. 1. request to put a formal process in abeyance, where that option is available under a formal process, while participating in an informal process, or

3. 5. 2. re-engage a formal process if the informal process is not a right fit for the employee or their situation.

3. 6. All employees, regardless of category or rank are responsible for conflict prevention, conflict management, conflict resolution skills, and the ability to recognize and effectively respond to conflicts and disputes in the workplace.

3. 6. 1. Supervisors and managers are expected to exercise an increased level of awareness and vigilance in monitoring workplaces for indications of workplace disputes or interpersonal conflict, and to take action or report incidents as appropriate in a timely manner.

3. 7. The RCMP, through the ICMP, will incorporate preventative activities and assisted informal conflict management processes, e.g. consultations, conflict coaching, mediation, workplace assessments, group interventions, training and awareness strategies, into existing rights-based structures to form a multi-option conflict management system where appropriate.

3. 8. The ICMP, through the National policy centre, will standardize the content of assisted ICMP material, e.g. ICMP national awareness sessions and national conflict management training through development and measurement of these areas in conjunction with national learning and development specialists.

3. 9. Key stakeholders that must be involved at an early stage of a conflict include, but are not limited to: labour relations representatives, harassment advisors, chaplains, grievance case managers, bargaining agents, labour relations advisors, managers, human resources advisors, and all employees.

3. 10. Subject to disclosures required by law, confidentiality will be maintained by participants in an ICMP process.

3. 11. The RCMP recognizes the necessity of impartiality by ICM Practitioners who conduct ICMP processes. The practitioners must not have a personal interest in the issues at hand, nor any bias or preference towards the outcome of a process.

NOTE: Personnel operating outside the parameters of the National ICMP office are not covered under the protection offered by policy. The National ICMP office does not guarantee the service being offered to the parties by outside parties. Should capacity or other specialized circumstances necessitate the hiring of outside parties, consultation with ICMP is recommended.

3. 12. Through awareness sessions and training, the RCMP will provide divisional ICM Practitioners with the information necessary to enable employees to understand the ICMP, and be aware of available options for resolving conflicts.

3. 12. 1. Resources for employees to access information concerning the program include: labour relations representatives, the peer to peer system, bargaining agents, harassment advisors, chaplains, grievance case managers, divisional ICM Practitioners, and managers.

3. 13. During certain ICMP services, e.g. mediations and facilitated discussions, an employee may be accompanied by a person of their choosing, e.g., member workplace advisor, bargaining agent, labour relations officer, or a person the employee authorizes to provide support.

3. 14. The use of ICMP services will be made as flexible as possible to accommodate the needs of all parties to the process.

3. 14. 1. Parties may jointly choose the method of informal conflict management that is suitable to their circumstances or, with the participation and concurrence of the ICM Practitioner, create a process that will best serve their mutual objective of resolving their conflict.

3. 15. Employees will not be subject to retaliation for requesting or participating in the ICMP process.

3. 15. 1. Any employee who retaliates in any form against someone requesting or participating in an ICMP process may face corrective, disciplinary measures in keeping with the seriousness of the retaliation.

3. 16. ICMP processes will be conducted with sensitivity to the time constraints or needs of the parties. Every reasonable effort will be made to expedite the process for the parties.

4. Best Practices

4. 1. Unassisted Informal Conflict Management Process (ICMP) Services

4. 1. 1. Unassisted ICMP services are accessible without a divisional ICM Practitioner being involved, e.g. informal conflict management practices and tools.

4. 1. 1. 1. ICM practices encouraged as common practice to prevent the escalation of destructive conflict and enhance workplace health include:

4. 1. 1. 1. 1. interests and needs-based communication,

4. 1. 1. 1. 2. problem solving,

4. 1. 1. 1. 3. open mindedness, and

4. 1. 1. 1. 4. collaboration.

4. 2. Assisted Informal Conflict Management Program (ICMP) Services

4. 2. 1. Where employees, for any reason, are unable to resolve potential conflicts themselves, they can rely on the skills of a neutral and impartial third party, such as a divisional ICM Practitioner, who will assist them in using ICMP services.

4. 2. 2. Access to any ICMP service is voluntary, confidential, to the extent described above, and impartial. Some services include but are not limited to:

4. 2. 2. 1. consultation,

4. 2. 2. 2. conflict coaching,

4. 2. 2. 3. facilitation,

4. 2. 2. 4. group interventions,

4. 2. 2. 5. mediation; and

4. 2. 2. 6. workplace assessment.

NOTE: For definitions of the above-noted, refer to sec. 2., Definitions.

4. 2. 3. Skills training services and standard awareness sessions on informal conflict management are offered by the ICMP.

4. 2. 3. 1. The focus of the awareness sessions is to educate employees on the existence of the ICMP and ways to engage these services.

4. 2. 3. 2. Skills training focuses on increased self-awareness of conflict triggers, various styles of conflict, effective communication skills, and learning positive conflict management skills.

5. Privacy and Confidentiality

5. 1. Privacy and confidentiality are essential components for ensuring employees' trust and confidence in the integrity of the ICMP services.

5. 1. 1. The ICMP protects the confidentiality of all information exchanges during an informal process.

EXCEPTIONS:

1. where information must be disclosed by legislation;

2. there is an agreement, in writing between the parties to disclose the information; or

3. the service provider has been authorized by the parties to share the information.

6. Confidentiality of Informal Conflict Management Program (ICMP) Service Documents

6. 1. The retention and disposal of the Agreement for Service form and any other administrative forms will be managed in accordance with requirements of sec. 6(1), *Privacy Act*. Specifically, para. 4(1), *Privacy Regulations* requires that personal information used by a government institution be retained by the institution for at least two years following the last time it was used for an administrative purpose. Completed informal process documents will have Protected B standing.

7. Evaluation, Reporting, and Data Collection

7. 1. The National ICMP policy centre will maintain a confidential data collection tracking system for all services rendered through the National Administrative Records Management System (NARMS), specific to the RCMP. This system and other surveys and tools may be used to support program evaluation, monitoring, trend identification, and reporting.

8. Expenses Relating to Informal Conflict Management Program (ICMP) Services

8. 1. Every effort should be made to accommodate the use of an ICMP service.

8. 1. 1. Lack of funding should not preclude the use of ICMP processes.

8. 2. Assisted ICMP services will be scheduled so as to be cost effective and efficient, and where possible, in a location close to the participants' workplace.

8. 3. The division will normally bear the cost of any facilities required for the informal resolution process.

8. 4. Should an external provider for ICMP services be deemed necessary, costs for the external provider will be paid at the direction and discretion of the division, or as directed by the unit level, including professional fees and other expenses.

8. 4. 1. It is recommended that the National policy centre be consulted before engaging in the process of hiring external practitioners in order to guarantee consistency of ICMP processes.

8. 5. The division or local management unit level will allow and encourage employees to access ICMP services and to participate in an ICMP process.

8. 5. 1. Participating in an ICMP process will be considered regular work.

8. 5. 2. The expectation is for services to be offered during regular working hours.

8. 5. 2. 1. Exceptional circumstances will be addressed on a case-by-case basis.

8. 6. The division or local management unit level will:

8. 6. 1. normally bear the cost of the participants' salaries for attending an ICMP intervention; and

8. 6. 2. bear the cost for travel and expenses, in accordance with the National Joint Council (NJC) Travel Directive, for participants where travel is required to participate in an ICMP intervention or training session.

9. Roles and Responsibilities

9. 1. Employee

9. 1. 1. Where a formal complaint has been held in abeyance in order to allow the situation to be resolved through an ICMP service, provide the appropriate program, i.e. harassment, grievance and/or professional standards, updates on the status of the matter being resolved, up to and including closure of the informal process, to ensure the neutrality and integrity of the informal process and the divisional practitioner.

9. 1. 2. When you encounter a workplace conflict and/or dispute with another employee, regardless of category or rank, it is your responsibility to attempt to resolve the situation at the lowest level, at the earliest opportunity.

9. 1. 3. It is your responsibility to ensure that the chain of command is informed in a timely fashion of a conflict and/or dispute which is unresolved, despite the best attempts of the employee to informally resolve the dispute.

9. 1. 4. Familiarize yourself with the ICMP and use ICMP services, when appropriate.

9. 1. 5. You may request services if you are encountering workplace tension, or if you are interested in gaining the skills as part of personal and/or professional development.

9. 1. 6. Contact the ICMP office in a timely fashion for information, advice, or ICMP services at any stage of a conflict or dispute.

9. 2. Commander/Line Officer/Manager/Supervisor

9. 2. 1. Demonstrate through action, a leadership role in establishing and maintaining a work environment that supports respectful workplace relations, and prevents the escalation of issues through:

9. 2. 1. 1. use of ICMP, as an initial option if appropriate, before referring an employee to a rights-based process;

9. 2. 1. 2. applying the concepts and informal skills learned through using the ICMP services in your role as a commander/line officer/manager/supervisor;

9. 2. 1. 3. attendance at conflict management workshops and awareness sessions; and

9. 2. 1. 4. public endorsement of the ICMP.

9. 2. 2. Provide employees with opportunities to acquire and develop effective preventative conflict management skills, while ensuring the commitment of employees to attend training for which they have voluntarily registered.

EXCEPTIONS:

1. Situations of illness.

2. Urgent operational requirements.

9. 2. 3. Encourage workplace activities and practices that prevent conflict or disputes.

9. 2. 4. Monitor the workplace for signs of increased tension, inter-personal issues, conflicts and disputes, and act promptly to assist any employee in engaging the ICMP at the earliest opportunity, if the ICMP may be of assistance, and provide them with the time to participate in ICMP services.

9. 2. 5. Recommend that employees use assisted ICMP services at the earliest opportunity, where appropriate.

9. 2. 6. Take responsibility for effective conflict prevention, management and resolution at the unit level.

9. 2. 7. Move forward with any actions based on the feedback and issues identified by the divisional practitioner.

9. 2. 8. In consultation with divisional ICMP Practitioners or the National Manager, ICMP, ensure that only trained, skilled, and experienced practitioners conduct any of the ICMP services.

9. 2. 9. Participate in ICMP skills training.

9. 2. 10. Ensure employees are aware of ICMP services.

9. 2. 11. Make the availability of ICMP services a priority when you are required to address a workplace conflict.

9. 2. 12. Respect confidentiality during and subsequent to an ICMP service.

9. 2. 13. Work through the resolution of the conflict and/or dispute in good faith.

9. 2. 14. Respect collective agreements, and other applicable policies and procedures.

9. 2. 15. Assist in the implementation of any agreements where required, or support implementation of an agreement, where the agreement has been entered into freely by both parties, and is consistent with law and policy.

9. 3. Bargaining Agents and Labour Relations Representatives

9. 3. 1. Provide effective leadership in informal conflict management in word and action.

9. 3. 2. Encourage employees to seek assistance from the ICMP where appropriate.

9. 3. 3. Be present throughout an ICMP service when a party requests your presence.

9. 3. 4. Participate in preventative skills training, and encourage the training of others.

9. 3. 5. Participate in consultation regarding the design and implementation of the ICMP as well as the evaluation of the program.

9. 3. 6. Provide input or expertise relating to the *RCMP Act*.

9. 4. Labour Relations Advisors

9. 4. 1. In consultation with divisional ICMP Practitioners or the National Manager, ICMP, ensure that only trained, skilled, and experienced practitioners conduct assisted ICMP services.

9. 4. 2. Provide input or expertise to ICMP Practitioners relating to the *Public Service Employment Act* (PSEA), *Federal Public Sector Labour Relations Act* (PSLRA), and *Policy on the Duty to Accommodate Persons with Disabilities in the Federal Public Service*.

9. 4. 3. Promote the usage of the ICMP to supervisors and employees.

9. 5. Divisional Informal Conflict Management Practitioner (ICMP)

9. 5. 1. Contribute to a healthy workplace at the RCMP by providing staff with expert assistance in understanding, managing, and resolving conflict.

9. 5. 2. Protect the confidentiality of all those who seek assistance, and the confidentiality of all information exchanged during an informal process.

EXCEPTION: Where required to divulge information by legislation.

9. 5. 3. Assist in the ongoing evaluation of informal conflict resolution services by requesting feedback from clients and submitting it to the National policy centre for evaluation purposes.

9. 5. 4. Assist clients to better understand the situation at issue, exploring the options for resolution with them and referring clients to other services when more appropriate to their situations, e.g. labour relations representatives, bargaining agents, human resources managers, and the Employee Assistance Program (EAP).

9. 5. 5. Fully explain informal conflict management approaches to assist in resolving conflicts and to ensure that clients understand the limits of confidentiality.

9. 5. 6. Schedule and complete conflict management training and awareness sessions.

9. 5. 7. Plan and organize work to maximize the use of available resources.

9. 5. 8. Ensure that services are of the highest quality possible, and meet the business standard of responding within three business days of initial contact.

9. 5. 9. Seek advice from the National Manager, ICMP, on any policy issues or in complex case management.

9. 5. 10. Track and record reliable statistics on the monthly use of ICMP services.

9. 5. 10. 1. Submit the statistics to the National policy centre for compilation into the national database.

9. 5. 11. Contact the Employee Management Relations Branch for expertise regarding the *RCMP Act*.

9. 5. 12. Follow the guidelines for practitioners recommended in the RCMP National Guide for the Use of ICMP Services.

9. 6. National Manager, Informal Conflict Management Program (ICMP)

9. 6. 1. Verify and monitor the quality of all ICMP services provided to employees.

9. 6. 2. Maintain and update the ICM policy on behalf of the RCMP.

9. 6. 3. Monitor, evaluate, and report on the ICMP.

9. 6. 4. Develop and maintain a national ICMP database for statistical purposes, as well as trend identification and analysis.

9. 6. 5. Develop and maintain a national ICMP website.

9. 6. 6. Provide ongoing support to divisional ICM Practitioners in managing complex case files, and training support.

9. 6. 7. Provide ongoing statistical reports on the ICMP to senior management.

9. 6. 8. Develop and provide ICMP training material to all ICM Practitioners.

9. 6. 9. Participate in interdepartmental committees related to informal conflict resolution.

9. 6. 10. Maintain communications with key stakeholders, e.g. labour relations representatives, the peer to peer system, bargaining agents, harassment advisors, grievance case managers, human resource advisors, professional standards advisors, commanding officers (COs), and deputy commissioners (D/Commrs).

References

- *Access to Information Act*
- *Canada Labour Code*, Part II
- *Employment Equity Act*
- *Privacy Act*
- *Policy on Conflict of Interest and Post Employment*
- Policy on Employee Performance Management, *TB Directive on Performance Management* (PSEs only)
- *Policy on Harassment Prevention and Resolution*
- Public Service Labour Relations and Employment Board (decision regarding confidentiality within mediation processes) - full text s. 105-129
- *Values and Ethics Code for the Public Sector*
- AM ch. XII.8., Investigation and Resolution of Harassment Complaints
- CMM App. 1-1, RCMP Core Competencies
- CMM ch. 2., Performance Evaluation (Members only)
- RCMP Core Values
- *Informal Conflict Management System*

Date Modified: 2018-10-15

IFIM - ch. 1.3. Reports and Exhibit Management

Policy Amended: 2019-11-19

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

- 1. General
- 2. Operational Records Management Systems
- 3. Scenes
- 4. Office or Workstation
- 5. Exhibit Documentation
- 6. Key Material Envelopes
- 7. Concluding a Forensic Identification Services File

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1. General

1. 1. Due to the technical and scientific nature of Forensic Identification Services (FIS) investigations, FIS employees have specific requirements for note taking, reporting, and quality assurance.

1. 2. FIS employees will only use Integrated Forensic Identification Services (IFIS) forms and specialized templates that have been approved by the Director, IFIS/delegate. For a list of approved IFIS forms, Standard Operating Guidelines, and reference material, contact IFIS Program Support.

1. 3. For file review processes and time frames regarding FIS investigations, refer to IFIM ch. 1.4., Quality Assurance.

2. Operational Records Management Systems

2. 1. The Operational Records Management System (ORMS) is the system, e.g. Police Reporting and Occurrence System (PROS), Police Records Information Management Environment of British Columbia (PRIME-BC), and Versadex (Halifax Regional Municipality), that is used within each RCMP jurisdiction.

2. 2. All RCMP operational units must use PROS, as per OM ch. 47.1., Management of PROS/SPROS, sec. 2., Site Security.

EXCEPTION: "E" Division, which uses PRIME-BC, and Halifax Regional Municipality, which uses Versadex. Refer to OM ch. 47.1.

2. 3. The FIS unit and FIS employee that provide assistance to the investigation must be added to the related occurrence in the ORMS.

2. 4. FIS reports will be completed using:

2. 4. 1. the Ident Occurrence Report, which is available in Q-Pulse under FRM 001;

2. 4. 2. the Ident Occurrence Continuation Report, which is available in Q-Pulse under FRM 014; or

2. 4. 3. an approved electronic records management system (such as PROS, PRIME-BC, or Versadex Halifax).

NOTE: These reports are not meant to replace your notes or to be a duplication of the notes taken. This form is a summary for the file investigator and will be written in a non-technical manner that is easy to read, and covers all of the important details about the FIS examination.

2. 5. The FIS reports and notes typically contain opinions that may require supervisory or peer review before distribution.

2. 5. 1. If using the Ident Occurrence Report, and it has been finalized and reviewed, the FIS employee will ensure that a read-only copy (e.g. Adobe PDF) of the completed Form is uploaded to the ORMS.

2. 5. 2. The supervisory and peer review process also applies to an FIS report when it is directly added into the ORMS.

2. 6. When Major Case Management (MCM) is involved, consult with the case manager before uploading any documentation.

2. 7. Images that are critical to the investigation may be added as an appendix to the Ident Occurrence Report. Refer to OM ch. 47.2., PROS/SPROS General Occurrences.

2. 8. When the FIS file is concluded, all FIS case documentation will be retained and forwarded to the originating unit's master file.

2. 9. Original materials (e.g. notes, lifts, sketches, measurements for plan drawings, and archival CDs and DVDs) must be submitted by completing Form 713, Envelope Key Material, from the Retail Products Catalogue, and sending it to the originating unit's master file.

3. Scenes

3. 1. The FIS employee will maintain notes, as per OM ch. 25.2., Investigator's Notes.

3. 1. 1. The notes must be comprehensive and accurate, and must include:

3. 1. 1. 1. the case number and caption;

3. 1. 1. 2. the notification time;

3. 1. 1. 3. the arrival time;

3. 1. 1. 4. who was present at the scene;

3. 1. 1. 5. observations about the scene;

3. 1. 1. 6. actions taken, or results obtained;

3. 1. 1. 7. a description of alternate means of documentation, e.g. voice recording, computer notes, supplementary notebook, external notes, and whether a scribe was used; and

3. 1. 1. 8. the departure time.

NOTE: This is not an exhaustive list.

3. 2. Alternate means of documentation includes:

3. 2. 1. voice recordings, which may be used to help record FIS notes, or transcribe notes at a later time (e.g. when working in contaminated scenes with Personal Protective Equipment);

3. 2. 1. 1. transcribe and retain all audio recordings; and

3. 2. 1. 2. authenticate and sign the transcribed voice recording.

NOTE: The original audio recording is to be considered as evidence, it must be retained and disclosed along with the transcript in all court proceedings.

3. 2. 2. a scribe, which may be assigned to assist in note taking in complex cases or major scenes;

3. 2. 2. 1. a team approach will be used, where one person is assigned the role of a scribe;

3. 2. 2. 2. the scribe will be responsible for documenting all of the observations and actions of the scene;

3. 2. 2. 3. the scribe may or may not be an FIS employee; and

3. 2. 2. 4. the FIS employee will indicate in their notes when they have reviewed and approved the scribe's notes and reports. A copy of the scribe's notes will be retained as part of the FIS file.

3. 2. 3. a dedicated notebook, which may be used by the FIS employee when it is mandated by the investigating unit, i.e. Major Crimes Unit; and

3. 2. 3. 1. the use of a new dedicated notebook will be considered for other major crimes or cases; and

3. 2. 3. 2. when a dedicated notebook is used, a notation must be made in the FIS employee's regular notebook indicating the file number and stating that a dedicated notebook was used. Refer to OM ch. 25.3., Major Case Management.

3. 2. 4. external notes, which can be taken on loose materials (e.g. measurements for plan drawings on blank or lined paper) in unusual circumstances (e.g. adverse weather, or hazardous environments), where it is not practical for FIS employees to use their regular notebook.

NOTE: In these cases, the external notes must be retained as key material evidence, or if hazardous, they must be safely copied and stored as an exhibit.

4. Office or Workstation

4. 1. Case information can be recorded on Form 2667, Ident - Case and Exhibit Ledger, or through an approved electronic records management system, eg. PROS, or E-Prime/Versadex.

4. 2. Statistical data for the FIS investigation must be entered in the Identification Statistical Reporting System (ISRS).

4. 3. Administrative work that is related to a file, and is conducted at the FIS employee's office or laboratory, must be documented in their notebook and/or on a 1624 Continuation Report and/or through an approved electronic records management system, eg. PROS, or E-Prime/Versadex.

4. 4. For major crimes or complex investigations, FIS employees should complete Form 3407, Forensic Identification Detailed Physical Evidence Report.

4. 5. When digital image enhancement is performed, the steps will be recorded on the IFIS Digital Image Enhancement Template, or through an automated record of enhancement steps from the software used that records changes of the enhancement.

4. 6. As part of the Analysis, Comparison, Evaluation, and Verification process, analysis must be documented before any evidence is compared.

4. 7. For physical evidence comparisons other than friction ridge or footwear impressions, FIS employees should complete the Physical Evidence Comparison Report, which is available in Q-Pulse under FRM 016.

4. 8. For friction ridge impression opinions, FIS employees should complete a Friction Ridge Impression Opinion Form, which is available in Q-Pulse under FRM 003.

4. 9. For footwear impression opinions, FIS employees should complete a Footwear Impression Opinion Form, which is available in Q-Pulse under FRM 018.

4. 10. Form 1624 and/or Form 1004, Performance Log may be used by the FIS unit commander, supervisor, or trainer to provide direction.

5. Exhibit Documentation

5. 1 Seizing and tracking exhibits is the responsibility of the file investigator and/or the exhibit custodian.

5. 2. Exhibits that have been properly documented and lawfully seized may be temporarily turned over to FIS employees for a forensic identification examination.

5. 2. 1. Once the FIS employee has completed the examination, the exhibits will be returned to the investigator as soon as practicable for subsequent retention or disposition.

5. 3. An FIS employee will assist the file investigator by providing instructions on the proper ways of handling, seizing, and storing exhibits that will be processed for forensic evidence. Refer to LSM ch. 1., Laboratory Services, App. 1-2, Types of Exhibits. For a copy of the Forensic Lab Investigator's Guide, contact IFIS Program Support.

5. 4. The receipt, movement, and disposition of exhibits under the control of the FIS employee must be logged:

5. 4. 1. in the Ident Occurrence Report, which is available in Q-Pulse under FRM 001; or

5. 4. 2. in an approved electronic records management system (such as PROS, Prime-BC, or Versadex Halifax).

6. Key Material Envelopes

6. 1. FIS employees should complete Form 713 to retain all FIS original material. This form can be ordered from the Retail Products Catalogue.

6. 1. 1. Documents, images and any other evidence created in a digital format should be kept on an archival CD or DVD, rather than being printed for retention.

6. 2. Printed photographs must not be kept in Key Material Envelopes (KMEs) unless they are friction ridge or physical evidence images used for comparison.

6. 3. Archival CDs and DVDs should be stored in KMEs in protective cases.

6. 4. Oversized lifts, moulds, or dental stone casts should not be stored in KMEs. These items must be made as exhibits, and sent to the appropriate investigator, detachment or unit.

6. 5. Elimination fingerprints will only be used for the purpose for which they were obtained, and must not be retained in KMEs.

NOTE: This does not apply to the elimination fingerprints taken from deceased persons. Fingerprints from deceased persons should be kept in KMEs until the file is destroyed, after the prescribed retention period of the file.

6. 5. 1. Before destroying or returning the elimination fingerprints, any identification of the fingerprints will be subject to verification.

6. 6. Any exhibit or item that has been chemically treated or contains biohazardous materials (e.g. Form C-216T, Transparent Fingerprint Form and fingerprint cut-outs) must be placed in a sealable plastic bag and labelled with a chemical label before going into a

KME. If the cut out is too large for a KME, then these items will be made exhibits, and sent to the appropriate investigator, detachment or unit.

6. 7. All appropriate information must be recorded on the outside of a KME, e.g. the name of the FIS employee, file caption, file number, date, and a list of the contents. When using multiple KMEs for the same case, the total number of envelopes must be indicated, as well as the sequence, e.g. 1 of 3.

6. 8. Only the originating FIS unit can open a KME.

EXCEPTION: An FIS employee performing a management review or other review.

6. 9. When accessing a sealed KME, the member's name, reason for access, and date of access must be recorded on the outside of the envelope.

6. 9. 1. All of the material will be returned to the KME as soon as possible, and the KME will be re-sealed.

6. 9. 1. 1. The re-sealed KME will be forwarded to the detachment or unit of jurisdiction for retention.

7. Concluding a Forensic Identification Services File

7. 1. The statistical data must be updated in the ISRS for every FIS employee involved in the case.

7. 2. The FIS employee will follow the FIS unit directives to ensure that the requested follow ups were conducted for any outstanding issues, and that appropriate file reviews were completed.

7. 3. Once the FIS investigation is concluded, and appropriate reviews are completed, the hard-copy file and sealed KME will be forwarded to the detachment or unit of geographic jurisdiction for retention.

IFIM - ch. 2.1. Health and Safety

Policy Amended: 2018-09-20

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. General
2. Health and Safety Inspections
3. Work-Related Injuries
4. Personal Protective Equipment
5. Training
6. At Scenes
7. Examination Room and Laboratory
8. Laser Room/Forensic Light Source
9. Forensic Identification Vehicles
10. Examination Bay
11. Waste Disposal/Clean Up

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1. General

1. 1. This chapter provides directives to promote and enhance the health and safety of Forensic Identification Services (FIS) employees in the workplace, including in the office, laboratory, vehicle, and at the crime scene, as prescribed by *Canada Labour Code*, Part II, Occupational Health and Safety.

1. 2. These directives address issues specific to the duties of FIS employees and are in addition to those outlined in the Occupational Safety Manual (OSM).

1. 3. Forensic Identification Services employees will use only approved Integrated Forensic Identification Services (IFIS) techniques and chemicals. Refer to the IFIS Approved Chemical List.

1. 4. Forensic Identification Services employees who want to use a new technique or experiment with a chemical formulation must submit their request through their FIS Unit Commander to the FIS Divisional Manager.

1. 4. 1. If the request is supported, the FIS Divisional Manager will submit the documentation to the OIC, IFIS Program Support, for consideration.

1. 4. 2. If the OIC, IFIS Program Support, approves the request, certain conditions may be placed on the request, e.g. timelines, safe-disposal requirements, and reporting of results.

1. 5. The FIS Unit Commander will establish a unit supplement for a Working Alone Policy in the various areas of the unit, including the Laboratory, the Secure Bay, and the Forensic Light Room.

1. 6. Forensic Identification Services employees must complete their Periodic Health Assessment (PHA), as per AM ch. II.19., Occupational Health Services, sec. F., Occupational Health, and AM App. II-19-2, Medical Profiles.

1. 7. A member applying for an FIS position must have a valid medical and psychological profile that is appropriate for FIS duties.

1. 7. 1. If the member does not have the required medical profile, a health assessment will be required, along with approval from the Health Services Officer (HSO) and OIC, IFIS Service Delivery, before being considered for a forensic identification position.

1. 8. In the event of a traumatic psychological event i.e. multiple deaths, death of a child, police officer, or acquaintance, as soon as practicable after the event, the FIS unit commander and/or the FIS divisional manager will ensure that employees are aware of, and are encouraged to use available psychological support, and will follow up with the divisional HSO.

1. 8. 1. In cases where the FIS divisional manager is directly involved in the file, the FIS employee's line officer will be responsible for following up with the FIS employees and with the divisional HSO.

1. 9. When an FIS employee is on long-term Off-Duty Sick (ODS) leave for 30 days or more, or on a graduated back-to-work, the OIC, IFIS Service Delivery, is to be notified as soon as practicable by the FIS divisional manager.

2. Health and Safety Inspections

2. 1. Forensic Identification Services (FIS) Unit Commander

2. 1. 1. Ensure that regular health and safety inspections are completed using the IFIS Workplace Inspection Check Sheet.

NOTE: It is recommended that one or two sections of the IFIS Workplace Inspection Check Sheet be completed monthly. These inspections may be done in conjunction with the local health and safety committees inspections.

2. 1. 2. Ensure that any necessary corrective actions are addressed and documented.

2. 1. 3. Forward a copy of any Occupational Health and Safety reports to the FIS Divisional Manager.

2. 2. Forensic Identification Services (FIS) Divisional Manager

2. 2. 1. Review the Occupational Health and Safety reports and ensure appropriate actions are taken to correct the situation.

2. 2. 2. If the issue is of a serious nature or has a potential to occur in other divisions, forward the report to the OIC, IFIS Program Support.

3. Work-related injuries

3. 1. When an FIS employee suffers a work-related injury, they must seek medical assistance as soon as possible.

3. 2. Whenever an RCMP employee (RM, CM, or PSE) suffers a work-related injury, is in an incident involving serious property damage, or when there is a near miss of either one of these instances, the occurrence must be reported to the FIS unit commander/supervisor and Lab 1070, Hazardous Occurrence Investigation Report, must be completed, and forwarded through proper channels, as soon as practicable.

3. 3. The FIS unit commander/supervisor will review the completed Lab 1070 and take appropriate actions. A copy of Lab 1070 will be sent to the distribution list on the form and to the FIS divisional manager.

3. 3. 1. The FIS divisional manager will review the completed Lab 1070 and ensure appropriate actions are taken to correct the situation.

3. 3. 2. If the issue is of a serious nature or has a potential to occur in other divisions, the report will also be forwarded to the OIC, IFIS Program Support.

4. Personal Protective Equipment

4. 1. Given the combination of different types of hazards within the workplace, the FIS employee will use all appropriate Personal Protective Equipment (PPE) to mitigate the hazards. Refer to IFIS SOG 004 Health and Safety Personal Protective Equipment.

4. 2. The level of PPE worn by an FIS employee at the scene or in the laboratory will be dictated by the type of hazard present, e.g. biological, physical, or chemical.

4. 3. When no biological, physical, or chemical hazards are present, the FIS employee will wear the appropriate level of PPE to protect the evidence from contamination or cross-contamination.

4. 4. Only an FIS employee with appropriate training can use specialized PPE at special crime scenes i.e. CBRNE, or clandestine laboratory.

4. 5. For occurrences where cross-contamination or health and safety may be an issue, the FIS employee will document in their notes, the level of PPE that was used.

5. Training

5. 1. New FIS employees of the FIS unit will receive unit-level orientation safety training.

5. 1. 1. This training will be provided by a member who has received additional health and safety training, or by the divisional Occupational Health and Safety officer.

5. 2. The FIS unit commander will ensure that applicable local safety training sessions are provided for any new equipment or techniques before implementation.

5. 3. Forensic Identification Services employees will ensure that their First Aid, Working Safely, and Workplace Hazardous Materials Information System (WHMIS) training are current.

5. 4. The laser may only be used by FIS employees who have passed the IFIS-approved laser training.

5. 5. The FIS unit should have at least one member trained on the Canadian Police College Hazardous Environment Recognition Training (HERT) course or equivalent.

6. At Scenes

6. 1. Forensic Identification Services (FIS) Employee

6. 1. 1. Ensure that the scene has been properly cleared and secured by the general duty members.

6. 1. 2. Do not enter any scene where the hazards dictate a level of PPE or health and safety awareness for which you do not have the appropriate training and equipment.

6. 1. 3. Consider the following items at the scene: confined spaces, structural integrity, fall hazards, air quality, sharp objects, chemicals, heat, fire, water, electrical, and animals.

6. 1. 4. In situations where there are potentially unsafe working conditions beyond the normal range, ensure that the Occupational Health and Safety officer or the appropriate subject-matter expert (SME) has been consulted and has approved entry.

6. 1. 5. Evaluate the types and levels of hazards present, and ensure that the appropriate PPE is utilized. Refer to IFIS Health and Safety SOG004 Health and Safety Personal Protective Equipment.

6. 1. 6. Continually monitor and re-evaluate the hazards at the scene to ensure that the PPE level is appropriate, and ensure that adequate scene security is established and maintained for the duration of the examination.

6. 1. 7. Avoid direct contact with biological material, e.g. blood, urine, human organs, and bodies. Refer to AM ch. II.19., sec. F.6.b., Member.

6. 1. 8. When using a laser at the scene, control stray light by blocking windows and other openings, and post guards to ensure no one enters the operating zone. Refer to IFIS SOG005 Safe Use of the Solid State Laser in the Forensic Identification Laboratory or at the Crime Scene.

6. 1. 9. Avoid reflective surfaces when using the laser, and ensure that everyone in the operating zone has proper eye protection.

7. Examination Room and Laboratory

7. 1. General

7. 1. 1. No food or drinks are permitted in the laboratory or examination room.

7. 1. 2. If contaminated evidence requires drying before examination or submission to the forensic laboratory, approved forensic evidence drying cabinets will be used. The forensic evidence drying cabinets must be maintained according to unit directives. Refer to Technical Bulletin 2007-58 Evidence Drying Cabinets.

7. 2. Forensic Identification Services (FIS) employee

7. 2. 1. Do not use the laboratory if the eye wash station and/or emergency showers are non-functional.

7. 2. 2. Do not use the laboratory if spill kits are not available.

7. 2. 3. Do not bring exhibits into the general forensic-identification office area.

7. 2. 4. Perform examinations using chemicals within the appropriate vented fume hood or wet station area and take appropriate safety precautions. Refer to PMM App. III-3-2, Fit-Up Standards, sec. 4., Identification Section.

7. 2. 5. Ensure the appropriate WHMIS labelling is used.

7. 2. 6. Store chemicals in approved cabinets. Refer to PMM App. III-3-2, sec. 4.

7. 2. 7. Use the appropriate level of PPE to mitigate the chemical or biological hazard posed by the exhibit in question or the technique being used.

7. 3. Forensic Identification Services (FIS) Unit Commander

7. 3. 1. Ensure the following are accessible and up-to-date at the laboratory entrance and the main entrance to the building:

7. 3. 1. 1. a list of chemicals present and their maximum possible quantities,

7. 3. 1. 2. Material Safety Data Sheets (MSDS) for all chemicals used in the FIS Unit, and

7. 3. 1. 3. the emergency contact numbers for the FIS unit manager and all other FIS personnel associated with the laboratory.

7. 3. 2. Establish and maintain a schedule and log for the general maintenance of lab equipment, the replacement of filters, and the flow-rates of fume hoods.

7. 3. 3. Ensure that a chemical inventory or log is maintained. The log will include the chemical name, supplier, date of receipt, expiry date, and storage location.

8. Laser Room/Forensic Light Source

8. 1. General

8. 1. 1. Only FIS employees who have successfully completed the IFIS-approved laser safety training are permitted to operate the laser.

8. 1. 2. All personnel in the laser room will wear appropriate safety goggles that are properly fitted along with long-sleeved clothing and gloves. Refer to IFIS SOG 005 Safe Use of the Solid State Laser in the Forensic Identification Laboratory or at the Crime Scene.

8. 2. Forensic Identification Services (FIS) employee

8. 2. 1. Do not operate the laser without a working interlock system or other suitable safety system in place to ensure the access is restricted.

8. 2. 2. Avoid having any reflective items or reflective surfaces in the laser room.

8. 2. 3. When dealing with reflective exhibits, use extreme caution.

8. 2. 4. When using forensic light sources in the UV range, take appropriate precautions to protect the skin and eyes from harmful UV light.

9. Forensic Identification Services (FIS) Vehicles

9. 1. The FIS unit commander will ensure that all FIS vehicles meet and conform to standard safety requirements.

9. 2. Forensic Identification Assistants (FIAs) and Certified Forensic Identification Assistants (CFIAs) will not operate marked police vehicles.

9. 3. Forensic equipment will be safely stowed and secured with a physical barrier between the storage and passenger compartments.

NOTE: This will ensure an occupant is not harmed if the equipment was to dislodge during normal operation or from an impact to the vehicle.

9. 4. Any enhancement or modification made to an RCMP vehicle to enable its use as an FIS vehicle must receive a safety approval by RCMP fleet management personnel, and must conform to all RCMP and manufacturer standards.

9. 5. The interiors of FIS vehicles will be professionally cleaned on a regular basis, to reduce the risk of contamination, and to remove fine powders that build up from the FIS employees clothing and equipment.

9. 6. All chemicals carried in the vehicle must have proper WHMIS labels and MSDS available.

10. Examination Bay

10. 1. If appropriate PPE is used and the area is properly vented, items that are too large to examine in the laboratory may be processed in the examination bay.

10. 2. Forensic Identification Services employees will not use:

10. 2. 1. specialized equipment or tools for which they did not receive appropriate training, e.g. hoists, and air tools; or

10. 2. 2. any damaged or broken tools.

11. Waste Disposal or Clean up

11. 1. Forensic Identification Services (FIS) employee

11. 1. 1. Follow all federal, provincial, and municipal regulations, and seek the assistance of local hazardous-waste disposal companies for disposing of items.

11. 1. 2. Ensure that clothing worn in the laboratory and at contaminated crime scenes is washed at the FIS unit or professionally, and not brought to your residence.

11. 1. 3. Use bio-waste collection at the crime scene for all discarded PPE.

11. 1. 4. Ensure that all work areas, vehicles, and equipment that were used at the crime scene or in the laboratory are properly cleaned, disinfected, and if applicable, stowed after each use.

11. 1. 5. Ensure that any equipment or materials that are outdated, broken, or otherwise no longer viable, are disposed of in the appropriate manner.

11. 1. 5. 1. If required, ensure replacements are ordered to maintain optimal working conditions for all FIS employees.

References

- AM ch. II.19., Occupational Health Services
- AM App. II-19-2, Medical Profiles
- *Canada Labour Code*
- Canadian Police College Hazardous Environment Recognition Training (HERT) Course
- Environment and Climate Change Canada
- Occupational Safety Manual
- PMM App. III-3-2, Fit-Up Standards
- The following Standard Operating Guidelines, Technical Bulletins, and forms are available on Q-Pulse, or by contacting IFIS Program Support:
  - SOG 004 Health and Safety Personal Protective Equipment
  - SOG 0054 Safe Use of the Solid State Laser in the Forensic Identification Laboratory or at the Crime Scene
  - FORM IFIS Workplace Inspection Check Sheet
  - Technical Bulletin 2007-58 Evidence Drying Cabinets
  - IFIS-Approved Chemical List

Date Modified: 2018-09-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IFIM - ch. 2.10. Bloodstain Pattern Analysis

New Policy: 2018-10-15

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Definitions
2. General
3. Training and Development

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1. Definitions

1. 1. **Bloodstain Pattern Analysis** means the study and interpretation of bloodstain evidence on exhibits, at crime scenes, and at autopsies, with the goal of helping investigators draw conclusions about the nature, timing, and other details of the crime.

1. 2. **Bloodstain Pattern Analyst (BPA)** means a Forensic Identification Services (FIS) Specialist who has been certified by the Director, IFIS to provide specialized crime scene examination techniques e.g., Bloodstain Pattern Analysis and other related techniques on exhibits, at crime scenes, and at autopsies. Refer to sec. 3.2.

1. 3. **Bloodstain Pattern Analyst Program (BPAP)** means a 12 to 18 month training program for FIS Specialists learning to become fulltime BPAs.

1. 4. **Bloodstain Pattern Analyst Understudy Program (BPAUP)** means a program whereby FIS Specialists have become certified in the BPA discipline to perform Bloodstain Pattern Analysis fulltime.

2. General

2. 1. The Bloodstain Pattern Analyst Program (BPAP) provides Bloodstain Pattern Analysts (BPAs) with specialized training and certification. Refer to sec. 3.1.

2. 2. Only Forensic Identification Services (FIS) Specialists, who are currently certified by the Director, Integrated Forensic Identification Services (IFIS) as BPAs, are permitted to interpret and report opinions on bloodstain evidence.

2. 2. 1. Other FIS employees may receive training in Basic Bloodstain Pattern Recognition, which provides an increased level of awareness and ability to determine:

2. 2. 1. 1. if BPA support is warranted, and

2. 2. 1. 2. the best method for recording bloodstain evidence for remote BPA support.

2. 2. 1. 3. Forensic Identification Services employees will not report on opinions regarding bloodstain patterns.

2. 3. An FIS Specialist will assess bloodletting scenes and consult with a BPA member.

2. 3. 1. BPA members are located in British Columbia ("E" Division), Alberta ("K" Division), and Nova Scotia ("H" Division).

2. 4. The BPA member will consider all requests for Bloodstain Pattern Analysis support and determine if travel is necessary.

2. 4. 1. If travel is required, Form 0835, Travel Authorization, or an electronic TEAM request will be used for operational purposes.

2. 4. 1. 1. If needed, a Travel Authorization Number (TAN) will be issued from the appropriate authority in the requested jurisdiction.

NOTE: The National Operations Centre (NOC) can issue TANs for emergencies.

2. 4. 2. Expenses for BPA travel and overtime may be charged to the requesting agency or Cost Centre.

2. 4. 2. 1. Before starting travel or incurring expenses, approval must be obtained from the appropriate financial authority.

2. 5. Based on consultation with the FIS Specialist, the BPA may request the FIS Specialist to:

2. 5. 1. document bloodstain evidence at the scene on the BPAs behalf, and

2. 5. 2. submit the appropriate evidence for analysis.

2. 6. The BPA member will use the approved methodology for the performance of Bloodstain Pattern Analysis as per the Standard Operating Guidelines (SOGs), which are available from IFIS Program Support.

2. 7. Bloodstain Pattern Analysis reports will:

2. 7. 1. 1. be formatted and written in accordance with SOG 506 BPA Report Writing;

2. 7. 1. 2. only contain bloodstain terminology that has been internationally approved, e.g. SWGSTAIN, OSAC; and

2. 7. 1. 3. be technically reviewed by another certified BPA before being released to the investigator.

2. 8. Bloodstain Pattern Analysis reports being written by a BPA in the Bloodstain Pattern Analysis Understudy Program (BPAUP) will be co-authored by a certified BPA and technically reviewed by another certified BPA.

2. 9. The Forensic Identification National Review and Compliance Coordinator (FINRCC) is responsible for the compliance and quality assurance of all Bloodstain Pattern Analysis units and files.

2. 10. The respective division may approve Bloodstain Pattern Analysis assistance to other Canadian law-enforcement agencies.

2. 10. 1. The respective division may support Bloodstain Pattern Analysis assistance to international law-enforcement agencies.

2. 10. 2. Requests for Bloodstain Pattern Analysis assistance from foreign agencies must be approved in advance by the Commissioner/delegate.

NOTE: Integrated Forensic Identification Services will initiate the approval process.

3. Training and Development

3. 1. Bloodstain Pattern Analyst Understudy Program

3. 1. 1. General

3. 1. 1. 2. The BPAUP consists of:

3. 1. 1. 2. 1. Bloodstain Pattern Analysis operational duty totaling a minimum of 12 months;

3. 1. 1. 2. 2. a mid-term examination;

3. 1. 1. 2. 3. required training courses;

3. 1. 1. 2. 4. a major research project suitable for publication, numerous experiments in Bloodstain Pattern Analysis; and

3. 1. 1. 2. 5. the Bloodstain Pattern Analysis Certification Board (BPACB).

3. 1. 1. 3. The BPAUP is normally between 12 and 18 months in duration.

3. 1. 2. Bloodstain Pattern Analyst Understudy

3. 1. 2. 1. A BPA understudy is a Forensic Identification Services Specialist who has been transferred into an understudy position in the BPAUP.

3. 1. 2. 2. An understudy must successfully complete the BPAUP in accordance with the program training standards, which are the learning objectives and standards for the BPAUP.

3. 1. 3. Bloodstain Pattern Analyst Trainer

3. 1. 3. 1. A BPA Trainer means a member certified by the Director, Integrated Forensic Identification Service, as a BPA who has been tasked with training a BPA understudy.

3. 1. 3. 2. The divisional manager and the Forensic Identification Training Manager/Coordinator will assign a BP Analyst Trainer for the BP Analyst understudy.

3. 1. 3. 2. 1. The BPA Trainer must be a certified BPA by the IFIS Director.

3. 1. 3. 2. 2. The BPA Trainer is responsible for managing and administering all aspects of the BPAUP.

3. 1. 4. Reports

3. 1. 4. Understudy reports will be co-authored by a certified BPA and forwarded to another certified BPA for technical review.

3. 1. 5. Mid-term Examination

3. 1. 5. 1. The mid-term examination is an assessment consisting of a written exam administered to a BPA understudy under the supervision of a certified BPA or other proxy as approved by the divisional manager.

3. 1. 5. 1. If the understudy is unsuccessful in the mid-term examination:

3. 1. 5. 1. 1. the Forensic Identification Training Manager/Coordinator and the BPA will determine an appropriate remedial training plan; and

3. 1. 5. 1. 2. the understudy will be permitted to re-write the mid-term examination within three months.

3. 1. 5. 2. Failure to successfully complete the mid-term examination will result in a review of the BPA understudy by the Director, IFIS, in consultation with the divisional manager and the Forensic Identification Training Manager/Coordinator.

3. 1. 5. 2. 1. Removal of the understudy from the BPAUP may be recommended.

3. 1. 5. 2. 2. If the BPA understudy is removed, placement of the employee will be at the discretion of the divisional CO.

3. 2. Bloodstain Pattern Analyst Certification Board

3. 2. 1. General

3. 2. 1. 1. A Bloodstain Pattern Analyst Certification Board (BPACB):

3. 2. 1. 1. 1. administers examinations consisting of moot trials to evaluate if BPA understudies are qualified to give expert opinion testimony; and

3. 2. 1. 1. 2. consists of either three BPA's, or two BPA's and one FIS Specialist.

3. 2. 2. Pre-requisites

3. 2. 2. 1. Before attending the BPACB, the BPA understudy will:

3. 2. 2. 1. 1. attend a sufficient number of bloodletting scenes, as determined by the BPA Trainer and the Forensic Identification Training Manager/Coordinator;

3. 2. 2. 1. 2. complete a minimum of one year of Bloodstain Pattern Analysis training; and

3. 2. 2. 1. 3. demonstrate to the BPA Trainer, the required functional competencies and knowledge. Refer to Competency Based Management – Bloodstain Pattern Analyst Profile.

3. 2. 2. 2. Before a date is set for the BPACB, the BPA Trainer will advise the Forensic Identification Training Manager/Coordinator if the BPA understudy does not meet the required competencies and knowledge.

3. 2. 3. Moot Trial

3. 2. 3. 1. A moot trial is a mock trial used to evaluate whether a BPA understudy is qualified to give expert opinion testimony in a real trial.

3. 2. 3. 2. During the BPACB moot trial process, BPA understudies will be required to:

3. 2. 3. 2. 1. present themselves in business attire;

3. 2. 3. 2. 2. conduct themselves in a professional manner consistent with an actual court setting;

3. 2. 3. 2. 3. demonstrate an acceptable level of understanding and knowledge of the history and science of bloodstain pattern analysis principles as determined by the BPACB;

3. 2. 3. 2. 4. demonstrate the ability to articulate and communicate their Curriculum Vitae to the BPACB; and

3. 2. 3. 2. 5. demonstrate their ability to present evidence and answer questions during direct and cross examination in a credible and professional manner that accurately reflects their involvement in the case.

3. 2. 4. Certification Board Evaluation Form

3. 2. 4. 1. A Certification Board Evaluation Form is to be completed following the board by the board chair.

NOTE: Agreement must be unanimous between all three members on the content and completion of this document and the recommendation of a pass or fail of the understudy.

3. 2. 5. Successful Completion of the Bloodstain Pattern Analyst Certification Board

3. 2. 5. 1. Upon successful completion of the BPACB, the Board Chair will complete the Certification Board Evaluation Form and send a copy of the findings and training recommendations to the Bloodstain Pattern Analyst, Divisional Manager, Forensic Identification Service Delivery, and Career Development and Resources, for placement on the member's personnel file.

3. 2. 6. Unsuccessful Completion of the Bloodstain Pattern Analyst Certification Board

3. 2. 6. 1. If the understudy is unsuccessful at the BPACB, the Director, Integrated Forensic Identification Services/delegate, in consultation with the divisional manager and Forensic Identification Training Manager/Coordinator, will determine the appropriate remedial action.

3. 2. 6. 2. A second BPACB may be scheduled no later than 12 months after the first BPACB.

3. 2. 6. 3. Failure to successfully complete the second BPACB will result in a review of the understudy by the Director, IFIS, in consultation with the divisional manager and the Forensic Identification Training Manager/Coordinator.

3. 2. 6. 3. 1. Removal of the understudy from the BPAUP may be recommended.

3. 2. 6. 3. 1. 1. If the understudy is removed, placement of the employee will be at the discretion of the divisional CO.

3. 3. Bloodstain Pattern Analyst Training

3. 3. 1. The BPA must complete the Advanced Forensic Identification Services Training Course (AFITC) once during each 3 year cycle to maintain their certification as a FIS Specialist. Refer to IFIM ch. 1.1., Training and Development, sec. 4., Forensic Identification Services Specialist Training.

3. 3. 2. If a BPA, who is still an active FIS Specialist, has not performed BP Analysis duties for more than three years, they may have their BP Analysis certification rescinded.

3. 3. 3. If a BP Analyst, who is still an active RCMP member, has lost their FIS Specialist certification within the last six years and wants to rejoin the BPAP, they must successfully complete a BPA re-certification examination and BPACB administered by the Forensic Identification Training Manager/Coordinator.

3. 3. 4. After the successful completion of the BPACB, the member will be required to attend the AFITC at the earliest opportunity.

3. 3. 5. It is strongly recommended that a BPA certified by the BPACB should attend an advanced bloodstain training course or a conference in Bloodstain Pattern Analysis at a minimum of once every two years to maintain their specialized training, knowledge, and proficiency level in Bloodstain Pattern Analysis.

3. 3. 6. If a BPA member fails to maintain their certification in Bloodstain Pattern Analysis, or has had their certification revoked, they may be removed from Bloodstain Pattern Analysis duties.

References

- Competency Based Management - Bloodstain Pattern Analyst Profile
- IFIM ch. 1.1., Training and Development, sec. 4., Forensic Identification Services Specialist Training

Date Modified: 2018-10-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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IFIM - ch. 2.3. Equipment

Policy Amended: 2018-11-02

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Policy
2. General
3. Inventory
4. Standards
5. Disposal

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1. Policy

1. 1. The Integrated Forensic Identification Services (IFIS) policy centre is responsible for program planning, acquiring, and disposing of capital and non-capital assets, as per AMM ch. 1.1., Asset Management Principles.

1. 2. The IFIS Program Support will make recommendations for acquiring capital assets and will provide standard operating guidelines for their operation and maintenance.

1. 3. Forensic Identification Services (FIS) employees will comply with all aspects of the Asset Management Manual.

2. General

2. 1. FIS employees will use standard FIS equipment that has been approved by the Director, IFIS/delegate.

2. 1. 1. The Director, IFIS/delegate, must pre-approve new software or standard equipment that will be used to perform FIS duties.

3. Inventory

3. 1. The use of TEAM (Total Expenditures and Asset Management System) is mandatory for asset management, as per AMM ch. 1.5., Mandatory System (TEAM) Use.

EXCEPTION: When special purpose systems have been approved by the Director General, Assets and Procurement Branch.

3. 2. The divisional manager/delegate is responsible for regularly updating and maintaining the FIS asset inventory within their division.

3. 3. The FIS unit manager is responsible for regularly updating and maintaining the FIS asset inventory within their section.

3. 4. The procurement and accounting of capital assets will be physically counted and reconciled on a cyclical basis within a five-year period. Refer to AMM ch. 1.5.

3. 5. For information on software asset management over $10,000, refer to AMM ch. 1.4., Accounting for Software.

3. 6. For information on the acquisition of low value asset inventory over $1,500, refer to AMM ch. 1.6., Low Value Asset Management, sec. 1.1.

3. 7. If a unit or division has a change of command, or in the case of a managerial review, an updated inventory must be submitted by the outgoing FIS unit manager and be reviewed and signed by the incoming unit manager. Refer to IFIM ch. 1.4., Quality Assurance, sec. 3., Unit Level File Reviews.

NOTE: Discrepancies will be investigated by the outgoing FIS unit manager in collaboration with the incoming FIS unit manager.

3. 7. 1. A copy of the updated inventory must be submitted to the Director, IFIS/delegate for approval.

4. Standards

4. 1. In addition to standard RCMP issue, a forensic identification services section must have specialized examination room facilities, equipment, software and vehicles to facilitate the duties of the FIS employees.

4. 2. The Forensic Identification unit manager must identify shortcomings in the unit's fit-up standards, as per PMM App. III-3-2, Fit-Up Standards, and will ensure that all equipment, software and vehicles (including vehicle equipment) are in place, are properly maintained and meet or exceed these standards:

4. 2. 1. For building and examination room standards, refer to PMM App. III-3-2, sec. 4., Identification Section - Examination Room.

4. 2. 2. For equipment, software, and vehicle (including vehicle equipment) standards, contact Integrated Forensic Identification Services Program Support for Standard Operating Guidelines (SOG) 003 Equipment.

4. 3. In addition to standard RCMP issue, specialized clothing and equipment is provided to an FIS employee to facilitate their duties.

4. 3. 1. The FIS employee will ensure that their equipment is properly maintained and meets or exceeds the following standards:

4. 3. 1. For kit and clothing, refer to UDM ch. 4., Clothing and Kit.

4. 3. 2. For personal protective equipment, refer to IFIM ch. 2.1., Health and Safety, sec. 4., Personal Protective Equipment and contact Integrated Forensic Identification Services Program Support for SOG 004 Health and Safety Personal Protective Equipment.

4. 3. 3. For photographic and video equipment, refer to IFIM ch. 2.5., Photography and Video and contact Integrated Forensic Identification Services Program Support for SOG 300 Photography and SOG 350 Photography and Video.

4. 3. 4. For a fingerprint kit, contact Integrated Forensic Identification Services Program Support for SOG 003 Equipment Lists.

4. 3. 5. For a crime scene DNA kit, contact Integrated Forensic Identification Services Program Support for SOG 003 Equipment Lists.

5. Disposal

5. 1. For the disposal of surplus moveable assets, refer to AMM ch. 5.2., Disposal of Surplus Movable Assets.

5. 2. For assets that have been lost, stolen, or damaged beyond repair, refer to AMM ch. 5.2., sec. 2.3.

References

Date Modified: 2018-11-02

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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IFIM - ch. 2.4. Crime Scene Processing

Policy Amended: 2019-01-16

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Policy
2. Definitions
3. General
4. All Crime Scenes
5. Major Crime Scenes
6. Special Crime Scenes
App. 2-4-1 Marking Evidence

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1. Policy

1. 1. The examination of crime scenes to locate evidence should take precedence over other Forensic Identification Services (FIS) duties.

1. 2. It is the responsibility of the FIS employees to detect, record, recover, and preserve evidence from a crime scene.

1. 3. FIS employees will consider all available techniques, and direct a subject matter expert (SME) at the crime scene to detect, record, recover, and preserve all potential evidence.

1. 4. Forensic Identification Assistants (FIAs) and Certified Forensic Identification Assistants (CFIAs) will perform their duties within the FIS unit, or other RCMP locations that are secure, e.g. a secure examination bay, or detachment exhibit rooms.

NOTE: FIAs and CFIAs will not attend riots, demonstrations, or protests in any capacity.

1. 4. 1. The FIS divisional manager has the authority to approve the attendance of FIAs and/or CFIAs at work sites, e.g. tow yards, autopsies, or crime scenes, following a complete security and safety risk assessment of the location.

1. 4. 1. 1. The FIS divisional manager will record which site has been locally approved, and whether a safety and security risk assessment has been conducted on each site.

1. 4. 1. 1. 1. When a work site is approved, the FIS divisional manager will assess the safety and security of the work site on an annual basis.

1. 4. 1. 1. 2. During the safety and security assessment, consideration should be given to public and employee site access, available communication for FIAs and/or CFIAs, surveillance and security recordings, and the time of day.

2. Definitions

2. 1. **Major crime scene** means a major or serious crime scene investigation that, due to the complexity, risk, and resources involved, requires the application of the principles of Major Case Management. Refer to OM ch. 25.3., Major Case Management.

2. 1. 1. This generally involves crimes against persons, however, if a property crime has a large monetary value attached to it, or it can be associated to the commission of other crimes, it is considered a major crime.

2. 2. **Police-involved death scene** means an in-custody death or a situation where death may have been the result, directly or indirectly, of police action or inaction.

2. 3. **Special crime scene** means a crime scene where specific circumstances or hazards dictate the necessity for specialized training or Personal Protective Equipment (PPE) to be used, e.g. Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE), and the clandestine drug laboratory.

2. 3. 1. The nature of the special crime scene may require the use of specially trained individuals from outside of IFIS, e.g. RCMP dive team, or forensic anthropologists.

3. General

3. 1. There are two types of crime scenes: those involving serious or major crimes, and those that do not.

3. 1. 1. For the processing of all crime scenes, refer to sec. 4., All Crime Scenes.

3. 1. 2. For additional procedures that can be used during the examination of serious or major crimes scenes, refer to sec. 5., Major Crime Scenes.

3. 2. For a crime scene that does not require PPE, or specialized training, e.g. clandestine drug laboratory and CBRNE, the presence and level of hazards must be assessed before entering the crime scene.

3. 2. 1. To determine the level of PPE, and to mitigate those hazards, refer to IFIM ch. 2.1. Health and Safety, sec. 4., Personal Protective Equipment.

4. All Crime Scenes

4. 1. Forensic Identification Services (FIS) Employee

4. 1. 1. After the initial assessment, record the crime scene as found using the approved photography methodology.

4. 1. 1. 1. When applicable, a video recording should also be taken of the crime scene.

4. 1. 2. Photograph areas or items of interest as found, by:

4. 1. 2. 1. identifying them with markers, using numbers or letters;

4. 1. 2. 2. photographing them again, and including a scale; and

4. 1. 2. 3. repeating these steps for any additional evidence resulting from the search of the crime scene.

4. 1. 3. Before impressions are lifted or the evidence is seized, photograph its overall, mid-range, and close-up views.

4. 1. 3. 1. After locating or developing impressions, circle the impression or physical evidence, and mark it with an "R" number, your initials, the date, and file number.

4. 1. 3. 2. Ensure that a scale is included in the photographs. Refer to IFIM App. 2-4-1, Marking Evidence.

4. 1. 4. Photograph three-dimensional (3D) impressions and consider casting them, as they can be used later for analysis and eventual presentation in court.

4. 1. 5. For locating trace or biological evidence, consider using forensic light sources.

4. 1. 6. As soon as practicable, complete field notes for any impression that has been given an "R" number at the crime scene. This information must be documented and included on the file.

4. 1. 7. When taking a DNA sample from a crime scene, record the location where the sample was taken using markers and photographs. A single moistened swab of an area of interest is sufficient.

4. 1. 7. 1. Follow the protocol for the use of presumptive blood tests.

4. 1. 8. Where appropriate, attempt to obtain elimination fingerprints before leaving the crime scene. If this is not possible, ensure that the investigator is advised in a report to complete this task.

4. 1. 9. Only use approved chemicals and techniques to process exhibits and scenes when locating physical and trace evidence.

5. Major Crime Scenes

5. 1. For the examination of a serious crime scene, in addition to sec. 4., All Crime Scenes, ensure that:

5. 1. 1. at least two FIS employees will be involved in processing the crime scene, with the lead investigator being qualified as an FIS Specialist;

5. 1. 2. if appropriate, forensic light sources will be used to search the crime scene or exhibits for evidence; and

5. 1. 3. measurements will be taken at the crime scene for the eventual creation of a crime-scene plan drawing. Digital devices can be used to accomplish this task. Ensure the device has been calibrated for accuracy.

5. 2. Representative samples of 3D impressions will be photographed and cast. These casts can be used for later analysis and eventual presentation in court, if applicable.

5. 3. For a blood-letting crime scene, FIS employees will:

5. 3. 1. conduct a visual assessment of the bloodstain evidence;

5. 3. 2. evaluate its probative value; and

5. 3. 3. consider contacting the Bloodstain Pattern Analyst to discuss the crime scene, and determine whether their attendance is required.

5. 4. The Bloodstain Pattern Analyst can instruct FIS employees at the crime scene to record evidence for subsequent bloodstain analysis.

5. 5. When the attendance of other forensic laboratory SMEs is required at the crime scene, e.g. from the Firearms Section, it can be discussed with, and facilitated through, the Forensic Assessment Centre (FAC). For questions or additional information, contact FAC by phone at 1-866-677-5227, by email to FAC-CEJ@rcmp-grc.gc.ca, or by fax at 1-877-243-5047.

5. 6. FIS employees will:

5. 6. 1. in conjunction with file investigators, determine the need for the attendance of a civilian SME at the crime scene;

5. 6. 2. monitor the SME at the crime scene, ensuring that the appropriate follow-up action has been taken by them; and

5. 6. 3. when possible, be directly involved in the investigator's debriefing, and if there is a directive from the FIS divisional manager, complete Form 6028, Forensic Identification, Major Crime Scene Debrief.

5. 7. For all serious crimes, you may complete Form 3407, Forensic Identification Detailed Physical Evidence Report, and include it in the operational file.

6. Special Crime Scenes

6. 1. A special crime scene involves circumstances and hazards at the scene that dictate the need for specialized training or specific methodology.

6. 2. Only a FIS employee who has received the appropriate training can enter and examine a crime scene involving CBRNE hazards.

6. 3. Due to the levels of destruction involved at a burnt crime scene, specialized techniques, or the assistance of SMEs, will be used to safely search for and recover all potential evidence from these types of crime scenes.

6. 4. The assistance of SMEs and specialized methodology will be used to safely search for and recover all potential evidence involving scattered or buried human remains from crime scenes.

6. 5. For underwater crime scenes, trained, certified divers will conduct the search for and recovery of evidence from these crime scenes, and will be monitored by FIS employees.

6. 6. For the processing of all disaster or large-scale crime scenes, refer to Standard Operating Guidelines (SOG) 700, Forensic Identification Services Disaster Procedures Guide by contacting IFIS Program Support.

6. 6. 1. FIS employees must comply with provincial and federal disaster management legislation.

References

Date Modified: 2019-01-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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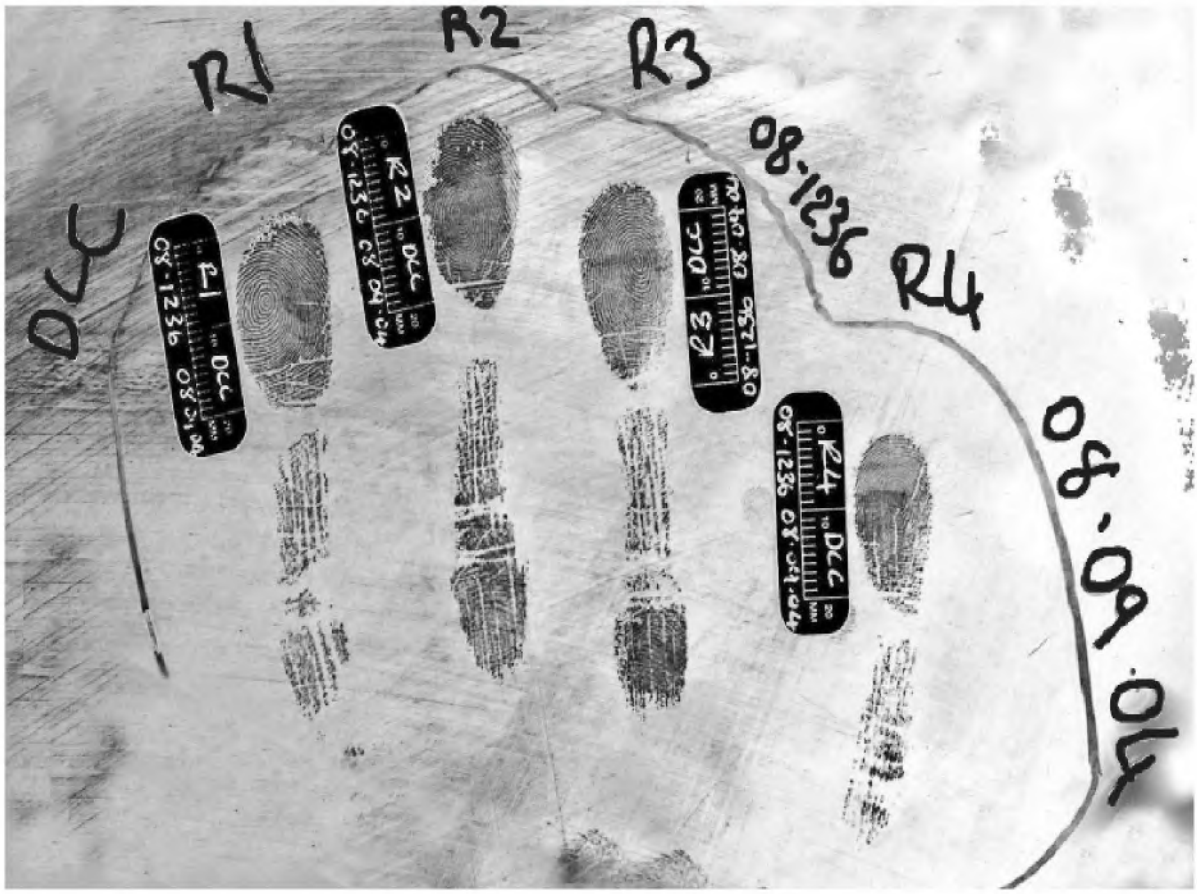
IFIM - App. 2-4-1 Marking Evidence

Return to chapter

New Chapter: 2008-10-24



Return to chapter

Date Modified: 2008-10-24

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National Home > IFIM - ch. 2.5. Photography and Video

IFIM - ch. 2.5. Photography and Video

Directive Amended: 2017-10-19

For information regarding this policy, contact Integrated Forensic Identification Services Program Support at [redacted]

1. Definitions
2. General
3. Photography
4. Video

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1. Definitions

1. 1. **Geographically complex scene** means a crime scene where there are numerous sites or areas of interest dispersed over a large geographic region. These scenes are also involved in investigations where it is important to demonstrate the geographic relationship between certain scenes, areas, or features, using large-scale aerial photographs.

1. 2. **Secure wipe** means the permanent removal of all images from a digital storage device either by filling the media card entirely with new images or using photo recovery software that has a secure wipe feature.

1. 3. **Standard Operating Guidelines** (SOG) are documents prepared to outline established methods to guide Forensic Identification Services (FIS) employees in the performance of designated tasks.

1. 4. **Video Analyst** means a person who performs forensic video analysis, including the technical preparation, examination, and interpretation of video, regardless of the format or medium in which the image was recorded.

1. 5. **JPEG** means a file format employed to compress an image file.

1. 6. **RAW** is a file format specific to each camera model containing the unprocessed (original) pixel readings from the sensor chip and camera metadata.

2. General

2. 1. Employees capturing or processing photographic images, or video, in a FIS role, must follow this policy. This includes all FIS employees, and some non-FIS employees performing FIS tasks such as property crime examiners (PCE).

3. Photography

3. 1. Scene and Evidence Photography

3. 1. 1. A FIS employee must photograph a crime scene as found by the FIS employee before any further examination. See SOG #300.

3. 1. 2. Before each use, the employee must ensure the camera is set to the correct date and time.

3. 1. 3. All evidence must be photographed from overall, mid-range, and close-up perspectives to establish orientation between the scene and content before proceeding to the examination and search or before moving objects.

3. 1. 4. When recording physical evidence, a scale of appropriate size must be added in the close-up images, and be included in subsequent as-close-as-possible (ACAP) images to enable image calibration and evidence examination.

3. 1. 5. A digital single lens reflex (SLR) camera must be used to record a crime scene and evidence.

3. 1. 6. Close-up and ACAP digital photographs of forensic evidence must be taken using the RAW format. Overall and midrange photographs may be taken in the RAW or high-resolution JPEG formats.

3. 1. 7. For guidelines on photography of latent friction ridge impressions, see SOG #301; for tire tracks, see SOG #302; and for footwear impressions, see SOG #303.

3. 1. 8. Friction ridge impression photographs must contain a scale within the frame to enable the image to be calibrated to the minimum acceptable resolution for submission to Latent Fingerprint Operations.

3. 1. 9. A separator card should be used at the start of any series of photographs and with each new memory card, to associate them to a specific investigation.

3. 1. 10. Camera settings must be programmed to ensure that the file numbering sequence runs consecutively and continuously from the last number used when the storage media of the device is formatted or replaced.

3. 1. 11. All images and videos captured at a scene or during an examination must be retained, meaning that original images or videos cannot be deleted from the device, pending their transfer to a permanent storage media.

3. 1. 11. 1. All images and videos, including those of limited or no evidentiary value, are subject to disclosure and retention rules, whether they are used as evidence or not.

3. 1. 12. Transfer all images and videos to a computer hard drive as soon as possible. See SOG #305.

3. 1. 13. The images should be transferred directly from the memory card to the computer.

3. 1. 13. 1. Avoid transferring the images by connecting the camera directly to a computer as this can negatively affect the process if the camera battery is weak.

3. 1. 14. Create and maintain a data folder for the original, unmodified images and videos labeled as "original images".

3. 1. 14. 1. Do not perform any enhancements to images opened from this folder.

3. 1. 15. Prior to making any changes or enhancements to an image or video, make a copy of the original image or video to a second data folder and label the new folder accordingly.

3. 1. 16. All steps taken to change or enhance an image or video must be documented.

3. 1. 17. To recover images which have been lost due to deletion, reformatting, or flash card corruption, see SOG #307.

3. 1. 18. Basic enhancements of digital images and still-image extraction from video for operational needs can be done by FIS employees, provided it is within the scope of their training and available software.

3. 1. 19. To share digital images with investigators on PROS, PRIME, or ROSS, see SOG #310 to reduce the resolution or resize the image.

3. 1. 20. All images and videos must be stored on a finalized archival-quality write-once CD R or DVD R.

3. 1. 20. 1. The resulting CD or DVD will be kept in the key material envelope. See SOG #307.

NOTE: Do not use rewritable (RW) disks.

3. 1. 21. Provide a copy of all images and videos to the investigator for retention in the investigative file.

3. 1. 22. Based on a risk assessment of the sensitivity of the images or video, and the physical security of the device containing digital images or video, employees should perform a secure wipe to ensure images or videos have been permanently deleted from a memory card or storage device. See SOG #311.

3. 1. 23. Aerial images or aerial video should be considered in geographically complex scenes when there is value to the investigation.

3. 1. 23. 1. Consider using Unmanned Aerial Vehicles (UAV) or divisional Air Services first. Otherwise, seek the assistance of other government or private services in the area.

3. 1. 23. 1. 1. The Line Officer responsible for investigational expenses must pre-authorize related expenses. See SOG #304.

3. 1. 23. 2. If assistance is required in relation to geospatial mapping requests, consider contacting Federal Technology Solutions at GroupWise address FTS / STF (RCMP/GRC).

3. 2. Prisoner Photography

3. 2. 1. Forensic Identification Units will provide guidance and technical support to operational units and detachments within their respective service areas, to ensure quality prisoner photography. See OM App. 19-8-1.

3. 2. 2. To ensure all standards outlined in OM App. 19-8-1 are maintained, the FIS unit commander will liaise with unit and detachment commanders within their service area to

establish quality controls such as unit level quality assurance reviews or assigning a local employee to manage the equipment and processes.

3. 3. Surveillance Photography

3. 3. 1. For information on surveillance photography for investigational purposes, see OM ch. 53.1.3.

4. Video

4. 1. All FIS units must maintain the capability to perform video recording of major crime scenes and scene re-enactments, and to record events such as labour disputes and protests.

4. 2. Video recording should be considered by FIS in all major crime-scene examinations in consultation with the lead investigator, and recorded if there is potential benefit to the investigation.

4. 3. For the use of a video recorder at crime scenes, see Crime Scenes Video, SOG #350.

4. 4. For digital images taken from video footage, see SOG #305 and SOG #311.

4. 5. A FIS employee can present a video in court. However, opinion on evidence related to the analysis, comparison, or interpretation of video must be presented by a qualified video analyst.

References

Date Modified: 2017-10-19

IFIM - ch. 2.5. Photography and Video

Policy Amended: 2020-12-21

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Definitions
2. General
3. Photography
4. Video

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1. Definitions

1. 1. **JPEG** means a file format employed to compress an image file.

1. 2. **RAW** means a file format specific to each camera model containing the unprocessed (original) pixel readings from the sensor chip and camera metadata.

1. 3. **Secure wipe** means the permanent removal of all images and videos from a digital storage device, either by filling the media card entirely with new images or by using photo recovery software that has a secure wipe feature.

1. 4. **Standard operating guidelines (SOGs)** are documents that outline established methods to guide Forensic Identification Services (FIS) employees to perform their designated tasks. These SOGs are directly related to specific policies.

1. 5. **Video analyst** means a person who performs forensic video analysis, including technical preparation, examination, and interpretation of video, regardless of the format or medium in which the image was recorded.

2. General

2. 1. Forensic Identification Services (FIS) employees who capture or process photographic images or video, and some non-FIS employees such as property crime examiners who perform FIS tasks, will follow this policy.

2. 2. The SOGs, referenced in this policy, are available on Q-Pulse.

3. Photography

3. 1. Scene and Evidence Photography

3. 1. 1. Before each use, FIS employees ensure that the camera is set to the correct date and time.

3. 1. 2. A separator card should be used at the start of any series of photographs and with each new memory card, in order to associate these photographs to a specific investigation.

3. 1. 3. Camera settings are programmed to ensure that the file numbering sequence runs consecutively and continuously from the last number used when the storage media for that camera was formatted or replaced.

3. 1. 4. A FIS employee photographs a crime scene as found by that FIS employee before any further examination. Refer to SOG #300.

3. 1. 5. All evidence is photographed from overall, mid-range, and close-up perspectives to establish orientation between the scene or exhibit and content. Photographs are obtained before the examination and search, or before moving objects.

3. 1. 6. When recording physical evidence, a scale of appropriate size must be added to the close-up images, and be included in subsequent as-close-as-possible (ACAP) images to enable image calibration and evidence examination.

3. 1. 6. 1. A digital single-lens reflex (DSLR) camera is used to record a crime scene and evidence.

3. 1. 7. Close-up and ACAP digital photographs of forensic evidence are taken using the RAW format. Overall and mid-range photographs may be taken in RAW or high-resolution JPEG formats.

3. 1. 8. For guidelines on photography of:

3. 1. 8. 1. latent friction ridge impressions, refer to SOG #301;

3. 1. 8. 2. tire tracks, refer to SOG #302; and

3. 1. 8. 3. footwear impressions, refer to SOG #303.

3. 1. 9. The photographs of friction ridge impressions must contain a scale within the frame to enable the image to be calibrated to the minimum acceptable resolution for submission to latent fingerprint operations.

3. 1. 10. All images and videos:

3. 1. 10. 1. captured at a scene or during an examination must be retained, which means the original images or videos cannot be deleted from the device, until their transfer to a permanent storage media is done;

3. 1. 10. 2. including those of limited or of no evidentiary value, are subject to disclosure and retention rules, whether they are used as evidence or not; and

3. 1. 10. 3. are transferred to a computer hard drive as soon as possible. Refer to SOG #305.

3. 1. 11. The images or files should be transferred directly from the memory card to the computer.

NOTE: The transfer of images by connecting the camera directly to a computer should be avoided as this can negatively affect the process if the camera battery is weak.

3. 1. 12. A data folder is created and maintained for the original, unmodified images and videos labeled as "original images".

3. 1. 12. 1. Images opened from this folder must not have enhancements performed on them.

3. 1. 13. Before any changes or enhancements are made to an image or video, a copy of the original image or video is made to a second data folder. This folder is labeled accordingly.

3. 1. 14. All steps taken to enhance an image or video are documented.

3. 1. 15. To recover images which have been lost due to deletion, reformatting, or flash card corruption, refer to SOG #307.

3. 1. 16. FIS employees perform basic enhancements of digital images and still-image extraction from video for operational needs, provided it is within the scope of their training and availability of the necessary software.

3. 1. 17. To reduce the resolution or resize the image and to share digital images with investigators on the Police Reporting and Occurrence System (PROS), the Police Records Information Management Environment of British Columbia (PRIME BC), Versadex, or the RCMP Office Support System (ROSS), refer to SOG #310.

3. 1. 18. All images and videos must be stored on a finalized archival-quality write-once disc.

3. 1. 18. 1. The resulting discs will be kept in the key material envelope. Refer to SOG #307.

NOTE: Rewritable (RW) discs are not to be used.

3. 1. 19. A copy of all images and videos is provided to the investigator for retention in the investigative file.

3. 1. 20. Based on a risk assessment of the sensitivity of the images or videos, and the physical security of the device containing digital images or videos, FIS employees should perform a secure wipe to ensure images or videos have been permanently deleted from a memory card or storage device. Refer to SOG #311.

3. 1. 21. Aerial images or videos should be considered in scenes when there is value to the investigation.

3. 1. 21. 1. The use of a remotely piloted aircraft system (RPAS) or divisional air services should be considered first. Otherwise, the assistance of other government or private services in the area should be sought.

3. 1. 21. 1. 1. The line officer responsible for investigational expenses pre-authorizes related expenses for RPAS, air services, or other assistance deemed necessary.

3. 1. 21. 2. If assistance is required in relation to geospatial mapping requests, contact Federal Technology Solutions.

3. 2. Prisoner Photography

3. 2. 1. To ensure quality prisoner photography, Forensic Identification units provide guidance and technical support to operational units and detachments within their respective service areas. Refer to OM ch. 19.8., Fingerprinting and Photographing Prisoners, App. 19-8-1, Prisoner Photography.

3. 2. 2. To ensure that the standards outlined in OM App. 19-8-1 are maintained, the FIS Unit Commander liaises with units and detachment commanders within their service area to establish quality controls such as unit-level quality assurance reviews, or assign an RCMP employee to manage the equipment and processes.

3. 3. Surveillance Photography

3. 3. 1. For information on surveillance photography for investigational purposes, refer to OM ch. 53.1., Photographic Equipment, sec. 2., Surveillance Photography.

4. Video

4. 1. All FIS units maintain the capability to perform video recording of major crime scenes and scene re-enactments, and to record events such as labour disputes and protests.

4. 2. In consultation with the lead investigator, the FIS employees should, in general, consider video recording all major crime-scene examinations. But if those crime-scene examinations are of potential benefit to the investigation, they must be video recorded.

4. 3. For the use of a video recorder device at crime scenes, refer to SOG #350.

4. 4. For digital images taken from video footage, refer to SOG #305 and SOG #311.

4. 5. A FIS employee can present a video in court. However, a qualified video analyst must present opinions on evidence related to the analysis, comparison, or interpretation of videos.

References

Date Modified: 2020-12-21

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

National Home > IFIM - ch. 2.6. Physical Evidence

IFIM - ch. 2.6. Physical Evidence

Chapter Rewrite: 2015-12-18

For information regarding this policy, contact Integrated Forensic Identification Services Program Support at [redacted]

1. General
2. Definitions
3. Processing
4. Evaluation
5. Searching Systems
6. Court Evidence

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1. General

1. 1. The primary function of a Forensic Identification (FI) employee, in relation to physical evidence, is to complete an objective examination of any crime scene or exhibit to locate, mark, photograph, and process physical evidence.

1. 2. FI Certification may be granted by the Director, Integrated Forensic Identification Services (IFIS), to an FI employee who has met and maintained all of the requirements of the Forensic Identification Apprentice Training Program (FIATP).

1. 2. 1. An FI Certified employee is permitted to provide opinions on the Analysis, Comparison, and Evaluation (ACE) of physical evidence and fingerprint comparisons.

2. Definitions

2. 1. **Cut-out** means the portion of the substrate where a latent impression is located, that is physically cut out to allow for retention as an exhibit.

2. 2. **Physical evidence** includes both the physical impression and physical match evidence.

NOTE: Friction ridge impressions are a form of physical impression evidence. For the specific procedures for friction ridge impressions, see ch. 2.7.

2. 3. **Physical impression evidence** means evidence created by a contact between two surfaces that has left an impression on a substrate, e.g. footwear track, barefoot mark, tire track.

2. 4. **Physical match evidence** means that a fragmented piece of an object from an unknown source was individualized to a known object based on the correspondence of adequate accidental and class characteristics, e.g. fragmented plastic, broken tail light, paint fragment, torn paper.

2. 5. **Replication studies/experiments** means work done with physical evidence, e.g. broken glass, crowbar, to replicate found marks to better understand how the marks were made and to determine the relative randomness of the accidental characteristics.

3. Processing

3. 1. FI Employee

3. 1. 1. Use all appropriate techniques to visualize and develop physical evidence.

3. 1. 2. Properly label and photograph physical evidence found on an exhibit or at the crime scene.

3. 1. 3. Write field notes at the time of collection, for each two- or three-dimensional impression that has been given an "R" or "F" letter. Include a copy of your field notes in the forensic identification file.

3. 1. 4. Lift all relevant two-dimensional physical evidence impressions that are located.

3. 1. 5. Consider casting three-dimensional physical evidence that is located to preserve the physical evidence. See ch. 2.4., sec. 4.

3. 1. 6. Cast representative samples of all types of three-dimensional physical evidence at major crime scenes.

3. 1. 7. For best practices on the detection, processing, and collection of physical evidence, see the IFIS Footwear, Barefoot Morphology and Tire Track Standard Operating Guidelines (SOG). To obtain a copy of the applicable SOG, email GroupWise address IFIS_Tasking_SIIJ.

3. 1. 8. For approved chemical recipes and Material Safety Data Sheets, email GroupWise address IFIS_Tasking_SIIJ.

3. 1. 9. Store physical evidence lifts or cut-outs in a Key Material Envelope (KME) when possible. Give oversized lifts, moulds, dental stone casts, biohazards, and chemically processed or contaminated exhibits to the investigator and document it on the Forensic Identification Occurrence Report, Form 2666, and/or the forensic identification ledger. See ch. 1.3., sec. 6.

3. 1. 10. Consider using subject matter experts (SMEs) for physical impression analysis or physical matching that requires specialized equipment or training, e.g. tool marks, bite marks, bare/socked foot impressions.

> NOTE: SMEs may use different methodologies and standards of conclusion then the ones outlined in this Directive.

3. 1. 10. 1. Obtain approval from your FI Unit Commander and FI Divisional Manager before using a SME who is not an RCMP employee or who is from another RCMP Division.

3. 1. 11. The RCMP National Forensic Laboratory Services - Firearms Section can conduct various physical matches, e.g. tool-mark comparisons. For more information, contact the Forensic Assessment Centre (FAC) by telephone at 1-866-677-5227 or by e-mail: FAC-CEJ@rcmp-grc.gc.ca.

3. 1. 12. Consider using a Forensic Odontologist for bite-mark analysis.

3. 1. 13. If you specialize in Barefoot Morphology, you may further analyze bare or socked foot impressions, without friction ridge detail, found in a shoe or at a scene. All requests for Barefoot Morphology analysis will go through your FI Unit Commander and the FI Divisional Manager.

3. 2. FI Unit Commander/FI Divisional Manager

3. 2. 1. When approving the use of an outside SME, consider the qualifications of the individual and ensure that appropriate financial approval has been obtained for the consultation, examination, and any resulting court proceeding.

4. Evaluation

4. 1. A Certified FI employee may conclude that two items are of common origin, if:

4. 1. 1. they contain a combination of corresponding random characteristics of such number and significance that there is no possibility of coincidence; and

4. 1. 2. there are no unaccounted for differences.

4. 2. The Certified FI employee will use the ACE process when examining physical evidence. The opinion will be subject to verification.

4. 3. For each two- or three-dimensional impression or item that has been given an "R" or "F" letter, field notes, including the substrate, development, and recording method used and detail in relation to the evidence at the scene, must be completed and placed on the forensic identification file. A complete analysis must be performed if a comparison is to take place.

4. 4. Physical impression evidence documentation of the ACE process will include a tracing of the impression and a Physical Evidence Comparison Report, Form 3488, for every item of evidence compared.

4. 5. The Physical Match Evaluation will result in one of the following four opinions:

4. 5. 1. Inconclusive: the evidence examined lacks sufficient detail for a meaningful conclusion to be reached.

4. 5. 2. Exclusion: the questioned physical evidence contains sufficient information to be compared to a known source and it has been determined that they did not originate from the same source.

4. 5. 3. Similar to: there are insufficient accidental characteristics to individualize, however there is a sufficient agreement of class characteristics to conclude that the questioned evidence was made by, or matches, a source of similar physical properties, e.g. shape, size, colour.

4. 5. 4. Identification: based on the correspondence of adequate accidental and class characteristics, the physical evidence has been identified to a known and specific source.

4. 6. The Physical Impression Evaluation will result in one of the following five opinions:

4. 6. 1. Inconclusive: the evidence examined lacks sufficient detail for a meaningful conclusion to be reached.

4. 6. 2. Exclusion: the particular object, e.g. footwear, tire, glove, was not the source of, and did not make, the impression.

4. 6. 3. Association of class characteristics: the known object is a possible source of the questioned impression and therefore could have produced the impression. Another object, e.g. footwear, tire, glove, with the same class characteristics observed in the impression are included in the population of possible sources.

4. 6. 4. Higher degree of association: the characteristics observed exhibit strong associations between the questioned impression and known object; however, the quality and/or quantity were insufficient for identification. Another object with the same class characteristics observed in the impression is included in the population of possible sources only if it displays the same wear and/or randomly-acquired characteristics observed in the questioned impression.

4. 6. 5. Identification: the particular known object was the source of, and made, the questioned impression.

4. 7. The Verification of Physical Evidence opinions must occur before being reported to an investigator or uploaded to PRIME/PROS. For more information on the verification process, see ch. 2.8.

4. 8. A report may be produced in certain circumstances with time sensitive or urgent investigations where the forensic information is required for public safety, as outlined in ch. 1.4. The FI employee who authored the initial report, or his/her delegate, must send a follow-up report to the investigator, indicating the results of the verification.

4. 9. Summary of Evidence (Physical or Friction Ridge), Form 6027, may be used to record the source of physical evidence, the conclusion, and the disposition of physical evidence with an assigned "R" or "F" letter.

5. Searching Systems

5. 1. Detachment Commander/Delegate

5. 1. 1. Retain unidentified physical evidence impressions in a local collection.

> NOTE: Impressions in the local unidentified collection will normally be purged after one year.

5. 1. 2. To link unsolved crimes, regularly search the local footwear collection.

5. 2. FI Employee

5. 2. 1. Send digital images of suitable footwear or tire-track impressions to the Canadian Police Services Information Centre (CPSIC) to search the applicable database for the possible make and model of the footwear or tire that created the impression.

5. 2. 2. Send measurements of tire tracks located at, or associated with, crime scenes to CPSIC to search for the potential make, model, and year of the vehicle.

6. Court Evidence

6. 1. The FI employee:

6. 1. 1. will prepare an illustrative chart for the impression for which the highest level of association was reached during the case when tendering comparison evidence in court. One chart

is required for each source identified, regardless of the number of physical evidence impressions found during the investigation;

6. 1. 2. will produce a Physical Evidence Comparison Report, including a tracing of the scene impression, for each source identified; and

6. 1. 3. should conduct replication studies/experiments or research to increase his/her familiarity and experience with the subject material and credibility in court.

References

Date Modified: 2015-12-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

IFIM - ch. 2.6. Physical Evidence

Policy Amended: 2020-12-17

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Definitions
2. General
3. Roles and Responsibilities
4. Evaluation

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1. Definitions

1. 1. **Association of class characteristics** means a known object is a possible source of the questioned impression and therefore could have produced the impression. Other objects, such as footwear, tires, and gloves, with the same class characteristics observed in the impression are included in the population of possible sources.

1. 2. **Cut-out** means the physically cut out portion of the substrate where an impression is located, which allows for retention as an exhibit.

1. 3. **Exclusion**. Refer to IFIM ch. 2.8., Verification and Erroneous Opinions, sec. 1.8.

1. 4. **Higher degree of association** means the characteristics observed display a strong association between the questioned impression and known object; however, the quality and/or quantity were insufficient for identification. Another object with the same class characteristics observed in the impression is included in the population of possible sources only if it displays the same wear and/or randomly acquired characteristics observed in the questioned impression.

1. 5. **Identification**. Refer to IFIM ch. 2.8., sec. 1.10.

1. 6. **Inconclusive**. Refer to IFIM ch. 2.8., sec. 1.11.

1. 7. **Physical evidence** includes two types of evidence: physical impressions and physical matches.

1. 7. 1. **Physical impression** means an impression resulting from direct physical contact between an item (such as footwear or a tire) and a substrate, which has resulted in the transfer and retention of characteristics of this item on the substrate.

NOTE: Friction ridge impressions are a form of physical impression evidence. For the specific procedures for processing friction ridge impressions, refer to IFIM ch. 2.7., Friction Ridge Impressions.

1. 7. 2. **Physical match** means that it has been established that two or more items that share sufficient corresponding characteristics once formed a single item.

1. 8. **Replication studies or experiments** means work done with physical evidence, such as broken glass or torn material, to replicate the process that created the characteristics present on the object to better understand how the characteristics were made, and to determine the value of the randomly acquired characteristics.

1. 9. **Similar to**, means there are insufficient randomly acquired characteristics to establish a specific origin, however there is a sufficient agreement of class characteristics to state that the questioned evidence was made by, or matches, a source of similar physical properties, such as shape, size, or color.

2. General

2. 1. The primary function of a Forensic Identification Services (FIS) employee, in relation to physical evidence, is to complete an objective examination of any crime scene or exhibit to locate, mark, photograph, and process physical evidence.

2. 2. FIS certification may be granted by the Director of Integrated Forensic Identification Services (IFIS), to a FIS employee who has met and maintained all of the requirements of the Forensic Identification Apprentice Training Program (FIATP).

2. 2. 1. A certified FIS employee is permitted to provide opinions on the analysis, comparison, and evaluation (ACE) of physical evidence and friction ridge impressions.

3. Roles and Responsibilities

3. 1. Forensic Identification Services (FIS) Employee

3. 1. 1. Processing Physical Evidence

3. 1. 1. 1. Ensure you use all appropriate techniques to visualize and develop physical evidence, such as:

3. 1. 1. 1. 1. properly labeling and photographing physical evidence found on an exhibit or at the crime scene;

3. 1. 1. 1. 2. writing notes at the time of collection, for each two-dimensional or three-dimensional impression that has been labeled, and including a copy of your notes in the FIS file;

3. 1. 1. 1. 3. considering using a lift method for relevant two-dimensional physical evidence impressions that have been located;

3. 1. 1. 1. 4. considering casting three-dimensional physical evidence that has been located to preserve the physical evidence, refer to IFIM ch. 2.4., Crime Scene Processing; and

3. 1. 1. 1. 5. considering casting representative samples of all types of three-dimensional physical evidence at major crime scenes.

3. 1. 1. 2. For best practices on the detection, processing, and collection of physical evidence, refer to the different Footwear, Barefoot Morphology and Tire Track Standard Operating Guidelines (SOG). Applicable SOGs can be obtained through their location on Q Pulse or by contacting IFIS Program Support.

3. 1. 1. 3. Store physical evidence lifts or cut-outs in a key material envelope when possible.

3. 1. 1. 4. Transfer oversized lifts, molds, dental stone casts, tire test impressions, biohazards, and chemically processed or contaminated exhibits to the investigator as file exhibits.

3. 1. 1. 4. 1. For approved chemical recipes (see Q Pulse) and for Material Safety Data Sheets, refer to the Canadian Centre for Occupational Health and Safety (CCOHS) website.

3. 1. 1. 4. 2. Document the change of possession of the exhibits on Form 2666, Forensic Identification Occurrence Report, or through an approved electronic records management system, such as the Police Reporting and Occurrence System (PROS), Police Records Information Management Environment of British Columbia (Prime-BC), Versadex, or the forensic identification ledger. Refer to IFIM ch. 1.3., Reports and Exhibit Management, sec. 6. Key Material Envelopes.

3. 1. 1. 5. Consider using subject matter experts (SMEs) for physical evidence that requires specialized equipment or training, for example, tool marks, bite marks, bare or socked foot impressions.

NOTE: These SMEs may use different methodologies and standards of conclusion other than the ones outlined in this policy.

3. 1. 1. 5. 1. Obtain approval from your FIS unit commander and FIS divisional manager before using a SME who is not an RCMP employee or who is from another division. Refer to sec. 3.2.1.1.

3. 1. 1. 6. Liaise with the RCMP National Forensic Laboratory Services, Firearms Section, as they conduct a large number of various types of physical comparisons and may provide assistance.

NOTE: For more information, contact the Forensic Assessment Centre by telephone at 1-866-677-5227 or by email at FAC-CEJ@rcmp-grc.gc.ca.

3. 1. 1. 7. Consider contacting a forensic odontologist for consultative purposes when dealing with bite-mark analysis.

3. 1. 1. 8. Provide opinions on the examination of the shape of a bare or socked foot impression, beyond friction ridge detail, found at a scene or in a shoe.

NOTES:

1. Only FIS employees trained in barefoot morphology may provide opinions on the examination of the shape of foot impressions.

2. All requests for barefoot morphology analysis will go through the FIS unit commander and the FIS divisional manager.

3. 1. 2. Searching Systems

3. 1. 2. 1. When searching systems:

3. 1. 2. 1. 1. retain unidentified physical evidence impressions in a local collection; and

NOTE: Impressions in the local unidentified collection will normally be purged after one year.

3. 1. 2. 1. 2. regularly search the local footwear collection, to link unsolved crimes.

3. 1. 2. 2. Send digital images of suitable footwear or tire-track impressions to the Canadian Police Services Information Centre (CPSIC) to search the applicable database for the possible make and model of the footwear or tire that created the impression.

3. 1. 2. 3. Send measurements of tire tracks located at, or associated with, crime scenes to CPSIC to search for the potential make, model, and year of the vehicle.

3. 1. 3. Court Evidence

3. 1. 3. 1. Prepare an illustrative chart when tendering comparison evidence in court.

3. 1. 3. 2. Produce a Physical Evidence Comparison Report Form 3488. Physical Evidence Comparison Report for court, including a tracing of the scene impression and/or a side by side comparison, for each source compared. This form is available in Q Pulse or by contacting IFIS Program Support.

3. 1. 3. 3. Conduct replication studies, experiments, or research to increase your familiarity and experience with the subject material for any material you have not conducted such replication studies or experiments on in the past.

NOTE: A list of current research projects is available to FIS employees on Q-Pulse Scientific Technical Support-Research and Development (STS-R&D).

3. 2. Forensic Identification Services (FIS) Unit Commander or Divisional Manager

3. 2. 1. Processing Physical Evidence

3. 2. 1. 1. When approving the use of an outside subject matter expert (SME), consider the qualifications of the individual and ensure that appropriate financial approval has been obtained for the consultation, examination, and any resulting court proceeding. Refer to sec. 3.1.1.5. to 3.1.1.5.1.

4. Evaluation

4. 1. A certified FIS employee may reach the opinion that two items are of common origin, if:

4. 1. 1. the two items contain a combination of corresponding randomly acquired characteristics of such number and significance that there is no possibility of duplication; and

4. 1. 2. there are no unaccountable differences.

4. 2. The certified FIS employee will use the analysis, comparison, and evaluation (ACE) process when examining physical evidence. All opinions related to physical match evidence must be verified.

4. 3. Notes, which provide details in relation to the evidence at the scene, including information on the substrate, development, and recording method used, must be completed and placed on the FIS file for each two or three-dimensional impression or item that has been given an "R" or "F" label.

4. 3. 1. A complete documented analysis of both the unknown, and the known must be performed prior to a comparison.

4. 4. Physical match evidence documentation of the ACE process will include a tracing and/or a side-by-side comparison of the unknown origin object or impression, and a Form 3488, Physical Evidence Comparison Report, for every item of evidence compared.

NOTE: Applicable forms for sec. 4.4. to 4.4.3. can be obtained through their location on Q Pulse or by contacting IFIS Program Support.

4. 4. 1. Footwear and tire impression analysis must be documented using the appropriate FIS footwear/tire impression analysis notes form. The analysis and a tracing of the evidence must be completed prior to comparison.

4. 4. 2. Form 6029FW/T is to be completed for the documentation of an opinion on footwear or tire impressions.

4. 4. 3. Form 3488, Physical Evidence Comparison Report will be used to document the ACE process for every item of evidence compared for court purposes.

4. 5. Physical Match Evaluation will result in one of the following four opinions: Identification, Inconclusive, Exclusion, or Similar to.

4. 6. Physical Impression Evaluation will result in one of the following five opinions: Identification, Inconclusive, Exclusion, Association of class characteristics, or Higher degree of association.

4. 7. The Verification of Physical Evidence opinions must occur before being reported to an investigator or uploaded to PRIME/PROS. For more information on the verification process, refer to IFIM ch. 2.8., Verification and Erroneous Opinions.

4. 7. 1. A preliminary report may be produced in certain circumstances with time sensitive or urgent investigations where the forensic information is required for public safety, as outlined in IFIM ch. 1.4., Quality Assurance.

NOTE: The FIS employee who authored the initial report, or their delegate, must send a follow-up report to the investigator, indicating the results of the verification.

References

Date Modified: 2020-12-17

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Home > IFIM - ch. 2.8. Verification and Erroneous Opinions

IFIM - ch. 2.8. Verification and Erroneous Opinions

Policy Amended: 2019-10-01

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Definitions
2. General
3. Roles and Responsibilities
4. Suspected Errors/Differences of Opinion
5. Independent Evaluation Group
6. Outcomes
7. Follow-up to an Erroneous Opinion
8. Missed Identifications
9. External requests to examine evidence

App. 2-8-1 Physical Impression Evidence Table

1. Definitions

1. 1. **Administrative error** means a clerical error made when a physical evidence opinion has been correctly reached for the appropriate source, but the written record misrepresents the accuracy of the opinion.

1. 2. **Association** means the correct opinion that two areas of physical impression evidence or physical match evidence may have originated from the same source. This includes opinions of similar to, association of class characteristics, or higher degree of association.

1. 3. **Certified forensic identification services employee** means an RCMP employee who holds a certificate issued by the Director, Integrated Forensic Identification Services (IFIS), designating the employee as a Forensic Identification Specialist (FIS), or a Certified Forensic Identification Assistant (CFIA).

1. 4. **Erroneous opinion** occurs when an examiner reaches an incorrect opinion as it relates to the identification, exclusion, or association of physical evidence. This includes opinions reached during verification.

1. 5. **Error** means an erroneous opinion, an unsupported opinion, an administrative error, or a missed identification.

1. 6. **Examiner** means the FIS employee who is submitting the physical evidence opinion for Verification.

1. 7. **Exclusion** means the questioned impression contains sufficient information to be compared to a known source, and it has been determined that it was not made by that source.

1. 8. **Identification** means the questioned impression has been identified to a known source.

1. 9. **Inconclusive** means the evidence examined (including unknown and known impressions) lacked sufficient detail for a meaningful conclusion to be reached.

1. 10. **Independent Evaluation Group (IEG)** means a group consisting of a minimum of three certified FIS employees, having been certified for two or more years, tasked to review and evaluate a questioned opinion.

1. 11. **Missed identification** means the failure to recognize an identification when the quantity and quality of detail available supports that two impressions, or two or more items originated from the same source.

1. 12. **Verification** means a requirement for an independent analysis, comparison, and evaluation (ACE) by a subsequent certified examiner to support or refute the opinions of the original examiner.

1. 13. **Verifier** means the certified FIS employee who is completing the verification on the opinion of the original examiner.

2. General

2. 1. Verification is an integral part of the quality assurance process that allows for an independent analysis, comparison, and evaluation of friction ridge impressions and physical evidence, which is performed by a certified FIS employee.

2. 2. Whether a single or multiple friction ridge impressions are identified to the same known source, a minimum of one verification must be completed. The FIS unit commander may request that additional verifications be conducted based on the overall risk assessment of the situation.

NOTE: All opinions that are to be disclosed as evidence in a court proceeding must be verified by another certified FIS employee prior to court disclosure.

2. 3. If the file is not being disclosed as evidence in a court proceeding, any outstanding identification opinions must be submitted to and reviewed by the FIS unit commander or supervisor before the file is closed.

2. 4. Inconclusive and exclusion opinions must be submitted to and reviewed by the FIS unit commander or supervisor. Refer to IFIM ch. 1.4., Quality Assurance.

2. 5. For physical evidence comparisons, other than friction ridge impressions and footwear, all opinions must be verified.

2. 6. Whether a single or multiple footwear impressions are compared to the same known source, each opinion reached from the five options available (identification, inconclusive, exclusion, association of class characteristics or higher degree of association), must be verified at least once. The FIS unit commander may request that additional verifications be conducted based on the overall risk assessment of the situation.

NOTE: All opinions that are to be disclosed as evidence in a court proceeding must be verified by another certified FIS employee prior to court disclosure.

2. 7. All opinions from an FIS employee in the Forensic Identification Apprentice Training Program (FIATP) must be verified.

2. 8. Only certified FIS employees and Forensic Identification Apprentices who have successfully completed the Forensic Identification Course from the Canadian Police College, or the Ontario Police College are authorized to analyze, compare, and evaluate physical evidence to provide opinions.

2. 9. An FIS employee who was consulted during the ACE process cannot conduct the verification.

2. 10. Verifications must be completed before any opinions are reported to the investigator.

EXCEPTION: An opinion from a certified FIS employee may be reported, prior to verification, in certain circumstances with time sensitive or urgent investigations where the forensic information is required for public safety, as per IFIM ch. 1.4. The FIS employee who authored the initial report must send a follow-up report to the investigator, indicating the results of the verification.

2. 11. AFIS search results not supported by a certified FIS employee will be reviewed by the FIS unit commander and forwarded to the Forensic Identification National Review and Compliance Coordinator (FINRCC) through the FIS divisional manager.

2. 11. 1. The OIC, IFIS Program Support, will notify the appropriate manager at AFIS/BC AFIS (Automated Fingerprint Identification System) of the situation.

3. Roles and Responsibilities

3. 1. Examiner

3. 1. 1. For friction ridge impressions, document your opinion of identification, inconclusive or exclusion on Friction Ridge Impression Opinion Form 6029 or the new ACE-V Form 6029.

3. 1. 2. For footwear impressions, document your opinion on Footwear Impression Opinion Form, Integrated Forensic Identification Service Form 6029FW.

3. 1. 3. Provide all analysis documentation pertaining to the substrate, matrix and development medium to the verifier.

EXCEPTION: Anatomical Factors, Deposition Pressure, Lateral Distortion, Clarity and Tolerance.

3. 1. 4. Provide the verifier with all pertinent original and enhanced latent images, the applicable known source standards, and other documentation or items needed for the verification.

3. 1. 5. All material submitted for verification must be in its original state, and void of any information which may indicate the known source to the verifier.

3. 2. Verifier

3. 2. 1. Treat verification packages as a priority, complete the verification as soon as practicable, and return it to the examiner.

3. 2. 2. Complete a full examination, including documentation of your analysis of the evidence.

3. 2. 3. Document your opinion on a separate Form 6029 for friction ridge impressions and Form 6029FW for footwear impressions.

3. 2. 4. Provide the examiner with a Form 1624, continuation report or notebook entries relating to the verification and all completed documentation.

3. 2. 5. An Affidavit of Expert Testimony may be used and submitted to the investigator for disclosure to Crown Counsel.

4. Suspected Errors/Differences of Opinion

4. 1. The original examiner or verifier, after the verification process, must report to the FIS unit commander and/or FIS divisional manager if the two opinions are not in agreement.

4. 1. 1 The FIS unit commander and/or FIS divisional manager must report all suspected errors/differences of opinion to the FINRCC.

4. 2. When a suspected error/ difference of opinion is discovered during a quality assurance review, the FIS unit commander will report it to the FIS divisional manager and the FINRCC.

4. 3. When a suspected error/ difference of opinion is discovered, the FIS unit commander will submit the file to an additional certified FIS employee for a subsequent verification process.

4. 3. 1. When a suspected error is deemed an administrative error, the FIS unit commander will document the error and any appropriate corrective action by completing Form 1004, Performance Log.

4. 3. 2. When the subsequent verification is conducted, the FIS unit commander will review the outcome of the examination and both verifications and a copy of the file will be forwarded to the FIS divisional manager and FINRCC for further review.

4. 3. 3. The FIS unit commander, in consultation with the FIS divisional manager, will conduct an administrative review of all other opinion files of the employee and provide the FIS divisional manager and FINRCC, with a status update.

4. 4. The FIS divisional manager will initiate a review and, in consultation with the FINRCC, determine the necessity to establish an Independent Evaluation Group (IEG).

4. 5. During the review of an erroneous opinion, the Director IFIS may temporarily suspend an FIS employee's certification and/or impose the following restrictions:

4. 5. 1. The FIS employee is not permitted to conduct comparisons of fingerprints or physical evidence.

4. 5. 2. The FIS employee is not permitted to offer fingerprint or physical evidence opinions to investigators or in court, unless directed to by the presiding judge. If the FIS employee is scheduled for court, Crown Counsel must be advised of the situation and

4. 5. 3. Additional restrictions as deemed appropriate.

4. 6. If the FIS unit commander and/or the FIS divisional manger has provided an opinion in a case where a suspected error / difference of opinion is discovered, it must be reported directly to the FINRCC.

4. 6. 1. The FINRCC will determine in consultation with the FIS divisional manager, and/or the OIC IFIS Program Support, who will be assigned to perform a subsequent verification process.

4. 6. 2. The FINRCC will review the outcome of the examination and both verifications and refer the matter to the OIC, IFIS Program Support for further action, if deemed necessary.

4. 7. Any errors that occur during courses at the Canadian Police College (CPC) or other educational institutions approved by the Director, IFIS, will be dealt with as per the policies of the CPC or that institution.

4. 8. If an apprentice in the Forensic Identification Apprentice Training Program (FIATP) makes an erroneous opinion, during the Forensic Knowledge Assessments (FKA's) or the Final Fingerprint Exam, the FINRCC will be notified. A review will be conducted by the manager of the IFIS Training Unit, in consultation with the FIS trainer, divisional manager and the OIC IFIS Service Delivery. Remedial Training and the opportunity for one rewrite of the examination may occur.

4. 8. 1. If an apprentice makes an erroneous opinion on an operational file, a review will be conducted by the FINRCC in consultation with the FIS trainer, divisional manager and the OIC, IFIS Program Support.

NOTE: When an Apprentice makes an erroneous opinion during the final fingerprint comparison examination, IFIM ch. 1.1., Training and Development must be followed.

4. 9. Other situations may require further investigation or root-cause analysis to determine the origin of a difficulty, e.g. differing documented opinions with respect to the determination of the suitability of an impression for comparison or sufficiency for identification.

4. 10. In cases of physical impression evidence, Appendix 2-8-1, Physical Impression Evidence is to be followed in determining whether:

4. 10. 1. differences of opinions must be forwarded to the FINRCC for review, or

4. 10. 2. the FIS divisional manager has the discretion to resolve the differences at the divisional level.

5. Independent Evaluation Group

5. 1. The FINRCC will establish an Independent Evaluation Group (IEG) if and when required.

5. 2. The FINRCC will forward all relevant material to the IEG for examination. Annotations that may identify the examiner will be removed from the material to the extent possible without compromising the image quality. Refer to SOG70 Erroneous Opinion Procedure.

5. 3. Members of the IEG may not initiate direct contact with the examiner. The IEG will submit any request to consult with the examiner to the FINRCC, who will facilitate consultation.

5. 4. The IEG will also submit any request to consult with any other qualified persons from other recognized agencies or organizations to the FINRCC, who will facilitate consultation.

5. 5. The IEG must reach one of the three following conclusions for each opinion being reviewed:

5. 5. 1. Support the opinion and determine that no error occurred, or

5. 5. 2. Determine that there was sufficient or insufficient detail to support the opinion of the examiner.

5. 5. 3. Confirm that an erroneous opinion has occurred.

5. 6. The IEG will inform the FINRCC, in writing, of their findings and provide rationale.

5. 7. All pre-approved expenses associated with the IEG will be the responsibility of the Director, IFIS.

6. Outcomes

6. 1. No Error

6. 1. 1. The OIC, IFIS Program Support will make a recommendation to the Director IFIS based on the totality of the findings of the IEG and the final FINRCC report.

6. 1. 1. 1. The Director, IFIS, will communicate the final decision to the FIS divisional manager, FIS unit commander, and the FIS employee.

6. 2. Unsupported Opinion

6. 2. 1. The OIC, IFIS Program Support, will advise the FIS divisional manager when it is determined that an opinion was unsupported.

6. 2. 2. The FIS divisional manager, in consultation with the FIS unit commander, will perform a review of the FIS employee's files in accordance with the Internal Audit and National Review Services Management Review/Unit Level Quality Assurance Statistical Sample Size Table in the case of an unsupported opinion.

6. 2. 2. 1. To obtain electronic copies of any of the National Review Guides (NRGs), handbooks, or policies, send an email to: RCMP_IAER_NRG-VIEE_GRN_GRC.

6. 2. 3. The FIS divisional manager will complete the IFIS Erroneous Opinion Template and report to the FINRCC, as soon as practical.

6. 2. 4. The FINRCC, will review the documents and will consider factors such as past performance, experience, and training.

6. 2. 4. 1. The OIC, IFIS Program Support, in consultation with the Forensic Identification Training Manager/Coordinator, FINRCC and the FIS divisional manager, may approve the establishment of conditions for the reinstatement of certification, or removal of restrictions including but not limited to a training plan, enhanced supervision, and any other conditions deemed to be related to the cause of the error. A timeline for completion of the conditions must be established by the OIC, IFIS Program Support.

6. 2. 5. The FIS divisional manager and FINRCC, will monitor the FIS employee's progress.

6. 2. 5. 1. Failure to successfully meet the conditions will result in a review of the employee's FIS certification by the Director, IFIS.

6. 2. 6. The Director, IFIS, may revoke the certification of an FIS employee when reasonable measures have been taken to enable the employee to address the cause(s) of the error and the employee has been unable to reach the objectives of the measures.

6. 3. Erroneous Opinion

6. 3. 1. The OIC, IFIS Program Support will direct the FIS divisional manager to conduct a review into the cause of the error.

6. 3. 2. The FIS unit commander, the divisional manager, the FINRCC, and the OIC, IFIS Program Support will use the IFIS Erroneous Opinion Template to document the review.

6. 3. 3. The OIC, IFIS Program Support, may permit the FIS employee to continue to process scenes and other FIS duties other than the restrictions outlined in sec. 5.6.

6. 3. 3. 1. The FIS employee is not permitted to be a FIS trainer until the review is concluded.

6. 3. 5. The FIS divisional manager, in consultation with the FIS unit commander, will perform a review of the FIS employee's files, in accordance with the Internal Audit and National Review Services MR/UQLA Statistical Sample Size Table. Refer to sec. 7.2.

6. 3. 6. The OIC, IFIS Program Support, depending on the circumstances and result of the review may make recommendations to the Director, IFIS, including, but not limited to the relocation of the FIS employee or permanent revocation of the employee's FIS certification.

6. 3. 6. 1. The OIC, IFIS Program Support, in consultation with the Forensic Identification Training Manager/Coordinator and FINRCC may recommend to the Director, IFIS the establishment of conditions for the reinstatement of certification including but not limited to a training plan, enhanced supervision, and any other conditions deemed to be related to the cause of the error. A timeline for completion of the conditions must be established by the OIC, IFIS Program Support.

6. 3. 6. 2. The OIC, IFIS Program Support, may take actions or make recommendations to address any other issues identified during the review of the erroneous opinion, e.g. training, the need for a directed Managerial Review, Code of Conduct investigation or any other related measures.

6. 3. 7. Following the review, the Director, IFIS, may establish conditions as recommended by the OIC, IFIS Program Support.

6. 3. 8. The Director, IFIS, may revoke the certification of an FIS employee on the recommendation of the OIC, IFIS Program Support, or when reasonable measures have been taken to enable the employee to address the cause(s) of the error and the employee has been unable to reach the objectives of the measures.

6. 3. 9. The FIS employee may voluntarily relinquish their FIS certification at any time. A review into the cause of the error will still be conducted.

7. Follow-up to an Erroneous Opinion

7. 1. The FIS unit commander will provide a supplemental report to the investigator and crown counsel when erroneous information was released to the investigator or the courts.

7. 2. The FIS unit commander will notify Crown Counsel when an FIS employee is required to attend court while their certification is suspended or after having their FIS certification revoked. The FIS unit commander will assign a certified FIS employee to review the file and provide assistance to the Crown as required.

7. 3. Employees who have their FIS certification permanently revoked by the Director, IFIS, will be subject to removal from Forensic Identification Services.

7. 4. Approval from the OIC, IFIS Program Support must be obtained in order to share images from erroneous opinions for the purposes of training or research. All names and protected information must be vetted.

8. Missed Identification

8. 1. Missed Identifications may surface as a result of AFIS hits, during file reviews, proficiency exams, or if the FIS employee was not able to verify fingerprints for another employees.

8. 2. All FIS employees must report a missed identification to their supervisor as soon as they become aware of a missed identification, whether the missed identification was in relation to their work or another employee's work.

8. 3. The FIS unit commander will investigate to determine the root cause when an FIS employee is suspected of having missed an identification.

8. 4. The FIS unit commander must report all missed identifications to the FIS divisional manager.

8. 5. The FIS unit commander, in consultation with the FIS divisional manager will determine the appropriate level of response. This may include local level resolution.

8. 6. The FIS divisional manager will provide the FINRCC, with all the pertinent details.

8. 7. The FIS divisional manager, in consultation with the FIS unit commander, should review the FIS employee's files in accordance with the Internal Audit and National Review Services MR/UQLA Statistical Sample Size Table. Refer to sec. 6.2., Unsupported Opinion.

8. 8. The OIC, IFIS Program Support, in consultation with the Forensic Identification Training Manager/Coordinator and FINRCC, may recommend to the Director, IFIS, that conditions be placed on the certification of the employee including but not limited to a training plan, enhanced supervision, and any other conditions deemed to be related to the cause of the error. A timeline for completion of the conditions must be established by the OIC, IFIS Program Support.

8. 9. The Director, IFIS, may establish conditions as recommended by the OIC, IFIS Program Support.

8. 10. The Director, IFIS, may revoke the certification of an FIS employee when reasonable measures have been taken to enable the employee to address the cause(s) of the error and the employee has been unable to reach the objectives of the measures.

9. External requests to examine evidence

9. 1. Domestic

9. 1. 1. The FIS unit commander, in consultation with the FIS divisional manager, must approve requests for assistance to Canadian non-RCMP agencies.

9. 2. International

9. 2. 1. The FIS unit commander, the FIS divisional manager, and the appropriate divisional Line Officer, must support the request.

9. 2. 2. The FIS divisional manager will forward, to the Director, IFIS, a written request from the Agency's chief or delegate, with all supporting documentation.

9. 2. 3. The Director, IFIS, will review the request and if supported, it will be forwarded through appropriate channels for Commissioner approval.

References

Date Modified: 2019-10-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IFIM - ch. 2.8. Verification and Erroneous Opinions

Policy Amended: 2020-12-16

For information regarding this policy, contact Integrated Forensic Identification Services Program Support.

1. Definitions
2. General
3. Roles and Responsibilities
4. Suspected Errors or Conflicting Opinions
5. Independent Evaluation Group
6. Outcomes of IEG Decisions
7. Follow-up to an Erroneous Opinion
8. Missed Identifications

App. 2-8-1 Physical Impression Evidence Table

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1. Definitions

1. 1. **Administrative or clerical error** means an error made when a physical evidence opinion has been correctly reached to the appropriate source, but the written record misrepresents the accuracy of the opinion. This includes name, date of birth, fingerprint section number, digit, palm, or sole identified, and any other identifiable markings.

1. 2. **Association** means the correct opinion that two areas of physical impression evidence or physical match evidence may have originated from the same source. This includes opinions of similar to, association of class characteristics, or higher degree of association.

1. 3. **Certified forensic identification services employee** means an RCMP employee who holds a certificate issued by the Director, Integrated Forensic Identification

Services (IFIS), designating the employee as a forensic identification services specialist (FISS), or a certified forensic identification assistant (CFIA).

1. 4. **Conflicting opinions** means differing opinions from examiners regarding the same evidence.

1. 5. **Erroneous opinion** means when an examiner reaches an incorrect opinion regarding the physical evidence, including opinions reached during verification.

1. 6. **Error** means an erroneous opinion, or an administrative or clerical error.

1. 7. **Examiner** means the original forensic identification services (FIS) employee who is submitting one or more physical evidence opinions for verification, including physical impression (for example, friction ridge impressions) and physical match evidence.

1. 8. **Exclusion** means the questioned impression or evidence contains sufficient information to be compared to a known source, and it has been determined that it was not made by that known source.

1. 9. **Forensic Identification National Review and Compliance Coordinator (FINRCC)** is responsible for the quality assurance, review processes, and coordination of investigations where errors or deficiencies are detected within Integrated Forensic Identification Services (IFIS).

1. 10. **Identification** means the questioned impression or evidence has been compared to a known source and is identified to that known source.

1. 11. **Inconclusive** means the questioned impression or evidence examined lacked sufficient detail for an exclusion or identification conclusion to be reached.

1. 12. **Independent Evaluation Group (IEG)** means a group consisting of a minimum of three certified FIS employees, certified for two or more years, tasked to review and evaluate a questioned opinion.

1. 13. **Missed identification** means the failure to recognize an identification when the quantity and quality of detail available supports that two impressions, or two or more items originated from the same source.

1. 14. **Verification** means a requirement for an independent analysis, comparison, and evaluation (ACE) by a subsequent certified examiner.

1. 15. **Verifier** means the certified FIS employee who is completing the verification on the opinion of the original examiner.

2. General

2. 1. Verification is an integral part of the quality assurance process that allows for an independent analysis, comparison, and evaluation (ACE) of friction ridge impressions and physical evidence that is performed by a certified FIS employee.

2. 2. Whether a single friction ridge impression, multiple friction ridge impressions, or other physical evidence impressions are identified to the same source, a minimum of one verification is completed.

NOTES:

1. The FIS unit commander may request that additional verifications be conducted based on the overall risk assessment of the situation.

2. Once a FIS employee has received notification requesting their attendance in court, all unverified opinions will have a verification completed by another certified FIS employee, and provided to the Crown as evidence. Refer to IFIM ch. 2.9., Court Preparation.

2. 3. Files containing opinion evidence will be submitted to and reviewed by the FIS unit commander or supervisor before the file is concluded.

NOTE: Opinion evidence includes conclusions within friction ridge, footwear, tire, and physical match impressions.

2. 4. A FIS employee who was consulted during the ACE process cannot conduct the verification.

2. 5. Verifications will be completed before opinions are reported to the investigator. Refer to sec. 2.2.

NOTE: For preliminary associations, refer to IFIM ch. 2.7., Friction Ridge Impressions.

EXCEPTION: An opinion from a certified FIS employee may be reported, before verification, in certain circumstances with time sensitive or urgent investigations, where the forensic information is required for public safety. Refer to IFIM ch. 1.4., Quality Assurance. A follow-up report is sent to the investigator, indicating the verification results.

2. 6. Only certified FIS employees and forensic identification apprentices who have successfully completed the Forensic Identification Course from the Canadian Police College (CPC) or the Ontario Police College are authorized to analyze, compare, and evaluate physical evidence to provide opinions.

2. 6. 1. Errors that occur during courses at the CPC or other educational institutions approved by the Director, Integrated Forensic Identification Services (IFIS), are dealt with as per the policies of the CPC or that institution.

2. 7. All opinions from a FIS employee in the Forensic Identification Apprentice Training Program (FIATP) are verified.

2. 7. 1. If an apprentice in the FIATP makes an erroneous opinion during the forensic knowledge assessments, a review is conducted by the manager of the IFIS training unit, in consultation with the FIS trainer and the FIS divisional manager.

2. 7. 2. When an apprentice makes an erroneous opinion during the final fingerprint comparison examination, refer to IFIM ch. 1.1., Training and Development.

2. 7. 3. If an apprentice makes an erroneous opinion on an operational file, refer to sec. 6.3.

3. Roles and Responsibilities

3. 1. Examiner

3. 1. 1. For friction ridge impressions, document your opinion of identification, inconclusive, or exclusion on Form 6029 ACE-V. To obtain a copy of this form, refer to Q-Pulse or contact Integrated Forensic Identification Services (IFIS) Program Support.

NOTE: When an opinion of exclusion is reached, complete one Form 6029 ACE-V, excluding all the impressions on the known donor fingerprint form. Form 6029 ACE-V is not required for each digit on the known fingerprint form.

3. 1. 2. For footwear or tire impressions, document your opinion on Form 6029FW/T, Integrated Forensic Identification Services Footwear and Tire Impression Opinion. To obtain a copy of this form, refer to Q-Pulse or contact IFIS Program Support.

3. 1. 3. Ensure all materials submitted for verification are in their original state and of high quality.

3. 1. 3. 1. Avoid using any information that may indicate the opinion of the examiner to the verifier.

3. 1. 4. Provide all analysis documentation pertaining to the substrate, matrix, and development medium to the verifier.

EXCEPTION: Anatomical factors, deposition pressure, lateral distortion, clarity, and tolerance.

3. 1. 5. Provide the verifier with all pertinent original and enhanced latent images, an original object shot image, the applicable known source standards, and other documentation or items needed for the verification.

3. 1. 6. Once a FIS employee has received notification requesting their attendance in court:

3. 1. 6. 1. complete an analysis, comparison, evaluation, and verification (ACE-V) process between the original scene impressions and the new known standards; or

NOTE: If the new known standards were obtained subsequent to arrest and were used in the original comparison, this process can be disregarded.

3. 1. 6. 2. if new known standards have not been obtained related to the incident, contact the investigator to assist.

3. 1. 6. 2. 1. Notify your supervisor and consult with the Crown if new known standards cannot be obtained.

3. 1. 7. Complete the Automated Fingerprint Identification System (AFIS) search results, and if there are conflicting opinions between AFIS and the FIS employee, then:

3. 1. 7. 1. ensure the search results are reviewed by the FIS unit commander.

NOTES:

1. The FIS unit commander advises the FIS divisional manager who forwards the AFIS search results to the Forensic Identification National Review and Compliance Coordinator (FINRCC).

2. The FINRCC or delegate notifies the appropriate manager at AFIS/BC AFIS of the situation.

3. 2. Verifier

3. 2. 1. Complete the verification as soon as practicable and return it to the examiner.

NOTE: Treat verification packages as a priority.

3. 2. 2. Once the verification is completed, document your opinion on Form 6029 ACE-V for friction ridge impressions, and Form 6029FW/T for footwear or tire impressions. To obtain a copy of either of these forms, refer to Q-Pulse, or contact IFIS Program Support.

3. 2. 3. Provide the examiner with the completed documentation related to the verification.

3. 2. 4. Complete Form 2666, Forensic Identification Occurrence Report, or an electronic supplemental report on the Police Reporting and Occurrence System (PROS)/the Police Records Information Management Environment (PRIME) or Versadex, indicating your actions, and adding the report to the file and the records management system.

4. Suspected Errors or Conflicting Opinions

4. 1. Suspected errors or conflicting opinions that occur after the verification process or during a quality assurance review are reported to the FIS unit commander and/or FIS divisional manager.

4. 2. The FIS unit commander and/or FIS divisional manager reviews the case and establishes whether the conflicting opinion reflects suspected erroneous opinions.

4. 2. 1 Upon review, the FIS unit commander and/or FIS divisional manager reports all suspected errors or conflicting opinions to the Forensic Identification National Review and Compliance Coordinator (FINRCC).

4. 3. When suspected errors or conflicting opinions occur, the FIS unit commander, in consultation with the FIS divisional manager and the FINRCC, selects a certified FIS employee to complete a subsequent verification process.

4. 3. 1. When suspected errors are considered an administrative or clerical error, the FIS unit commander documents the errors and any appropriate corrective action by completing Form 1004, Performance Log.

4. 3. 2. When the subsequent verification is concluded and there are suspected errors, the FIS unit commander reviews the outcome of the examination and both verifications and a copy of the file is forwarded to the FIS divisional manager and the FINRCC for further review. The FIS divisional manager completes the Integrated Forensic Identification Services (IFIS) Erroneous Opinion Template, a copy of which can be found on Q-Pulse or obtained by contacting IFIS Program Support, and reports to the FINRCC, as soon as practical.

NOTE: The FINRCC is notified when the FIS unit commander and/or the FIS divisional manager provided an opinion in a case where suspected errors or conflicting opinions were discovered.

4. 3. 3. The FINRCC reviews the outcome of the examination and both verifications.

4. 4. The FINRCC advises the Officer in Charge (OIC), IFIS Program Support, when suspected errors or conflicting opinions have occurred.

4. 5. During the review of suspected erroneous opinions, the OIC, IFIS Program Support, may recommend to the Director, IFIS, to temporarily suspend a FIS employee's certification, and/or impose the following restrictions:

4. 5. 1. the FIS employee is not permitted to conduct comparisons of fingerprints or physical evidence;

4. 5. 2. the FIS employee is not permitted to offer fingerprint or physical evidence opinions to investigators or in court, unless directed to by the presiding judge. If the FIS employee is scheduled for court, the FIS unit commander and/or the FIS divisional manager ensures the Crown Counsel is advised of the situation; and

4. 5. 3. any additional restrictions, as deemed appropriate.

4. 6. If erroneous opinions are established, refer to sec. 6.3.

4. 7. The FINRCC determines the necessity to establish an Independent Evaluation Group (IEG) and advises the OIC, IFIS Program Support.

4. 8. The FINRCC determines, in consultation with the FIS divisional manager, and/or the OIC, IFIS Program Support, who will be assigned to participate in the IEG.

4. 9. In cases of physical impression evidence, refer to App. 2-8-1, Physical Impression Evidence Table, to determine if:

4. 9. 1. conflicting opinions need to be forwarded to the FINRCC for review, or

4. 9. 2. the FIS divisional manager has the discretion to resolve the differences at the divisional level.

5. Independent Evaluation Group

5. 1. The FINRCC establishes an IEG in consultation with the FIS divisional manager, and/or the OIC, IFIS Program Support.

5. 2. The FINRCC forwards all relevant material to the IEG for examination.

5. 2. 1. Annotations that may identify the examiner are removed from the material to the extent possible without compromising the image quality. Refer to SOG70 Erroneous Opinion Procedure, a copy of which can be found on Q-Pulse or obtained by contacting IFIS Program Support.

5. 3. Members of the IEG may not initiate direct contact with the examiner.

5. 3. 1. The IEG submits requests to consult with the examiner to the FINRCC, who facilitates the consultation.

5. 4. The IEG also submits requests to consult with other qualified persons from other recognized agencies or organizations to the FINRCC, who facilitates the consultation.

5. 5. The IEG will reach a consensus with one of the three following conclusions for each opinion being reviewed:

5. 5. 1. support the original examiners opinion and determine that no erroneous opinion has occurred,

5. 5. 2. do not support the original examiners opinion due to conflicting opinions, or

5. 5. 3. confirm that an erroneous opinion has occurred (applies to the original examiners and/or verifiers).

5. 6. The IEG informs the FINRCC, in writing, of their findings and provides a rationale.

5. 7. All expenses and travel costs associated with the IEG must be pre-approved by the Director, IFIS.

6. Outcomes of IEG Decisions

6. 1. No Erroneous Opinion

6. 1. 1. The FINRCC advises the FIS divisional manager and the OIC, IFIS Program Support, when it is determined that no erroneous opinion occurred.

6. 1. 2. The OIC, IFIS Program Support, advises the Director, IFIS, on the findings of the IEG and the final FINRCC report.

6. 2. Conflicting Opinions

6. 2. 1. The FINRCC advises the FIS divisional manager and OIC, IFIS Program Support, when it is determined that an opinion was conflicting.

6. 2. 2. The FINRCC, in consultation with the FIS divisional manager, the manager of the IFIS training unit, and approval of the OIC, IFIS Program Support, provides supervision, guidance, and additional training to the FIS employee, when deemed appropriate.

6. 2. 3. The OIC, IFIS Program Support, advises the Director, IFIS, on the findings of the IEG in the final FINRCC report and action plan for the FIS employee.

6. 2. 4. The FIS divisional manager, in consultation with the FIS unit commander, performs a review of the FIS employee's files in accordance with the Internal Audit and National Review Services Management Review/Unit Level Quality Assurance Statistical Sample Size Table, if deemed necessary.

NOTE: To obtain electronic copies of any of the National Review Guides, handbooks, or policies, send an email to RCMP_IAER_NRG-VIEE_GRN_GRC.

6. 3. Erroneous Opinion

6. 3. 1. The FINRCC directs the FIS divisional manager to conduct a review into the cause of an error.

6. 3. 2. The Director, IFIS, may permit the FIS employee to continue to process scenes and other FIS duties other than any imposed restrictions outlined in sec. 4.5.

6. 3. 2. 1. The Director, IFIS, may not permit the FIS employee to be a FIS trainer until the review is concluded.

6. 3. 3. The FIS divisional manager, in consultation with the FIS unit commander, performs a review of the FIS employee's files, in accordance with the Internal Audit and National Review Services Managerial Review and Unit Quality Level Assurance Statistical Sample Size Table.

6. 3. 4. The FINRCC, depending on the circumstances and result of the review, may make recommendations to the OIC, IFIS Program Support.

6. 3. 4. 1. The OIC, IFIS Program Support, may take actions or make recommendations to the Director, IFIS, to address any other issues identified during the review of the erroneous opinion. For example, training, the need for a directed managerial review, relocation of the FIS employee, permanent revocation of the employee's FIS certification, Code of Conduct investigation, or any other related measures.

6. 3. 5. Following the review, the Director, IFIS, may establish conditions, as recommended by the OIC, IFIS Program Support.

6. 3. 6. The OIC, IFIS Program Support, in consultation with the manager of the IFIS training unit and FINRCC, may recommend to the Director, IFIS, the establishment of conditions for the reinstatement of certification.

6. 3. 6. 1. This includes, but is not limited to a training plan, enhanced supervision, and any other conditions deemed to be related to the cause of the error.

6. 3. 6. 2. A timeline for completion of the conditions must be established by the OIC, IFIS Program Support.

6. 3. 7. Failure to successfully meet the conditions results in a review of the employee's FIS certification by the Director, IFIS.

6. 3. 8. The Director, IFIS, may revoke the certification of a FIS employee on the recommendation of the OIC, IFIS Program Support, or when reasonable measures are taken to enable the employee to address the causes of the error, and the employee has been unable to reach the objectives of the measures.

6. 3. 9. The FIS employee may voluntarily relinquish their FIS certification at any time. A review into the cause of the error will still be conducted.

7. Follow-up to an Erroneous Opinion

7. 1. The FIS unit commander provides a supplemental report to the investigator and Crown Counsel when erroneous information was released to the investigator or the courts.

7. 2. The FIS unit commander notifies Crown Counsel when a FIS employee is required to attend court while their certification is suspended, or after having their FIS certification revoked.

7. 2. 1. The FIS unit commander assigns a certified FIS employee to review the file and provide assistance to the Crown, as required.

7. 3. Employees who have their FIS certification permanently revoked by the Director, IFIS, are subject to removal from Forensic Identification Services.

7. 4. Approval from the OIC, IFIS Program Support, is obtained in order to share images from erroneous opinions for the purposes of training or research.

NOTE: Names and protected information must be vetted.

8. Missed Identifications

8. 1. Missed identifications may surface as a result of Automated Fingerprint Identification System (AFIS) back or reverse hits, or during file reviews.

8. 2. FIS employees will report a missed identification to their supervisor, as soon as they become aware of a missed identification, whether the missed identification was in relation to their work or another employee's work.

8. 3. The FIS unit commander investigates to determine the root cause when a FIS employee is suspected of having missed an identification.

8. 4. The FIS unit commander, in consultation with the FIS divisional manager, determines the appropriate level of response.

8. 5. All missed identifications are reported to the FINRCC for review.

References

Date Modified: 2020-12-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IFIM - Appendix 2-8-1 Physical Impression Evidence Table

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New Appendix: 2019-09-05

1. General

1. 1. Find the opinion of the examiner in the top row and descend to the row corresponding to the verifier's opinion to find the box indicating the lowest reporting level required if a conflict of opinion is present.

Examiner / Verifier	Exclusion	Inconclusive	Association of Class Characteristics	Higher Degree of Association	Identification
Exclusion	No Difference of Opinion	Divisional Manager Discretion	FINRCC Review	FINRCC Review	FINRCC Review
Inconclusive	Divisional Manager Discretion	No Difference of Opinion	Divisional Manager Discretion	FINRCC Review	FINRCC Review
Association of Class Characteristics	FINRCC Review	Divisional Manager Discretion	No Difference of Opinion	Divisional Manager Discretion	FINRCC Review
Higher Degree of Association	FINRCC Review	FINRCC Review	Divisional Manager Discretion	No Difference of Opinion	Divisional Manager Discretion
Identification	FINRCC Review	FINRCC Review	FINRCC Review	Divisional Manager Discretion	No Difference of Opinion

Back to chapter

Date Modified: 2019-09-05

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

IM - ch. II.1. National Police Services Network

Directive Amended: 2009-09-11

For information regarding this policy, contact CIO Sector, Network Services Branch.

1. Policy
2. General
3. Acceptable Use
4. Authorized Assets and Services
5. Maintenance
6. Replacement/Disposal of Assets
7. Service-Level Agreements
8. NPSNet Access
9. Cost Recovery

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1. Policy

1. 1. The OIC Network Services Branch must approve:

1. 1. 1. all requests for data connection to the National Police Services Network (NPSNet);

1. 1. 2. modifications to a telecommunications asset;

1. 1. 3. all traffic patterns and protocols on NPSNet; and

1. 1. 4. any agreement or contract with an external agency that involves assets, systems, facilities or services for NPSNet.

2. General

2. 1. NPSNet supports the RCMP and its law-enforcement partners. NPSNet is designed to meet stringent operational policing requirements for high performance and wide, rapid access.

2. 2. For the purposes of this chapter the following definitions apply:

2. 2. 1. **telecommunications asset** means any RCMP-leases or -owned property, e.g. circuits, routers, switches, bridges, hubs, security firewalls, VPN gateways and proxy servers, and in special cases, mission critical workstations.

2. 2. 2. **total cost of ownership** means the entire cost of buying, installing, operating and maintaining and disposing of an asset.

3. Acceptable Use

3. 1. Use of NPSNet will conform to Treasury Board of Canada Secretariat, *Policy on the Use of Electronic Networks*.

3. 2. RCMP telecommunications assets are for RCMP-use only, and in accordance with the Acceptable User Practices outlined in ch. III.1.C.7. and App. III-1-2.

3. 3. All applications, services, servers, protocols and procedures used on NPSNet must comply with the applicable security requirements outlined in AM XI.4.

3. 4. Any application, service or protocol which may interfere with the proper operation of NPSNet is forbidden without the prior approval of the OIC, Network Services Branch. The following applications **are not permitted** on NPSNet:

3. 4. 1. applications that generate streaming traffic in video, voice over IP telecommunications (VoIP), radio over IP services and audio conferencing unless approved by the OIC Network Services Branch; and

3. 4. 2. applications that repeatedly or frequently transmit large blocks of information. Network Services Branch will set limits as it sees fit.

3. 5. Before NPSNet access is granted for an application, the following target performance measurements must be established:

3. 5. 1. user and application response time targets for the most common types of transactions, minimum and maximum acceptable waiting time for overall system to respond to a transaction or end-user query, for both local and remote workstations; and

3. 5. 2. NPSNet loading, in particular, estimated:

3. 5. 2. 1. number of access locations;

3. 5. 2. 2. number of application users for each location, and number of simultaneous user sessions;

3. 5. 2. 3. data flow averages, minimum and maximum, daily and weekly patterns, busy hours and days, and busiest hour and day of the year;

3. 5. 2. 4. sensitivity of the application to delays or NPSNet latency;

3. 5. 2. 5. security level of transmitted data; and

3. 5. 2. 6. capacity or potential capacity to become bandwidth sensitive (large image/text file transfers, and video or voice enabled applications) or chatty programs such as a terminal emulator (Microsoft Terminal Services or Citrix).

4. Authorized Assets and Services

4. 1. Only authorized assets and components may be connected to NPSNet and only when approved by the OIC, Network Services Branch.

4. 2. Any additions or changes to NPSNet must be submitted in writing through the Regional Network Services Section.

4. 3. Only Network Services Branch staff or persons authorized by the OIC, Network Services Branch may install communication components on NPSNet.

4. 4. Components that have been installed on NPSNet by anyone other than authorized personnel will be immediately removed.

5. Maintenance

5. 1. All NPSNet assets will be purchased in accordance with AMM ch. 3.4. and maintained, tested, commissioned and disposed of in accordance with AMM Part 5.

5. 2. New assets will be inspected and tested according to the manufacturer's specifications.

5. 3. Only Network Services Branch staff or persons authorized by the OIC, Network Services Branch may repair and maintain NPSNet assets.

5. 4. System failures and malfunctions must be reported to the Central Help Desk or the Regional Network Services Section.

5. 5. Maintenance to system hardware will be performed or supervised by RCMP technicians.

5. 6. Maintenance of NPSNet assets will be done in accordance with AM XI.4. to ensure the physical security of hardware, software, data, and cryptographic materials.

6. Replacement/Disposal of Assets

6. 1. RCMP-owned NPSNet assets will be replaced or disposed of in accordance with AMM Part 5, manufacturer specifications, market condition, and Network Services Branch guidelines.

6. 2. Backbone routers will be replaced, on average, every seven years. Edge routers, hubs and switches will be replaced, on average, every five years. A database of assets and their life expectancy (life cycle) will be maintained by Network Services Branch.

6. 3. Divisions will submit acquisition requests for new and replacement NPSNet equipment, systems and facilities to the OIC, Network Services Branch.

7. Service-Level Agreements

7. 1. Network Services Branch has developed an Operational Level Agreement (OLA) that defines the target levels of support that RCMP Network Services Branch provides.

7. 2. A service level agreement (SLA) is an arrangement between the RCMP and an external agency. It is drafted and administered by the responsible policy centre with the advice of Network Services Branch.

7. 3. An SLA specifies the level of service that is expected during its term, e.g. applications and services, performance, and response time to correct or resolve NPSNet down time, server failure or other technical problems.

8. NPSNet Access

8. 1. RCMP

8. 1. 1. NPSNet access by a group within the RCMP must be approved by the OIC Network Services Branch.

8. 2. Non-RCMP

8. 2. 1. General

8. 2. 1. 1. In accordance with *CPIC Reference Manual*, ch. I.2-2, an external agency is a non-RCMP organization and is classified as Category, I, II or III.

8. 2. 1. 2. External access to NPSNet must comply with the Treasury Board of Canada Secretariat, *Government Security Policy*; and *CPIC Reference Manual*, Ch. I.4. Secured Communications Connections, and App. I.2.-C, CPIC Code of Ethics. Access is subject to the same security, confidentiality, privacy, and audit requirements in effect for CPIC.

8. 2. 2. Access and Restrictions

8. 2. 2. 1. External agencies may be permitted use of the NPSNet to access an application or information system other than CPIC, to transmit law-enforcement operational information.

8. 2. 2. 2. External agencies are restricted from accessing RCMP and NPS applications.

8. 2. 2. 3. The CPI Centre is responsible for managing CPIC access requests. See the *CPIC Reference Manual*.

8. 2. 3. Review and Approval

8. 2. 3. 1. Each request for NPSNet access and services will be evaluated independently.

8. 2. 3. 2. RCMP system access must be preapproved by the following:

8. 2. 3. 2. 1. for use of an application or information system, by the responsible National Headquarters policy centre;

8. 2. 3. 2. 2. for connection to NPSNet, by the OIC, Network Services Branch, in consultation with the appropriate RCMP application policy centre;

8. 2. 3. 2. 3. for all NPSNet connections, by the OIC, Departmental Security Branch; and

8. 2. 3. 2. 4. for access to NPSNet to transmit law-enforcement information only (without access to RCMP applications or information systems), by the responsible RCMP application policy centre as sponsor, and jointly approved by the OIC, Network Services Branch, and OIC, Departmental Security Branch.

8. 2. 4. Cost Sharing Agreements

8. 2. 4. 1. An external agency must agree to the terms of NPSNet use, negotiated cost-sharing agreement and service agreement. An MOU will be signed by the appropriate RCMP policy centre and the external agency. The MOU is prepared in consultation with the CIO Sector.

8. 2. 4. 2. If the agency fails to meet its obligations, access privileges to NPSNet may be suspended or terminated.

8. 2. 5. Service Changes and Cancellations

8. 2. 5. 1. A request to change access to an existing connection will be processed by Network Services Branch.

8. 2. 5. 2. Certain conditions in the RCMP business environment or NPSNet technology may warrant changing or cancelling certain client services. The OIC, Network Services Branch may change, cancel or suspend any NPSNet service provided to an external agency after consulting the appropriate policy centre.

8. 2. 5. 3. A change may be made to a physical connection, service agreement, or financial agreement.

9. Cost Recovery

9. 1. RCMP

9. 1. 1. Before any services are provided, an RCMP policy centre requiring significant NPSNet facilities for large-scale informatics projects should contact the CIO Sector, Special Initiatives Branch.

9. 2. Non-RCMP

9. 2. 1. An external agency is subject to cost recovery based on the total cost of ownership (TCO) model developed by Network Services Branch in coordination with the applicable RCMP policy Centre. The TCO excludes workstation and RCMP-hosted application costs.

9. 2. 2. For a Category I external agency, the RCMP will pay for all recurring and non-recurring costs for the first point of access to NPSNet used for the CPIC and other NPS applications. The external agency will pay any additional points of access, changes, or moves to the first point of access.

9. 2. 3. For any Category II and III agency, the external agency will pay all costs.

9. 2. 4. For federal departments, the interdepartmental settlement process will apply as outlined in the Receiver General Manual, Ch. 12., Revision No. 1, Interdepartmental Settlement Processing.

9. 2. 5. For non-federal departments, after the invoice is issued to the external agency by the OIC, Policing Contracts and the Cost Recovery Section, Finance Branch, the agency will send a cheque payable to the Receiver General for Canada.

9. 2. 5. 1. The appropriate policy centre will recover the funds by applying the accounts receivable process outlined in FMM ch. 3.6.

9. 2. 6. The terms and conditions of the arrangement will be outlined in a service agreement.

9. 2. 7. Each case for NPSNet cost recovery will be evaluated independently.

References

Date Modified: 2009-09-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IM - ch. II.2. Radio Communications

Directive Amended: 2016-07-08

For information regarding this policy, contact National Radio Services (NRS) at Irrelevant Irrelevant

1. Policy
2. General
3. Acquisitions
4. Disposal
5. Maintenance
6. Restricted Access
7. Recording of Communications
8. Radio Communications Licensing
9. Communication Towers
10. Ten Code Signals
11. Control of Radio Communications
12. Radio Repeater Sites and Channels
13. Radio Care and Control

App. II-2-1 Ten Code Signals

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1. Policy

1. 1. The approval of the Director, National Radio Services (NRS), must be obtained:

1. 1. 1. for the acquisition of push-to-talk radio communications or private, wireless broadband/narrowband data equipment, systems, services, and facilities;

1. 1. 2. before conducting extensive propagation surveys and selecting sites;

1. 1. 3. for extensive modifications to any push-to-talk radio communications or private, wireless broadband/narrowband data systems; and

1. 1. 4. before any component is connected to any RCMP push-to-talk radio communications or private, wireless broadband/narrowband data system or equipment. The installation of new components, or changes to existing equipment, must adhere to the following:

1. 1. 4. 1. Only components authorized by NRS are permitted to be connected to RCMP push-to-talk radio or private, wireless broadband/narrowband data systems or equipment, including mobile and portable radios.

1. 1. 4. 2. A user requiring an addition or change to the current communications platform will submit a request, stating requirements to the Divisional Informatics Officer, who will forward the request to NRS for final approval.

1. 1. 4. 3. Only NRS and designated regional or divisional radio shop personnel or their agents are authorized to install communications components onto an RCMP push-to-talk radio or private, wireless broadband/narrowband data system.

1. 1. 4. 4. Unauthorized components that have been installed onto an RCMP push-to-talk radio or private, wireless broadband/narrowband data system will be removed.

1. 1. 4. 5. All proposed changes to tower loading must first be investigated and approved by NRS.

1. 2. Any push-to-talk radio communications or private, wireless broadband/narrowband data systems service used by RCMP personnel, whether owned or leased by the RCMP or by any other organization, must comply with the RCMP NRS Infrastructure Technical Specifications (ITS).

1. 3. An outside agency can only use RCMP push-to-talk radio communications or private, wireless broadband/narrowband data assets other than the National Emergency Stock (NES), with the approval of the Divisional Informatics Officer.

1. 3. 1. An outside agency can only use RCMP NES assets with the approval of the Director, NRS.

1. 4. RCMP push-to-talk radio communications and private, wireless broadband/narrowband data equipment will only be used for official business, and any use of these or other devices to access the Public Switched Telephone Network (PSTN) constitutes consent to the RCMP monitoring any use and transmission by means of call recording.

2. General

2. 1. Leased equipment or facilities may only be modified as stated in the terms of the lease.

2. 2. Radio communications assets include circuits, equipment, towers, tower sites, and frequencies that are leased or owned by the RCMP.

3. Acquisitions

3. 1. Divisions will submit annual requirements for the acquisition of new and replacement radio communications equipment systems and facilities to the Director, NRS.

3. 2. The RCMP Expenditure Classification Coding Dictionary will be used when purchasing or leasing radio communications equipment, facilities, and systems.

3. 3. Requests for radio equipment to temporarily supplement existing field equipment will be submitted on National Emergency Stock Request, Form 5476, to the Director, NRS.

3. 4. All new equipment will be visually inspected and performance tested by a minimum of 10 percent random sampling within 30 days of receipt.

4. Disposal

4. 1. All equipment will be disposed of in accordance with AMM ch. 5.2. Remove all RCMP markings, e.g. inventory stickers, and classified, protected, or sensitive information.

4. 2. When radio equipment, except for type 1 radios, Protected "C" and above, is to be disposed of outside of the RCMP, all programming including frequencies, encryption keys, and program code must be removed and the memory cleared.

4. 2. 1. Equipment with encryption capabilities must have that capability destroyed, either by removing and destroying the chip, or destroying the whole radio when the encryption module cannot be removed. RCMP radio personnel must be present and witness the physical destruction. A signed and witnessed destruction report must identify the equipment, and state the method of destruction. This record must be kept on file for five years.

4. 2. 2. The Departmental Security Branch (DSB) must be contacted and will provide the procedures before disposing of any type 1 equipment.

4. 3. Mobile workstation hard drives, and any other device with recordable media leaving the RCMP's possession, must be cleared, encrypted if the situation is temporary, or destroyed.

4. 4. The division must record the disposal in the TEAM inventory system.

5. Maintenance

5. 1. Malfunctions should be reported to the appropriate unit responsible for maintenance in a division. If a problem cannot be resolved locally, NRS should be notified.

5. 2. Only RCMP engineers and technicians are authorized to maintain, repair, or authorize the maintenance or repair of, radio communications or private, wireless broadband/narrowband data system hardware or software.

5. 3. Technical repairs or modifications to radar speed metering equipment must be done by certified personnel only.

5. 4. The TEAM inventory system will be used at each division to record RCMP-accountable push-to-talk radio communications or private, wireless broadband/narrowband data equipment and repairs and maintenance.

6. Restricted Access

6. 1. The Operational Communication Centre (OCC) is a restricted area, and a notice to this effect will be posted on all entrances.

6. 2. When access by personnel other than telecommunications is operationally essential, permission will first be obtained from the operator or supervisor on duty.

6. 3. Messages classified Protected "B" or higher will be sent only over secure-transmission facilities (cryptosystems). See AM ch. XI.5.

7. Recording of Communications

7. 1. Subject to federal regulations, NRS or its designated personnel will arrange for the installation, maintenance, and removal of RCMP-approved recording equipment used to record communications on RCMP radio communications equipment for non-investigative purposes.

8. Radio Communications Licensing

8. 1. For the purposes of this section, **authorization** means a licence, certificate, or authorization issued by the Minister of Industry Canada for the establishment and operation of a radio station in Canada.

8. 2. All radio stations used by the RCMP will be licensed in accordance with the:

8. 2. 1. *Radiocommunication Act*;

8. 2. 2. *Radiocommunication Regulations*; and

8. 2. 3. Industry Canada Radio Procedures, Policies, and Standards.

8. 3. All licensing requirements will be forwarded to the Director, NRS, for review before submission to Industry Canada.

EXCEPTION: Air Services Branch obtains licences directly and administers all station licences for aircraft.

8. 4. References to a radio station will include the station name that appears on the radio licence.

8. 5. Radio licensing fees will be administrated by the NRS.

9. Communication Towers

9. 1. General

9. 1. 1. Any communications tower that is built by the RCMP must meet Canadian Standards Association (CSA) Standard S37.

9. 1. 2. RCMP technicians may only climb or work on communication towers where it is expedient to do so, and they have been fully trained.

9. 1. 3. RCMP members, other than technicians, who may be required to climb RCMP communication towers for operational purposes, must have adequate training and use appropriate safety equipment.

9. 1. 4. Unsafe climbing practices will be reported to the senior RCMP member present.

9. 2. Legislative Requirements

9. 2. 1. The following *Canada Labour Code* (*CLC*) and CSA codes and standards, and *Canada Occupational Health and Safety Regulations*, apply to tower climbing:

9. 2. 1. 1. Part II - Occupational Health and Safety, *CLC*;

9. 2. 1. 2. CSA Standard S37, Antennas, Towers, and Antenna Supporting Structures;

9. 2. 1. 3. CSA Standard Z94.1-M1977, Industrial Protective Headwear;

9. 2. 1. 4. CSA Standard Z195-M1984, Protective Footwear;

9. 2. 1. 5. CSA Standard Z259.1-1976, Fall-Arresting Safety Belts and Lanyards;

9. 2. 1. 6. CSA Standard Z259.2-1979, Fall-Arresting Devices, Personnel Lowering Devices and Life Lines;

9. 2. 1. 7. CSA Standard Z259.10, Full Body Harness;

9. 2. 1. 8. CSA Standard Z259.11, Shock Absorbers for Personal Fall-Arrest Systems;

9. 2. 1. 9. CSA PLUS 5000, A Guide to Fall Protection; and

9. 2. 1. 10. Towers, Antennas, and Antenna-Supporting Structures, Sec. 2.18., *Canada Occupational Health and Safety Regulations*.

9. 3. Training and Equipment

9. 3. 1. Before a member may climb or work on a tower, he/she must successfully complete a safety climbing or rescue course approved by the Divisional Informatics Officer or Director, NRS.

9. 3. 2. Climbing skills will be maintained through regular retraining at intervals, not exceeding five years.

9. 3. 3. All safety equipment, e.g. body harness, lanyards, helmets, boots, personal and fixed fall-arresting devices, a member uses while working on a tower must be CSA-approved. See sec. 9.2.1.

9. 3. 4. Divisional Informatics is responsible for providing safety equipment for RCMP technicians who are expected to climb towers.

9. 4. Climbing Practices

9. 4. 1. An RCMP member who climbs a tower must be aware of Sec. 2.18., *Canada Occupational Health and Safety Regulations*, which stipulates that in order to climb or work on a tower, an employee must be properly trained and provided with a fall-protection system.

9. 4. 1. 1. In accordance with Sec. 2.18., *Canada Occupational Health and Safety Regulations*, an employee must not climb, not be pressured to climb, or work on a tower if weather conditions create a hazard, or if the physical condition of the tower creates a hazard.

9. 4. 2. When performing tower work, a minimum of two people must be at the site. They should both be trained in climbing. If only one is trained, the other must be available to call for help and provide assistance if an accident occurs.

9. 4. 3. At no time, will a member climbing a tower be disconnected from the tower.

9. 4. 4. If a tower is not equipped with a fixed fall-arrest device, the climber must use a body harness equipped with lanyards or a temporary rope-grab system to ensure that he/she is always connected to the tower.

9. 4. 5. RCMP employees (technician or other members) may only climb towers that have a valid inspection indicating the tower meets CSA Standard S-37.

9. 4. 6. RCMP employees with current training may only climb towers when it is absolutely necessary. Antenna installations and adjustments of a routine and non-urgent nature should be outsourced to third-party climbing professionals.

9. 5. Accidents and Rescue

9. 5. 1. Before starting tower work, team members must have an emergency action plan. The emergency plan should include an emergency contact telephone number and means of access.

9. 5. 1. 1. If members are trained in rescue, and a rescue equipment kit is available, the plan should include specific steps to be taken.

9. 5. 2. If an accident occurs and a climber is immobilized on a tower, the second team member should only attempt a rescue if he/she has successfully completed a rescue course, and is confident that a rescue can be made safely.

9. 6. Advisory

9. 6. 1. The RCMP will be replacing the 50 ft. detachment towers, manufactured by Delhi, Trylon (Titan Series), and Beatty, that do not meet CSA S37 standards. Unless absolutely essential, RCMP members must not climb these towers because the diagonal members of the towers are undersized and not affixed to the legs in a sufficiently secure manner.

9. 6. 1. 1. If a climber must work on one of these towers, he/she should use the leg of the tower, not a bracing member, as an attachment point for his/her personal fall-arrest device. As outlined in sec. 9.4.1., the climber will decide whether or not to climb.

9. 7. Non-RCMP Towers

9. 7. 1. The climbing practices outlined in sec. 9.4. also apply to non-RCMP towers.

9. 7. 2. If a climber must work on a non-RCMP owned antenna supporting structure, he/she must verify that the structure meets CSA and *CLC* standards.

9. 7. 3. RCMP employees may only climb a leased tower if:

9. 7. 3. 1. absolutely necessary,

9. 7. 3. 2. they have permission from the owner, and the owner can provide documented proof that the tower meets the standards outlined in this Directive.

9. 8. Installation, Repairs, or Removal

9. 8. 1. Tower installations, repairs, and removal may only be conducted by approved contractors who specialize in this type of work.

9. 9. Inspections

9. 9. 1. RCMP-owned towers must be inspected every five years.

9. 10. Radio Frequency Exposure

9. 10. 1. When climbing any tower or working near Radio Frequency (RF)-emitting equipment, employees will carry RF Personal Detective Equipment (PDE). See Safety Code 6 in the NRS Directives.

10. Ten Code Signals

10. 1. Operational members and telecommunications operators will use Ten Code Signals for push-to-talk radio communications, when operationally practical, for brevity and accuracy.

10. 1. 1. Ten Code Signals 10-01 to 10-59 inclusive are for national assignment, and will be consistently applied across the divisions.

10. 1. 1. 1. For a list of national Ten Code Signals, see App. II-2-1.

10. 1. 1. 2. For information regarding National Ten Code Signals (10-01 to 10-59), contact Operational Communications Centre, National Support Services (OCCNSS), Contract and Aboriginal Policing, at GroupWise address OCC-POLICY CENTRE POLITIQUES-STO.

10. 1. 1. 3. For information regarding Divisional Ten Code Signals (10-60 +), see the divisional manuals.

10. 1. 2. Ten Code Signals 10-60 to 10-100 inclusive are for divisional assignment. For a complete list of divisional Ten Code Signals, see divisional directives/unit supplements.

10. 1. 3. Ten Code Signals are not appropriate to conceal or protect private or secure communications.

10. 1. 4. Common plain language is recommended over the use of Ten Code Signals during a critical incident, e.g. an active threat, when operationally practical, for the understanding and accuracy of all radio users.

10. 1. 4. 1. Common plain language should be consistent with terms that are commonly understood in a policing environment, e.g. suspect, victim, injured, in accordance with App. II-2-1, e.g. Arrived at Scene, En route.

EXCEPTION: Specialized support units, e.g. ERT, Marine, may use radio communication protocols and language that are consistent with their tactical training procedures.

10. 1. 5. Common plain language will be used at all times for multi-agency/multi-discipline push-to-talk radio communications by all field responders and telecommunications operators, in place of Ten Code Signals.

EXCEPTION: Ten Code Signals adopted and approved for use for multi-agency/multi-discipline responses.

11. Control of Radio Communications

11. 1. In communications between base radio stations and mobile radio stations, the base station has control of communications, and the mobile station will comply with all instructions in matters relating to the:

11. 1. 1. order and time of transmission,

11. 1. 2. choice of frequency, and

11. 1. 3. duration and suspension of work.

NOTE: This does not apply in distress or urgency communications, where control lies with the station initiating the priority call.

11. 2. Push-to-talk radio communications between stations should be restricted to those necessary to conduct business operations.

12. Radio Repeater Sites and Channels

12. 1. Divisional Radio Informatics will:

12. 1. 1. confirm that each division/district has the availability of a divisional radio user guide and repeater/radio channel list, which will include a list of radio channel/repeater coverage areas and an optional map of these areas;

12. 1. 2. maintain and revise the divisional radio user guide and repeater/radio channel list;

12. 1. 3. provide a map that can be interfaced with the Mobile Workstation System (MWS)/Mobile Data Terminal (MDT), when applicable; and

12. 1. 4. work with NRS to produce and update paper-coverage maps.

12. 2. Detachment Commanders will confirm that each member is provided with a repeater/channel list for his/her associated detachment and surrounding districts/detachment areas.

13. Radio Care and Control

13. 1. Radio and key-fill device equipment which contain encryption keys must:

13. 1. 1. be accounted for at all times;

13. 1. 2. not be left unattended; and

13. 1. 3. be stored in accordance with the procedures for storing Protected "B" assets. See AM ch. XI.3., sec. H.

13. 2. Radio equipment that is sent for service to non-RCMP facilities must have all encryption keys and frequencies removed.

13. 3. Police vehicles with an installed radio that is sent for vehicle service, must remain under the care and control of RCMP personnel, or have the radio removed from the vehicle or disabled in such a manner that unauthorized personnel cannot intercept radio communications.

13. 3. 1. For further guidance, contact Divisional Informatics or NRS.

13. 4. Radio and key-fill device equipment that is lost or stolen must be reported immediately. See SM ch. 4.11.

References

- AM ch. VIII.3.
- AMM Part 1 and 3
- FMM, ch. 2.1. and 9.2.

Date Modified: 2016-07-08

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IM - App. II-2-1 Ten Code Signals

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Directive Amended: 2017-08-31

Heading	Code
Radio Communications Check	10-0
Signal Weak	10-1
Signal Good	10-2
Stop Transmitting	10-3
Affirmative (OK)	10-4
Relay (To)	10-5
Busy	10-6
Out of Service	10-7
In Service	10-8
Say Again	10-9
Negative	10-10
Roadside Check	10-11
Stand By (Stop)	10-12
Existing Conditions	10-13
Message/Information	10-14
Message Delivered	10-15
Reply to Message	10-16
En route	10-17

Urgent	10-18
(In) Contact	10-19
Location	10-20
Call ( ) By Phone	10-21
Disregard	10-22
Arrived at Scene	10-23
Assignment Completed	10-24
Report to (Meet)	10-25
Estimated Time of Arrival (ETA)	10-26
Driver Licence/Permit Information	10-27
Vehicle Ownership Information	10-28
CPIC Records Check (Persons/Vehicle/Property/Boats and Motors)	10-29
Danger/Caution - CPIC Record - Subject may be dangerous to police, himself/herself, or other persons. Follow code with applicable caution: • "Alpha" (armed and dangerous) ◦ "Foxtrot" (firearms) – following "Alpha" • "Charlie" (contagious disease) • "Echo" (escape risk) • "Mike" (mental instability) • "Sierra" (suicidal tendencies) • Family – "Victor" (family violence) • "Victor" (violence)	10-30
Pick-up	10-31
Units Needed (Specify Number/Type)	10-32
Help Me Quick	10-33
Time	10-34
Off Duty	10-35
On Duty	10-36
Returning to Office	10-37

Fatality/Sudden Death	10-38
Reserved	10-39
Possible Hit on Persons/Vehicle/Property	10-40
Possible Hit Now Confirmed with Originator	10-41
Person/Vehicle/Boat in Surveillance Category. Code indicates special instructions/action required for sensitive information NOT for radio transmission. Follow code with applicable 10-30 caution and/or: • "X-ray" (eXtra): Indicates additional cautions which may include vehicle or boat with: biohazardous/chemical material, explosives, vicious animals on board, associated violent crimes, or radioactive.	10-42
Person in Parolee Category	10-43
Person in Accused Category	10-44
Person in Elopee Category	10-45
Person in Prohibited Category, follow code with "Foxtrot" (firearms), "Lima" (liquor), "Delta" (driving), or "Hotel" (hunting restriction)	10-46
Person in Court Action (Probation) Category	10-47
Person in Refused Category (associated to record subject refusal of: Firearms Registration Certificate, Firearms Licence, Firearms Authorizations, or Firearms Certificates)	10-48
Person in Firearms Interest Police (FIP) Category (record subject involved in an incident described in Sec. 5, *Firearms Act of Canada*.	10-49
Person in Special Interest Police (SIP) Category. Subject may be dangerous to police, himself/herself, or other persons. Code indicates special instructions/action required for sensitive information NOT for radio transmission. Follow code with applicable 10-30 caution and/or: • "X-ray" (eXtra): Indicates additional cautions which may include potential Dangerous Offender, Child Sex Offence, Sex Related, Spousal Assault, Hostage-taker, DNA Order/Authorization, subject involved in or committing criminal offences, or foreign fugitive when no warrant or not arrestable in Canada	10-50
Federal or Provincial Inmate Record. Subject entered in Corrections Canada Offender Management System.	10-51
Stolen Vehicle CPIC Record Entry	10-52
Crime Vehicle CPIC Record Entry	10-53

Automatic Incident Generation	10-54
Unauthorized Listener	10-55
Reserved National codes	10-56 to 10-59
For division assignment	10-60 and up

References

- *CPIC User Manual* (Spring 2015)
- *Industry Canada, General Radiotelephone Operating Procedures – Procedural Words and Phrases*
- *Radiocommunication Act*
- *Radiocommunication Regulations*

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Date Modified: 2017-08-31

IM - ch. II.3. Telephone Communications

Moved from II.1.: 2006-09-05

For information regarding this policy, CIO Sector, Network Services Branch.

1. Installation/Maintenance
2. Long Distance Telephone Services
3. Telephone Calling Cards

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1. Installation/Maintenance

1. 1. Subject to local telephone company regulations, Telecommunications Services will arrange for the installation, maintenance and removal of RCMP-approved recording equipment used to record communications on RCMP telephones for non-investigative purposes.

1. 2. A recording device will not be attached to a telephone used by detained persons.

1. 3. Telephone signage on or near RCMP telephones is not required.

1. 4. All media containing electronically recorded information will be identified and stored for a minimum of two years in a secure area that is free of electromagnetic fields.

1. 5. A recorded medium containing information required in an investigation will be turned over to the investigator concerned and listed on an exhibit form 1625. The recorded medium should be identical to the master recording to ensure authenticity from an evidentiary, archival and legal point of view.

1. 6. Telephone access for the hearing impaired will be available to the public in each division, and should be located in the Operational Communications Centres.

1. 7. Division Informatics is responsible for acquiring, maintaining and repairing telecommunication devices for the hearing impaired.

2. Long Distance Telephone Services

2. 1. Informatics Branch may audit long distance tolls made in the divisions.

2. 2. As required by Section 5., *Government Contracts Regulations*, the contracting authority is to solicit bids before any contract is entered into, unless a sole justification is determined. All procurement and contracting related issues are to be addressed through the Regional Corporate Procurement Branch.

2. 3. Government Telecommunications and Information Services (GTIS) can be used as an optional service provider. Since GTIS is an entity of Public Works and Government Services Canada (PWGSC), it would represent the interests of the RCMP and effectively be the contracting authority for that requirement.

3. Telephone Calling Cards

3. 1. The Regional/Division Telecommunications Section is responsible for the control of all telephone calling cards.

3. 2. Telephone calling cards must only be used for business related long-distance calls while travelling away from the office.

3. 3. Telephone calling cards must never be loaned.

References

- AMM Part 3, Procurement

Date Modified: 2006-09-05

1. INFORMATION TECHNOLOGY STANDARDS

A. ORIGINATOR

A. 1. Office of the Chief Information Officer.

B. REFERENCES

B. 1. *Administration Manual*, I.3., III.2., III.11., and Part XI.

B. 2. *Financial Management Manual*, 5.5.

B. 3. *CPIC Reference Manual*.

B. 4. *RCMP Corporate Technical Architecture*.

B. 5. *Policy on the Management of Government Information*, Administrative Policy Branch, Treasury Board of Canada Secretariat.

Amended 2005-01-13

C. POLICY

C. 1. The Chief Information Officer with the Technology and Information Sub-Committee will authorize new corporate information systems.

C. 2. A corporate automated system will:

C. 2. a. address an approved national program requirement;

C. 2. b. serve more than one division;

C. 2. c. be developed, supported, enhanced, and deleted by the Office of the Chief Information Officer; and

C. 2. d. take operational priority over a division automated system.

C. 3. A division automated system must:

C. 3. a. be approved by the commanding officer;

C. 3. b. address a unique division program requirement and not be developed in conflict with or as an alternative to a corporate system;

C. 3. c. serve the single division;

C. 3. d. be developed, supported, enhanced, and deleted by the division; and

C. 3. e. coexist with corporate systems.

C. 4. Each information technology system must comply with IM/IT standards.

C. 5. Information technology equipment and facilities will be operated and maintained by the host division unless otherwise authorized by the Chief Information Officer.

C. 6. Workstations connected to the wide-area network must meet the minimum IM/IT standards.

C. 7. All users must read and agree to comply with the provisions of the *Acceptable User Practices for RCMP Information Technology* outlined in App. III-1-2 and complete form 2871 before being given access to RCMP systems.

D. **GENERAL**

D. 1. The creation, revision and deletion of every RCMP information technology system must be recorded by the appropriate informatics officer or policy center responsible for the system on the Declaration of Information Resources (DIR) System maintained by Information Engineering Section, Information Management Branch.

D. 1. a. The DIR system may be accessed directly on the RCMP Intranet (Infoweb) National Applications page.

D. 2. All information technology equipment must be entered on the Information Technology Equipment Management System.

D. 3. Unauthorized software or unauthorized copies of software must not be used.

D. 4. Records and data processed by a system will be managed in accordance with the provisions of the *National Archives, Privacy and Access to Information Acts.*

D. 5. Systems used to process or store RCMP information will meet RCMP security standards, and conform to RCMP requirements applicable to data integrity.

D. 6. All applicable statutes will be adhered to in the development of a system.

D. 7. Defective hard-disk drives must be disposed of by Informatics personnel.

E. **EDP CONTINGENCY PLANS**

E. 1. **General**

E. 1. a. Access to CPIC will be granted and maintained in accordance with the Service Level Agreement (SLA) between the CPI Center and the CIO Sector. See CPIC Reference Manual, Appendix I-2-H.

E. 2. **EDP Recovery Priorities**

Mass Casualty Commission Exhibit

E. 2. a. The CIO Management Team is responsible for assigning EDP application priorities.

E. 2. b. The Chief Information Officer in consultation with the affected policy centers, will temporarily assign application priorities pending review by the CIO Management Team.

E. 2. c. The Chief Information Officer may temporarily override any priorities during an emergency.

E. 2. d. When an emergency or disaster renders the CPIC Data Centre inoperative, EDP applications listed in App. III-1-1 will be restored at a disaster recovery site within 48 hours of the declaration of the disaster with a maximum of 24 hours of data loss from the time of the disaster.

EXCEPTION: The Secure Criminal Information System (SCIS) will be restored with a maximum of one week of data loss.

E. 2. e. For EDP applications not listed in App. III-1-1, it will take several weeks to restore to operational status as they currently have no equipment, i.e. servers, disk storage or cabling, located at any disaster recovery site.

Amended 2007-05-22

INFOR. MANUAL
APPENDIX III-1-1

FRANÇAIS

EDP APPLICATIONS RECOVERED AT A DISASTER RECOVERY SITE

EDP Application	National Police Service Network (NPSN) Connectivity
CPIC	Yes
PROS (RMS only) (IQT, PROS Interfaces and PROS Mobile not included)	Yes
PIRS	Yes
OSR	Yes
ACUPIES	Yes
SCIS (PIRS/TEXTDBMS)	No (1)

(1) Access to SCIS will be provided by telephone or facsimile.

Amended 2007-05-22

INFOR. MANUAL
APPENDIX III-1-2

FRANÇAIS

ACCEPTABLE USER PRACTICES FOR RCMP INFORMATION TECHNOLOGY

1. **Definitions**

    1. **Monitor** means any action that involves the viewing, recording, subsequent analysis of, and preparation of reports on Authorized User activity on, or use of, the RCMP's IM/IT systems. Examples include recording user accounts, user activities, volume of usage, sites visited, information downloaded and computer resources used to perform a routine analysis of traffic flow on networks, use patterns and sites that certain work groups or individuals have visited or responding to a subpoena or other court process. The information recorded and subject to analysis does not normally involve the contents of individual electronic mail, files, and transmissions but it may require collecting personal information on specific employee use and preparing reports on this use which include personal information to determine whether there has been unacceptable or unlawful activity.

    2. **Information Systems Security Field Compliance Reviews** means the RCMP Information Systems Security Field Compliance Review Program. The program ensures that RCMP employees follow RCMP policy, Treasury Board of Canada Secretariat, Management of Information Technology Security and security practices regarding the protection of sensitive information. Reviews include randomly inspecting servers or employee workstation hard-drive information content. Reviews allow the RCMP to assess IT security and remedy deficiencies.

2. **General**

    1. RCMP Information Management (IM) and Information Technology (IT) hardware, software and systems, e.g. laptops, desktops, mainframe, networks, e-mail, exist to support RCMP administrative and operational functions and official National Police Services (NPS) matters.

    2. Use of RCMP IM/IT systems is restricted to RCMP employees, authorized organizations and their agents working on behalf of the RCMP, and authorized organizations and their agents working under the NPS network.

    3. Access to RCMP IM/IT systems is limited to official RCMP and NPS administrative and operational business, and the functions specifically designated for those systems and facilities.

    4. Use of RCMP IM/IT systems for personal profit, personal recreation or illegal purposes or storage of non-work related information is prohibited.

    5. External organizations using RCMP IM/IT systems are responsible for the actions of their employees and any other persons acting on their behalf.

    6. The RCMP will monitor the use of RCMP IM/IT systems and conduct field compliance reviews to ensure government security and RCMP directives are being followed, appropriately used, and system integrity is maintained. The RCMP will randomly monitor routine use of networks and specific employee use.

    7. All software and hardware used or connected to RCMP IM/IT systems must be authorized by the Regional Informatics Officer (RIO)/delegate. Software may only be downloaded from the Internet by authorized personnel when it is work related and been approved by the RIO/delegate. All hardware and software will be configured to national RCMP standards.

    8. Before being used on an RCMP IM/IT system, all files contained on any external storage media, e.g. diskette, CD, USB memory stick, must be scanned by a current virus scanner approved by the Departmental Security Officer (DSO) to ensure they are virus free.

    9. Laptop computer users must ensure there is adequate IT and physical security for the laptops and any

data contained in them. Users traveling outside North America must encrypt their laptops' hard drives using encryption software approved by the DSO.

10. USB tokens that contain user's encryption keys must not be left unattended with the workstation. When the token is no longer being used, it must be locked in an approved container or kept on the employee's person. Contact Physical Security Sec., DSB for container specifications. Contact the Help Desk immediately if a token is lost or stolen.

3. **RCMP/NPS Systems**

    1. Only desktop and laptop workstations approved by the RIO/delegate may be connected to RCMP IM/IT systems.

        1. Once a desktop workstation is connected to the network, it must not be moved to a different location. All requests for relocations will be made through the LAN Administrator or Help Desk.

        2. The user will not alter a workstation's configuration. All requests for different configurations will be made through the LAN Administrator or Help Desk.

    2. Installation of software on RCMP IM/IT systems will be performed by the LAN Administrator or an employee who has approval from the RIO/delegate.

    3. Standard configuration of RCMP IM/IT systems provides for the storage and transmission of data up to and including the security designation of Protected-A. Approved encryption must be used to store or transmit Protected-B information. Higher levels of information must be processed using an approved IM/IT security solution.

    4. The data saved on removable media, e.g. floppy diskette, removable hard disk, optical drive, USB memory stick, must be protected in accordance with the highest level of sensitivity of the information. The employee is responsible for using approved encryption or physical security or both. Storage media must be labeled in accordance with the highest level of information it contains.

    5. Software on the RCMP IM/IT systems is covered by RCMP license agreement. Unauthorized copying of software programs may lead to prosecution under the *Copyright Act*. Unlicensed software is prohibited on RCMP IM/IT systems.

    6. Creating backup copies of the data stored on the user's local workstation is the responsibility of the user. Use of a removable device for backup storage is appropriate.

    7. The ROSS system cannot be used to replace the RCMP records system. All data which meet the criteria of a **record** as defined in IM IV.1. must be stored in an official RCMP file. Users are responsible for the cleanup of old data from their ROSS home and shared drives.

    8. The RCMP e-mail system (GroupWise) is a delivery system only. E-mail messages which meet the criteria of a record as defined in IM IV.1. must be stored in an official RCMP file. Mail messages will be retained on the system for a maximum of 90 days. If a user wants to retain a message more than 90 days, the user may store (archive) it to his/her local hard disk subject to sec. 3.6.

    9. When using E-mail on the RCMP IM/IT systems:

        1. If you will be absent for up to three months, appoint a proxy to read and respond to your mail or forward it to another user for action.

        2. If you will be absent for more than three months, create a rule to have an automated reply to e-mail messages and appoint a proxy to read and respond to your mail or forward it to another user for action.

        3. Use caution when using automated reply messages (rules). An improperly created rule can cripple a local post office. Contact the Help Desk for assistance to create a rule.

        4. Large file attachments (greater than 100 KB), should only be sent during quiet hours, after 15:00 hours

local time. These messages, including attachments, must not exceed 5 MB.

10. Out-of-office messages:
    1. must be in both official languages when required by position language profile as indicated in the Directive on the Use of Official Languages in Electronic Communications;
    2. will contain very little detail of circumstances and job title;
    3. will provide an alternative centralized contact within the organization to deal with enquiries; and
    4. will not contain the original message, any sensitive information and any attachments.
11. To protect system security when you are away from your workstation for less than four hours:
    1. Lock the workstation, i.e. Ctrl + Alt + Delete, followed by the Enter key.
    2. Set the workstation screen saver, including the password option, which activates after 10 minutes of inactivity.
12. Logout from the RCMP IM/IT systems if you are going to be away from your workstation for more than four hours.

4. **External E-mail (Internet)**
    1. Do not send any protected information without using encryption systems approved by the DSO. Sending classified or Protected-C information by external e-mail is prohibited.
    2. Messages with attachments sent over the Internet will be limited to 5 MB.
    3. Do not act on any official request without explicitly verifying the originator's identify and validity of the request.
    4. Access to Internet mail sites, e.g. Hot Mail, Instant messenger, from RCMP IM/IT systems is prohibited. Use your GroupWise account for all internal and external E-mail.
    5. To reduce the risk of receiving unsolicited advertising (SPAM), be cautious when divulging your E-mail address.
5. **Use of Virtual Private Networks (VPN)**
    1. Use CIO-approved configuration.
    2. Within RCMP buildings (Operations Zone or higher), terminate the VPN session if you plan to leave the workstation unattended for more than one hour.
    3. For all other locations, e.g. home, hotel room, terminate the VPN session immediately when unattended.
    4. Be aware that your workstation is live and vulnerable on the Internet until you start your VPN session and immediately after terminating your VPN session. Physically disconnect your workstation from the Internet when not in use.
6. **Internet Access (Non E-mail)**
    1. Access to Internet services is only permitted using:
        1. standalone workstations through an internet service provider,
        2. DSO-approved private networks which are not inter-connected with any other RCMP network,
        3. approved removable hard-disk workstations where one hard disk is used exclusively for Internet access

and non-sensitive information, or

4. RCMP-configured workstations using the RCMP Intranet (InfoWeb).

2. Release of official RCMP information, including photographs, on any Internet website will be approved by the level of management specified in the RCMP Manuals, or where no policy exists, by the level of management responsible for the creation of that information. RCMP-related information cannot be shared on-line in places such as chat rooms and blogs (web logs).

3. Only non-sensitive information may be transmitted in clear text over the Internet. Protected or Classified information must only be transmitted using encryption systems approved by the DSO.

Acknowledgement of Responsibility

I have read and agree to comply with the provisions of the Acceptable User Practices for RCMP Information Technology.

Employee:		Witness (Supervisor/Manager):	
Signature:	_____	Signature:	_____
Print Name:	_____	Print Name:	_____
Date:	_____	Date:	_____
	YYYY-MM-DD		YYYY-MM-DD

(when signed, file with form 2871)

Amended 2011-11-15

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

IMM - ch. 1.1. Information Management Stewardship

Policy Amended: 2019-06-19

Bulletin IMM-13 - 2016-05-26 - Instant Messaging

For information regarding this policy, contact Information Management Policy Section, Information Management Branch.

1. Policy
2. Definitions
3. Records Management Program
4. Inventories
5. Information Handling
6. Conclusion of Files
7. Information Access
8. Essential Records Program
9. Retention and Disposition
10. IM Risk Profile of Information Resources of Business Value
11. Consequences of Non-Compliance

1. Policy

1. 1. Information Management stewardship refers to the careful and responsible managing and oversight of Information Management (IM).

1. 2. The Information Management Senior Official (IMSO) is accountable for compliance with legislation and policy instruments with an impact on IM. In the RCMP, the IMSO is the Chief Information Officer (CIO).

1. 3. All RCMP policy instruments, including procedures, must comply with Government of Canada legislative requirements with an impact on IM, and Treasury Board of Canada Secretariat IM policy instruments.

1. 4. This policy must be read in conjunction with IMM ch. 1.2., Information Management Roles and Responsibilities.

1. 5. IM policy and procedural information, including retention periods, must only be published in IM-specific policies, unless authorized by Information Management Policy Section (IMPS) for

national policy instruments, or the divisional Information Management Manager for divisional policy instruments.

1. 6. This policy applies to all RCMP employees who have access to RCMP information, including but not limited to, regular members, public service indeterminate and term employees, persons with a casual status, students, temporary civilian employees, temporary help, municipal employees, consultants, and contractors.

1. 7. When employees create or receive information, they must in a timely manner:

1. 7. 1. determine whether the information is of business value or transitory, and

1. 7. 2. manage the information as per RCMP IM policies.

1. 8. All information resources created by an individual on behalf of the RCMP, regardless of format:

1. 8. 1. are subject to the *Access to Information Act*, *Privacy Act*, and litigation or business hold/administrative investigation requests; and

1. 8. 2. must be searchable.

2. Definitions

2. 1. **alienation** means the act of transferring files, as part of the disposition process, outside of the control of the Government of Canada.

2. 2. **charge-out** means an employee temporarily signs out and removes a document or file from its storage location, e.g. a hardcopy file from a records office, or an electronic file from an electronic document and record management system (EDRMS).

2. 3. **convenience file** means an unofficial file that is maintained for ease of access and reference. These files are kept when you know you will be accessing certain documents more frequently until an action has been completed, e.g. most managers will keep a copy of the staffing packages they sent to human resources in case they will need to make reference to them during the staffing process.

2. 4. **information resource (IR) risk** means a risk to RCMP information resources (IRs) that has the potential to influence the achievement of the RCMP's strategic objectives. These could be risks associated with the security, privacy, access, retention, disposition, and storage of IRs.

2. 5. **official file** means a file that is being managed in the RCMP's Records Management Program by an information management functional specialist (IMFS)/delegate.

2. 6. **policy instruments** means the methods used by an organization to provide clear direction to employees on how to orient or align their activities toward the achievement of organizational goals. These instruments include policies, procedures, standards, guidelines, and tools, e.g. best practices and handbooks.

2. 7. **reference file** means a file that contains non-business value copies of documents that is maintained for information purposes only, e.g. interesting bits of information on a website, in a book, or provided to you by a colleague, which may have immediate or long term value to employees while performing their jobs.

2. 8. **risk owner** means an individual who is responsible for the management, monitoring, and control of an identified information resource risk, including the implementation of a defined strategy. The risk owner is capable of managing the risk and has the knowledge, resources, and authority to deal with the risk.

2. 9. **searchable** means information that is stored and organized in such a manner that it is capable of being searched and found using keywords, e.g. employee records are stored in a database indexed by HRMIS number so that a user can search the database and find records by entering a HRMIS number using a search tool.

2. 10. **stewardship** means the careful and responsible managing and oversight of business affairs.

2. 11. **unofficial file** means a file containing information resources of business value that is not being managed in the RCMP's Records Management Program, e.g. files managed in local drives or in systems that have not received an IM approval either from a divisional IM manager for divisional systems or IMPS for national systems.

2. 12. **wet signature** means an original signature made with ink. This does not include digitized copies.

3. Records Management Program

3. 1. The Records Management Program is the responsibility centre for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of information resources of business value (IRBV), including processes for capturing and maintaining evidence of, and information about, business activities and transactions.

3. 2. IM-approved repositories, records management tools, systems such as electronic document and records management systems (EDRMS) as defined by Treasury Board, and physical objects (e.g. files) held within a records office, fall under the purview of the Records Management Program. For more information on EDRMS, refer to the IM Wiki.

3. 3. Records management tools must enable the management of IRBV throughout the records and information lifecycle, from creation to disposition, and must be managed by an Information Management Functional Specialist (IMFS) or by IM managers/Information Management Branch (IMB)-delegated authorities, and must be monitored by an IMFS to ensure IM compliance. Refer to Library and Archives Canada (LAC), Records and Information Lifecycle Management.

4. Inventories

4. 1. All IRBV that have been incorporated into the RCMP's Records Management Program must be identified in an inventory maintained by a divisional IMFS.

4. 1. 1. Hard-copy (e.g. paper) IRBV can be organized by file number.

4. 1. 2. If an employee uses electronic storage media (e.g. a network drive, local drive, CD/DVD) to store information, full text search must be enabled.

4. 1. 3. The divisional inventory of IRBV must include the following:

4. 1. 3. 1. file or document number;

4. 1. 3. 2. file status, e.g. open, concluded, missing;

4. 1. 3. 3. classification, e.g. primary, employee folder type, operational code;

4. 1. 3. 4. format, i.e. paper, electronic;

4. 1. 3. 5. volume number;

4. 1. 3. 6. volume year;

4. 1. 3. 7. identifier, e.g. prefix, if applicable;

4. 1. 3. 8. file title, if applicable;

4. 1. 3. 9. name, date of birth (DOB), or HRMIS number of the file's subject for employees and non-employees, if applicable;

4. 1. 3. 10. creation date;

4. 1. 3. 11. location, location change, if applicable, and location change date;

4. 1. 3. 12. volume or space in linear meters for physical objects, or gigabytes for electronic;

4. 1. 3. 13. file conclusion and folder closure date;

4. 1. 3. 14. retention period;

4. 1. 3. 15. disposition activity;

4. 1. 3. 16. name of the IMFS who completed the disposition;

4. 1. 3. 17. disposition date;

4. 1. 3. 18. security designation;

4. 1. 3. 19. name of the individual who charged out or accessed the IRBV;

4. 1. 3. 20. date of access;

4. 1. 3. 21. essential records status, if applicable;

4. 1. 3. 22. purge lock or associated hold on disposition; and

4. 1. 3. 23. moratorium on destruction, business hold, or Access to Information and Privacy (ATIP) request associated to the hold;

4. 1. 4. The divisional inventory must be able to track the total number of files or documents in both electronic and paper formats that have:

4. 1. 4. 1. been disposed in a given fiscal year, and

4. 1. 4. 2. not been disposed, despite an expired retention period and no associated hold.

4. 1. 5. The divisional IMFS must maintain an inventory of all repositories used in their division, which must include the following:

4. 1. 5. 1. repository name;

4. 1. 5. 2. format, i.e. software;

4. 1. 5. 3. owner;

4. 1. 5. 4. status, i.e. active, semi-active, legacy;

4. 1. 5. 5. information type, i.e. IRBV, transitory;

4. 1. 5. 6. volume, in bytes;

4. 1. 5. 7. lifecycle status, i.e. "Does it manage all the steps in the lifecycle?" and "Is it IM compliant?"; and

4. 1. 5. 8. associated classification structure.

4. 2. Information Management Policy Section IMFSs must maintain a national inventory of all IRBV types created in the RCMP, and an inventory of all repositories used in the RCMP.

4. 2. 1. The national inventory of IRBV must include the following:

4. 2. 1. 1. all RCMP functions and activities,

4. 2. 1. 2. associated IRBV types,

4. 2. 1. 3. security designation,

4. 2. 1. 4. data governance,

4. 2. 1. 5. associated classification structure, and

4. 2. 1. 6. open government status.

4. 2. 2. The national inventory of repositories must include the following;

4. 2. 2. 1. repository name;

4. 2. 2. 2. format, i.e. software;

4. 2. 2. 3. owner;

4. 2. 2. 4. status, i.e. active, semi-active, legacy;

4. 2. 2. 5. information type, i.e. IRBV, transitory;

4. 2. 2. 6. volume, in bytes;

4. 2. 2. 7. lifecycle status, i.e. "Does it manage all the steps in the lifecycle?" and "Is it IM compliant?"; and

4. 2. 2. 8. associated classification structure.

5. Information Handling

5. 1. Information Resources of Business Value

5. 1. 1. General

5. 1. 1. 1. IRBV are materials, regardless of format, that are created or acquired because they enable and document decision-making in support of programs, services, and ongoing operations, and support departmental reporting, performance and accountability requirements. IRBV include, but are not limited to, original:

5. 1. 1. 1. 1. documents where decisions are made;

5. 1. 1. 1. 2. information that supports RCMP programs or activities;

5. 1. 1. 1. 3. documents that have a legal impact;

5. 1. 1. 1. 4. drafts distributed for comments;

5. 1. 1. 1. 5. annotated drafts containing approvals or that show the evolution of a document;

5. 1. 1. 1. 6. final version of documents;

5. 1. 1. 1. 7. minutes of meetings;

5. 1. 1. 1. 8. information pertaining to the monitoring of performance;

5. 1. 1. 1. 9. documents that are needed for court;

5. 1. 1. 1. 10. exhibits;

5. 1. 1. 1. 11. documents that are likely to be the subject of an ATIP request;

5. 1. 1. 1. 12. information received from an external source that is required to fulfill an RCMP business activity; and

5. 1. 1. 1. 13. messages containing information of business value, e.g. fax, instant messaging, social media, and email.

5. 1. 1. 2. IRBV formats include, but are not limited to:

5. 1. 1. 2. 1. Pin to Pin, Blackberry Messenger, social media messages, instant messages, text messages;

5. 1. 1. 2. 2. information created or captured using communication tools, such as e-mails, Wiki, Facebook, Twitter;

5. 1. 1. 2. 3. invoices, bills, receipts, financial and procurement transactions;

5. 1. 1. 2. 4. information created using any type of software, including Word processing software, spreadsheets software, presentations software, diaporama, flowchart software;

5. 1. 1. 2. 5. facsimile (fax);

5. 1. 1. 2. 6. notebook entries, handwritten notes, rough notes, letters;

5. 1. 1. 2. 7. documents saved on storage drives, such as network, shared, external, and personal drives, including CDs, DVDs, USB keys/drives/tokens (also known as memory keys/drives/tokens);

5. 1. 1. 2. 8. editorial or graphic works;

5. 1. 1. 2. 9. all forms of audio and video recordings, including saved sounds, voice mail, videos, recordings obtained from service providers, wire taps, surveillance videos, videos saved on YouTube, videotapes, images, animated images such as moving .GIF images;

5. 1. 1. 2. 10. slide photographs;

5. 1. 1. 2. 11. Web documents, such as XML, HTML, XHTML, MIME;

5. 1. 1. 2. 12. Internet communications and publications, temporary internet files;

5. 1. 1. 2. 13. information saved (created or captured) in a database and/or system, including metadata, network monitoring logs (with keystrokes), audit logs;

5. 1. 1. 2. 14. plans, drawings, maps, books, graphs, pamphlets;

5. 1. 1. 2. 15. Microforms, such as microfiche and microfilm.

5. 1. 1. 3. To view IRBV or perform IM activities, an IMFS/delegate must have a security clearance equal to, or higher than, the identified security designation of the IRBV.

5. 1. 1. 4. Employees cannot modify, remove, purge, or destroy IRBV held in the Records Management Program, unless specifically authorized by IMPS or a divisional IM Manager/delegate, when:

5. 1. 1. 4. 1. physical objects have been placed on the official file;

5. 1. 1. 4. 2. the IRBV has been marked as final, where version control exists; or

5. 1. 1. 4. 3. the file has been concluded.

5. 1. 1. 5. For more information about IRBV, refer to the IM Wiki.

5. 1. 2. Records Management Program

5. 1. 2. 1. Within 30 days of receipt or creation, all IRBV created or held in the RCMP must be associated to an official file in the RCMP Records Management Program by the employee responsible for the IRBV, unless stated otherwise in another RCMP IM policy.

5. 1. 2. 2. Employees are responsible for ensuring all IRBV are incorporated into the Records Management Program when:

5. 1. 2. 2. 1. the IRBV is required to support an RCMP activity the employees are performing; and

5. 1. 2. 2. 2. the employees are the author, creator, or originator of the IRBV; or

5. 1. 2. 2. 3. the employees possess the only copy in the organization.

5. 1. 3. Copies

5. 1. 3. 1. A copy of information is only considered IRBV when all the following criteria are met:

5. 1. 3. 1. 1. no original exists in the RCMP;

5. 1. 3. 1. 2. it is the only copy of its kind; and

5. 1. 3. 1. 3. it is required to support RCMP programs and activities.

EXCEPTION: A file copied for the Essential Records Program is also considered IRBV.

5. 1. 3. 2. Employees must not save duplicate information in the Records Management Program unless strictly necessary. A single source of truth (SSOT), also known as single point of truth (SPOT), refers to the practice of storing information only once, which will ensure information reliability, integrity, and accessibility for business, legal, and analytics purposes.

5. 1. 3. 2. 1. Whenever possible, reference or link to existing information.

5. 1. 4. Categories

5. 1. 4. 1. IRBV must be classified in one of the following categories:

5. 1. 4. 1. 1. Administrative;

5. 1. 4. 1. 2. Employee;

5. 1. 4. 1. 3. Operational; or

5. 1. 4. 1. 4. Library of Congress, for publications contained within RCMP Libraries.

5. 1. 5. Security Designation

5. 1. 5. 1. Employees must:

5. 1. 5. 1. 1. immediately apply the appropriate security designation to the information they have created; and

NOTE: The security designation of the information cannot exceed the security designation of the system or file to which it has been associated.

5. 1. 5. 1. 2. ensure that all information is safeguarded in accordance with the identified security designation, as per AM ch. XI.1., Organizational and Administrative Security.

EXAMPLE: In a Protected-B environment, information added to a system cannot exceed Protected-B; otherwise it would be considered a security breach.

5. 1. 6. Storage

5. 1. 6. 1. To avoid creating paper documents, IRBV must be entered directly into an IM-approved EDRMS whenever possible.

5. 1. 6. 2. When an IM-approved EDRMS is not available, print the IRBV or use an electronic media storage device to associate the IRBV to an official file within the Records Management Program. Refer to sec. 5.4., Electronic Media Storage.

5. 1. 6. 3. If permitted by the divisional IM manager, structured IM-approved network drives can be used to store and organize administrative IRBV until a divisionally- or nationally-approved EDRMS is available, as long as the information is properly lifecycle managed. Refer to IMM ch. 2.1., Administrative Information Resources.

5. 1. 6. 4. The use of network drives to store and organize operational audio and video files is permitted until a nationally-approved tool is available.

5. 1. 7. Electronic IRBV

5. 1. 7. 1. IRBV saved in the Records Management Program in an electronic format must be kept in their original format.

5. 1. 7. 1. 1. Printed duplicates will be considered transitory.

5. 1. 7. 2. Before electronic IRBV are incorporated into an EDRMS, employees must ensure the electronic IRBV are unencrypted and/or uncompressed.

5. 1. 7. 3. Before purging files in an EDRMS, an IMFS/divisional IM manager's delegate must review the files.

5. 1. 8. Metadata

5. 1. 8. 1. Metadata is part of the IRBV and must be managed with its associated information.

5. 1. 9. Delegating Authority

5. 1. 9. 1. The divisional IM manager may delegate their authority for: disposition activities, destruction of the scanned hard-copy for digitization, IM lifecycle activities performed in a divisional system to which the IMFS does not have access, and off-site storage destruction and shipping.

NOTE: Audit and compliance activities cannot be delegated.

5. 1. 9. 2. IMPS may delegate authority for:

5. 1. 9. 2. 1. disposition activities;

5. 1. 9. 2. 2. IM lifecycle activities performed in a national system; and

5. 1. 9. 2. 3. IM activities with a national impact.

5. 2. Transitory Information

5. 2. 1. Transitory information resources (IR) are those information resources that are of short term or of no business value, and are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory information must not be incorporated into the Records Management Program.

5. 2. 2. Transitory IR includes, but is not limited to: documents that do not support business decisions, email replies where you are not the originating author, personal messages, unsolicited advertisements, preliminary or working drafts, print screens, miscellaneous notices or memoranda, agendas and meetings which you are attending, duplicate copies of publications, duplicate copies of electronic IRBV saved in an IM-approved EDRMS, copies of RCMP policy instruments for which you are not the author, and personal non-work related information.

5. 2. 3. Transitory information can be destroyed, deleted, and removed by employees when the information no longer has a purpose.

EXCEPTIONS:

1. Information that is subject to an ATIP request must be kept for two years from the date of disclosure.

2. Information that is subject to a moratorium on destruction for legal and business holds must be kept until advised by the divisional IMFS.

5. 3. Working Files

5. 3. 1. Working files are temporary, unofficial files containing transitory information, that are kept by an employee for easy retrieval while performing an ongoing task, assembling a group or document, or waiting on feedback. Examples include, but are not limited to:

5. 3. 1. 1. notes, personal, or otherwise;

5. 3. 1. 2. minor drafts;

5. 3. 1. 3. sketches;

5. 3. 1. 4. calculations;

5. 3. 1. 5. telephone message slips; and

5. 3. 1. 6. copies of original documents.

5. 3. 2. Working files could contain three types of material:

5. 3. 2. 1. working material, which includes information gathered while working on a task;

5. 3. 2. 2. reference material, which includes non-business value copies of documents, that is maintained for information purposes only, e.g. interesting bits of information on a website, in a book, or provided to you by a colleague, which may have immediate or long term value to employees while performing their jobs; and

NOTE: The reference material, including copies of IRBV, must be directly related to the job performed by the individual keeping reference material.

5. 3. 2. 3. convenience material, which is maintained for ease of access and reference. This material is kept when you know you will be accessing certain documents more frequently until an action has been completed, e.g. most managers will keep a copy of the staffing packages they sent to human resources in case they will need to make reference to them during the staffing process.

5. 3. 4. Working files must be protected according to their designated security level.

5. 3. 5. Working files are subject to:

5. 3. 5. 1. ATIP requests,

5. 3. 5. 2. litigation requests, and

5. 3. 5. 3. all applicable IM guidelines.

5. 3. 6. If a working file contains information that is subject to an ATIP request or litigation, the employee must provide that information.

5. 3. 7. Working files cannot contain personal information, unless the person to which the information pertains is made aware that the information is being collected, by whom, and the purposes for which it is being collected.

5. 3. 8. Working files can be kept as long as needed.

5. 3. 9. Employees must review, at minimum annually, working file content to ensure that the working file is still needed, and that it does not contain original IRBV.

5. 3. 9. 1. If a working file is no longer needed, the employee must destroy it.

EXCEPTIONS:

1. Working files that are subject to an ATIP request must be kept for two years from the date of disclosure.

2. Working files that are subject to litigation must be kept until the employee is advised that the moratorium on destruction for the legal hold has been lifted.

5. 3. 9. 2. If a working file contains original IRBV, the employee must ensure that all original IRBV is incorporated into the Records Management Program.

5. 3. 10. Employees should keep a list of all working files and ensure that the list is accessible to colleagues.

5. 3. 11. Working files must be indexed by the originator.

5. 3. 11. 1. The index must be accessible to all colleagues.

EXCEPTION: When specific security restrictions apply.

5. 3. 11. 2. Indexing must include:

5. 3. 11. 2. 1. a clear and concise title,

5. 3. 11. 2. 2. the location of the working file, and

5. 3. 11. 2. 3. the working file's security designation.

5. 4. Electronic Media Storage

5. 4. 1. Employees sending electronic IRBV to a records office, when the electronic IRBV has not been captured in an IM-approved EDRMS or storage media, must either print the electronic IRBV or save it to a CD or DVD. Prior to submission, the CD or DVD must have an associated detailed index, which must include:

5. 4. 1. 1. the originating database or application, if applicable;

5. 4. 1. 2. the date of the first and last document; and

5. 4. 1. 3. an index of keywords.

EXCEPTION: Information required for 10 years or longer cannot be saved to a CD or DVD. It must be printed by the originating unit and be given to the IMFS responsible for the management of related official files in that division, to be incorporated into the Records Management Program.

5. 4. 2. For as long as the IRBV on a CD or DVD is held in an official file, the originating unit must ensure that the IRBV:

5. 4. 3. consists of only one specific subject or occurrence, and

5. 4. 4. is retrievable and searchable.

5. 4. 5. To avoid damage to a CD or DVD, an employee must not write directly on the CD or DVD. Information pertaining to the CD or DVD must be provided within the case.

5. 4. 6. An IMFS will advise the originating unit to print any IRBV held on a CD or DVD that could meet archival criteria.

EXCEPTION: Video and audio recordings.

5. 4. 7. Archives Management Section (AMS) will not accept any IRBV in electronic format unless stored in an approved EDRMS.

5. 4. 8. When the IMFS receives a CD or DVD for incorporation into the Records Management Program, before accepting it, they must ensure that the information:

5. 4. 8. 1. can be accessed, and

5. 4. 8. 2. meets the criteria outlined in sec. 5.4.

5. 4. 9. CDs and DVDs cannot be stored in humid environments.

5. 4. 10. IRBV can be held on encrypted RCMP USB memory keys and portable media storage if the IRBV are incorporated into the Records Management Program within 24 hours of being saved to these storage devices.

5. 4. 11. IRBV held on RCMP USB memory keys and portable media storage must be incorporated into an IM-approved EDRMS, printed, or placed on a CD or DVD.

NOTE: The Records Management Program will not accept RCMP USB memory keys and portable media storage.

5. 4. 11. 1. Once the IRBV are incorporated into the Records Management Program, any copies held on the storage devices will be considered transitory. Refer to sec. 5.2., Transitory Information.

5. 4. 12. Reference material is considered transitory and may be held on encrypted RCMP USB memory keys and portable media storage devices.

5. 4. 13. RCMP USB memory keys and portable storage devices must not contain personal information.

5. 4. 14. A detailed index of the information held on RCMP USB memory keys and portable storage devices must be created separately from the device.

5. 4. 14. 1. The index must be accessible by the section/unit manager or team lead.

5. 5. Bulk Filing

5. 5. 1. Bulk files can be created when there is a large volume of similar activities of no further substantive investigative value.

5. 5. 2. To allow for retrieval, each document must be indexed by relevance of topic. Indexing requirements include:

5. 5. 2. 1. the date, and

5. 5. 2. 2. the individuals involved.

5. 6. File Transfers

5. 6. 1. Official files can only be transferred to another location by an IMFS within the records office or detachment equivalent.

5. 6. 2. Only an IMFS in the records office or detachment equivalent must transfer official files to a location outside the RCMP.

5. 6. 3. An IMFS must:

5. 6. 3. 1. before transfer, ensure files are properly maintained and organized in compliance with IM policy instruments;

5. 6. 3. 2. include in their shipment, a completed Form 2486, Transmittal/Acknowledgement of Admin and Ops Records and/or Form 3150, Transmittal/Acknowledgement of Employee Records to identify all files being transferred; and

5. 6. 3. 3. amend their IRBV inventory to ensure it reflects that the files have been transferred.

5. 6. 4. Within 30 days of receiving transferred files, the receiver must confirm receipt by signing and returning all accompanying transfer forms to the originating IMFS.

5. 6. 5. The originating IMFS must incorporate the confirmation of receipt into the Records Management Program, as per IMM App. 2-1-1, Administrative Information Classification and Retention Structure, primary 1466 – Program and Office Administration, registers of files.

5. 7. Missing Files

5. 7. 1. If an employee cannot find a file that is charged out to them, they must ensure that all desks and storage areas in their branch/unit/section have been searched by their colleagues.

5. 7. 2. If the file is still missing, the employee must immediately advise their local IMFS responsible for managing the file.

5. 7. 3. The IMFS must:

5. 7. 3. 1. conduct a full search of their holdings, e.g. records office, off-site storage locations; and

5. 7. 3. 2. contact the employee to ensure that the proper steps were followed to locate the missing file.

5. 7. 4. If the file is still missing, the IMFS must contact the last person to charge out the file before the employee who reported it missing.

5. 7. 5. If the person who last charged out the file does not have the file, the IMFS must ask all individuals located in the same building as the employee who reported the file missing to search their respective areas for the missing file.

5. 7. 6. If the file is still missing one month after the employee reported it missing, the IMFS must coordinate a divisional search by sending an email broadcast to all individuals in the division in which the file was lost, asking them to search their respective areas.

5. 7. 7. If the file is still missing after an additional two months, the IMFS must send an email to their divisional security specialist to report the file missing, and complete and forward a Form 2159, Security Incident Report to the divisional security specialist.

5. 7. 8. Once the divisional security specialist has received the form, the file is officially considered missing.

5. 7. 9. If further information is received to be placed on the missing file, the IMFS must create a temporary file to store the new information.

5. 7. 10. The IMFS must classify all IRBV pertaining to the attempt to locate the missing file, as per IMM App. 2-1-1, primary 1466 – Program and Office Administration, registers of files.

5. 7. 10. 1. The IRBV pertaining to the attempt to locate the missing file cannot be bulk filed.

5. 7. 11. The IMFS must update the status of the missing file on the IRBV inventory to reflect that the file is missing.

6. Conclusion of Files

6. 1. Files can only be concluded once all associated or anticipated activities have been completed.

6. 1. 1. If a concluded file has a new associated activity, the file must be re-opened.

6. 2. To determine whether an open and inactive file should be concluded, the file must be reviewed by an IMFS/delegate.

6. 2. 1. Files are considered inactive if they have not received any correspondence within 2 years.

6. 3. Upon conclusion of a file, an IMFS/delegate must apply retention periods as per the applicable IM policy.

6. 3. 1. For Administrative Information Resources, refer to IMM App. 2-1-1, Administrative Information Classification and Retention Structure.

6. 3. 2. For Employee Information Resources, refer to IMM App. 2-2-1, Employee Information Classification and Retention Structure.

6. 3. 3. For Operational Information Resources, refer to IMM App. 2-3-1, Operational Information Classification and Retention Structure.

6. 4. For more information about file conclusion, refer to the applicable IM policy.

6. 4. 1. For Administrative Information Resources, refer to IMM ch. 2.1., Administrative Information Resources;

6. 4. 2. For Employee Information Resources, refer to IMM ch. 2.2., Employee Information Resources;

6. 4. 3. For Operational Information Resources, refer to IMM ch. 2.3., Operational Information Resources.

7. Information Access

7. 1. Information should be accessible, shareable, and usable.

7. 2. Specific access restrictions should only be applied to information when absolutely necessary, or when dealing with sensitive or personal information.

7. 3. For tracking purposes, employees can use Form 4148, File Action Request when requesting files from a records office or by email.

7. 4. Access to IRBV and official files must be unrestricted, i.e. open to all employees.

EXCEPTION: When specific restrictions are required.

7. 4. 1. Access must be provided:

7. 4. 1. 1. to employees in the course of their duties;

7. 4. 1. 1. 1. When access to information is restricted, the CO may request in writing to have the restricted information shared with an employee, if the information is located in a file under the CO's control.

EXCEPTION: This is not necessary for an IMFS, who has access to all files in the course of their duties.

7. 4. 1. 2. to counsel appointed to act for the RCMP on behalf of the Crown;

7. 4. 1. 3. to an IMFS under the IM Program, including but not limited to:

7. 4. 1. 3. 1. records suspension coordinators under the IM Program;

7. 4. 1. 3. 2. ATIP coordinators under the IM Program;

7. 4. 1. 3. 3. records office employees; and

7. 4. 1. 3. 4. IMPS.

7. 4. 1. 4. ATIP Branch; and

7. 4. 1. 5. to an individual when specifically authorized by law.

7. 5. Access to information held for moratoriums on destruction for legal holds can be given, on a need-to-know basis, to the following:

7. 5. 1. the lead investigative unit;

7. 5. 2. the contributing Office of Primary Interest (OPI);

7. 5. 3. an IMFS under the IM Program;

7. 5. 4. counsel appointed to act for the RCMP on behalf of the Crown;

7. 5. 5. the OPI responsible for the coordination of legal proceedings on behalf of the RCMP; and

7. 5. 6. employees in the course of their duties, who can obtain view-only access when arranged through the lead investigative unit or contributing OPI.

7. 6. When view-only access is granted:

7. 6. 1. an IMFS, or an individual from the lead investigative unit or contributing OPI must be present, and

7. 6. 2. charge-outs are not permitted.

7. 7. Employees must have a security clearance equal to or higher than the identified security designation of the IRBV to access the information.

7. 8. For further information concerning accessing employee files, refer to IMM ch. 3.1., Information Access.

8. Essential Records Program

8. 1. General

8. 1. 1. The Essential Records Program is a set of policies, plans, and procedures, and the resources required to identify, select, store, and protect the essential records needed to meet operational responsibilities during disastrous events, during which vital documents or data may be lost or unavailable.

8. 1. 2. The Essential Records program is part of the RCMP's Business Continuity Plan.

8. 1. 3. Divisional Essential Records Programs must be developed and regularly updated by the divisional IMFS within the context of the Operational Readiness Response Program.

8. 1. 4. Information pertaining to the coordination of the Essential Records Program must be classified as per App. 2-1-1, primary 1466 – Program and Office Administration, Program and Office Administration and Coordination.

8. 1. 5. Essential Records are IRBV considered essential to continuing or re-establishing critical institutional functions. For more information, refer to Information Management Standard – Preservation of Essential Information Resources of Business Value (IRBV).

8. 2. Roles and Responsibilities

8. 2. 1. Managers are responsible for:

8. 2. 1. 1. identifying essential records that qualify under the Essential Records Program for their section, and

8. 2. 1. 2. advising the local records office or detachment equivalent of the essential records.

8. 2. 2. The IMFS/delegate is responsible for:

8. 2. 2. 1. classifying the essential records as per IMM app. 2-1-1, primary 244 – Program and Office Administration, Business Continuity Plans.

8. 2. 2. 2. placing the essential records into an essential file;

8. 2. 2. 3. making a copy of the essential file;

8. 2. 2. 4. storing the copied file in an alternate location off-site that meets Departmental Security Standards. Refer to the Physical Security Guide;

NOTE: The copied file is also considered IRBV.

8. 2. 2. 5. coordinating an annual review of essential files with the originating section to ensure that the IRBV deemed essential is still current and valid;

8. 2. 2. 5. 1. If an essential file no longer qualifies for the Essential Records Program:

8. 2. 2. 5. 1. 1. retrieving the copy of the essential file from its storage site and return it to the local records office; and

8. 2. 2. 5. 1. 2. amending the essential file inventory.

8. 2. 3. The local records office or detachment equivalent is responsible for:

8. 2. 3. 1. keeping an inventory that tracks all essential files that are part of the Essential Records Program.

8. 2. 3. 1. 1. The inventory must be classified as per IMM app. 2-1-1, primary 1466 – Program and Office Administration, registers of files.

9. Retention and Disposition

9. 1. Upon expiration of the prescribed retention period of an IRBV, an IMFS must perform one of the following disposition actions:

9. 1. 1. deletion or destruction of the IRBV;

9. 1. 2. extension of retention period;

9. 1. 3. alienation, including transfer to external investigative bodies;

9. 1. 4. transfer of public service employee (PSE) files and temporary civilian employee (TCE) files directly to the LAC Regional Service Centre in Winnipeg; and

9. 1. 5. transfer of archival information to AMS.

9. 1. 5. 1. AMS will;

9. 1. 5. 1. 1. transfer archival IRBV, also known as information resources of enduring value (IREV), to LAC according to LAC requirements;

9. 1. 5. 1. 2. not accept electronic IREV unless held in an approved EDRMS; and

9. 1. 5. 1. 3. only accept video or audio recordings saved on a CD or DVD.

9. 2. Employees must not delete or destroy IRBV before it has met the prescribed retention period, as per IMM App. 2-1-1 and IMM App. 2-2-1.

9. 3. An IMFS/delegate will dispose of IRBV upon the expiration of the prescribed retention periods.

EXCEPTION: When required for administrative, legal, or operational purposes.

9. 4. An IMFS/delegate **must** extend the retention period of an IRBV when:

9. 4. 1. the IRBV are required for litigation or boards of inquiry and are subject to a moratorium on destruction for legal holds;

9. 4. 2. court ordered;

9. 4. 3. the information has been disclosed to an investigative body;

9. 4. 4. the IRBV has been flagged as part of a formal or informal disclosure and is set to purge in less than 60 days, in which case the IMFS/delegate must:

9. 4. 4. 1. extend the retention period for 60 days to ensure that the IRBV will be available long enough to determine whether it will be used; and

9. 4. 4. 2. review the IRBV for a longer extension when required.

9. 4. 4. 2. 1. If an ATIP request has been submitted and disclosure has occurred, the IMFS/delegate must extend the retention period for 2 years.

9. 4. 4. 2. 2. If information has been disclosed as per *Privacy Act*, paragraph 8.2(e), the IMFS/delegate must extend the retention period for 2 years.

9. 5. An IMFS/delegate **may** extend the retention period of an IRBV when:

9. 5. 1. business requirements have been identified by the client and have been validated by the local records office or detachment equivalent. Business requirements include, but are not limited to:

9. 5. 1. 1. the development of patterns or intelligence,

9. 5. 1. 2. training value,

9. 5. 1. 3. investigative value,

9. 5. 1. 4. prohibition orders,

9. 5. 1. 5. archival reviews, and

9. 5. 1. 6. research value.

9. 6. IRBV must be disposed before the expiration of their retention periods when a:

9. 6. 1. court order is received; or

9. 6. 2. free pardon is received.

9. 7. All information must be destroyed or deleted as per proper security requirements. Refer to the Physical Security Guide.

10. IM Risk Profile of Information Resources of Business Value

10. 1. IMB has full authority over the information resources risk management process, and is responsible for maintaining and updating an IM risk profile of IRBV, as provided by the risk coordinator.

10. 2. Identified information resource risks must be assessed to determine their impact on the organization, and the likelihood of the risk occurring.

10. 3. Risk owners must identify their strategy to mitigate or accept any given risk.

10. 4. Identified high priority information resource risks must be escalated to the CIO/IMSO for potential incorporation into the Corporate Risk Profile and escalation to the D/Commr.

10. 5. Risk mitigation activities must be included in IM plans and strategies.

11. Consequences of Non-Compliance

11. 1. Consequences of non-compliance with this or any IM policy may include:

11. 1. 1. information being documented using employee performance tools;

11. 1. 2. business lines being required to provide financial compensation for resources in the divisional IM program to achieve compliance;

11. 1. 3. informal follow-ups with divisional IMFS;

11. 1. 4. formal direction on corrective measures from IMPS, IMB, or the CIO;

11. 1. 5. formal follow-ups and internal audits with:

11. 1. 5. 1. divisional IM managers;

11. 1. 5. 2. IMPS.

NOTE: Formal follow-up could lead to litigation, where applicable.

References

- *Emergency Management Act*
- *Library and Archives of Canada Act*
- *Privacy Regulations*
- Treasury Board of Canada Secretariat, Operational Security Standard - Business Continuity Planning (BCP) Program
- Treasury Board of Canada Secretariat, Directive on Information Management Roles and Responsibilities
- Treasury Board of Canada Secretariat, Directive on Recordkeeping
- Treasury Board of Canada Secretariat, Guideline for Employees of the Government of Canada: Information Management (IM) Basics
- Treasury Board of Canada Secretariat, Policy on Acceptable Network and Device Use
- Treasury Board of Canada Secretariat, Policy on Government Security

- Treasury Board of Canada Secretariat, Policy on Information Management
- Treasury Board of Canada Secretariat, Security Organization and Administration Standard
- Treasury Board of Canada Secretariat, Standard for Electronic Documents and Records Management Solutions (EDRMS)
- Library and Archives Canada, Mail Management in Government Departments and Agencies Handbook
- AM ch. II.6., Official Languages
- AM ch. XI.1., Organizational and Administrative Security
- AM ch. XI.3., Physical Security
- IMM ch. 2.3., Operational Information Resources
- Individualized Instructional Modules (IIM)

Date Modified: 2019-06-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

IMM - ch. 1.1. Information Management Stewardship

Policy Amended: 2020-10-15

Bulletin IMM-13 - 2016-05-26 - Instant Messaging

For information regarding this policy, contact Information Management Policy Section, Information Management Branch.

1. Policy
2. Definitions
3. Records Management Program
4. Inventories
5. Information Handling
6. Conclusion of Files
7. Information Access
8. Essential Records Program
9. Retention and Disposition
10. IM Risk Profile of Information Resources of Business Value
11. Consequences of Non-Compliance

1. Policy

1. 1. Information Management stewardship refers to the careful and responsible managing and oversight of Information Management (IM).

1. 2. The Information Management Senior Official (IMSO) is accountable for compliance with legislation and policy instruments with an impact on IM. In the RCMP, the IMSO is the Chief Information Officer (CIO).

1. 3. All RCMP policy instruments, including procedures, must comply with Government of Canada legislative requirements with an impact on IM, and Treasury Board of Canada Secretariat IM policy instruments.

1. 4. This policy must be read in conjunction with IMM ch. 1.2., Information Management Roles and Responsibilities.

1. 5. IM policy and procedural information, including retention periods, must only be published in IM-specific policies, unless authorized by Information Management Policy Section (IMPS) for

national policy instruments, or the divisional Information Management Manager for divisional policy instruments.

1. 6. This policy applies to all RCMP employees who have access to RCMP information, including but not limited to, regular members, public service indeterminate and term employees, persons with a casual status, students, temporary civilian employees, temporary help, municipal employees, consultants, and contractors.

1. 7. When employees create or receive information, they must in a timely manner:

1. 7. 1. determine whether the information is of business value or transitory, and

1. 7. 2. manage the information as per RCMP IM policies.

1. 8. All information resources created by an individual on behalf of the RCMP, regardless of format:

1. 8. 1. are subject to the *Access to Information Act*, *Privacy Act*, and litigation or business hold/administrative investigation requests; and

1. 8. 2. must be searchable.

2. Definitions

2. 1. **alienation** means the act of transferring files, as part of the disposition process, outside of the control of the Government of Canada.

2. 2. **charge-out** means an employee temporarily signs out and removes a document or file from its storage location, e.g. a hardcopy file from a records office, or an electronic file from an electronic document and record management system (EDRMS).

2. 3. **convenience file** means an unofficial file that is maintained for ease of access and reference. These files are kept when you know you will be accessing certain documents more frequently until an action has been completed, e.g. most managers will keep a copy of the staffing packages they sent to human resources in case they will need to make reference to them during the staffing process.

2. 4. **information resource (IR) risk** means a risk to RCMP information resources (IRs) that has the potential to influence the achievement of the RCMP's strategic objectives. These could be risks associated with the security, privacy, access, retention, disposition, and storage of IRs.

2. 5. **official file** means a file that is being managed in the RCMP's Records Management Program by an information management functional specialist (IMFS)/delegate.

2. 6. **policy instruments** means the methods used by an organization to provide clear direction to employees on how to orient or align their activities toward the achievement of organizational goals. These instruments include policies, procedures, standards, guidelines, and tools, e.g. best practices and handbooks.

2. 7. **reference file** means a file that contains non-business value copies of documents that is maintained for information purposes only, e.g. interesting bits of information on a website, in a book, or provided to you by a colleague, which may have immediate or long term value to employees while performing their jobs.

2. 8. **risk owner** means an individual who is responsible for the management, monitoring, and control of an identified information resource risk, including the implementation of a defined strategy. The risk owner is capable of managing the risk and has the knowledge, resources, and authority to deal with the risk.

2. 9. **searchable** means information that is stored and organized in such a manner that it is capable of being searched and found using keywords, e.g. employee records are stored in a database indexed by HRMIS number so that a user can search the database and find records by entering a HRMIS number using a search tool.

2. 10. **stewardship** means the careful and responsible managing and oversight of business affairs.

2. 11. **unofficial file** means a file containing information resources of business value that is not being managed in the RCMP's Records Management Program, e.g. files managed in local drives or in systems that have not received an IM approval either from a divisional IM manager for divisional systems or IMPS for national systems.

2. 12. **wet signature** means an original signature made with ink. This does not include digitized copies.

3. Records Management Program

3. 1. The Records Management Program is the responsibility centre for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of information resources of business value (IRBV), including processes for capturing and maintaining evidence of, and information about, business activities and transactions.

3. 2. IM-approved repositories, records management tools, systems such as electronic document and records management systems (EDRMS) as defined by Treasury Board, and physical objects (e.g. files) held within a records office, fall under the purview of the Records Management Program. For more information on EDRMS, refer to the IM Wiki.

3. 3. Records management tools must enable the management of IRBV throughout the records and information lifecycle, from creation to disposition, and must be managed by an Information Management Functional Specialist (IMFS) or by IM managers/Information Management Branch (IMB)-delegated authorities, and must be monitored by an IMFS to ensure IM compliance. Refer to Library and Archives Canada (LAC), Records and Information Lifecycle Management.

4. Inventories

4. 1. All IRBV that have been incorporated into the RCMP's Records Management Program must be identified in an inventory maintained by a divisional IMFS.

4. 1. 1. Hard-copy (e.g. paper) IRBV can be organized by file number.

4. 1. 2. If an employee uses electronic storage media (e.g. a network drive, local drive, CD/DVD) to store information, full text search must be enabled.

4. 1. 3. The divisional inventory of IRBV must include the following:

4. 1. 3. 1. file or document number;

4. 1. 3. 2. file status, e.g. open, concluded, missing;

4. 1. 3. 3. classification, e.g. primary, employee folder type, operational code;

4. 1. 3. 4. format, i.e. paper, electronic;

4. 1. 3. 5. volume number;

4. 1. 3. 6. volume year;

4. 1. 3. 7. identifier, e.g. prefix, if applicable;

4. 1. 3. 8. file title, if applicable;

4. 1. 3. 9. name, date of birth (DOB), or HRMIS number of the file's subject for employees and non-employees, if applicable;

4. 1. 3. 10. creation date;

4. 1. 3. 11. location, location change, if applicable, and location change date;

4. 1. 3. 12. volume or space in linear meters for physical objects, or gigabytes for electronic;

4. 1. 3. 13. file conclusion and folder closure date;

4. 1. 3. 14. retention period;

4. 1. 3. 15. disposition activity;

4. 1. 3. 16. name of the IMFS who completed the disposition;

4. 1. 3. 17. disposition date;

4. 1. 3. 18. security designation;

4. 1. 3. 19. name of the individual who charged out or accessed the IRBV;

4. 1. 3. 20. date of access;

4. 1. 3. 21. essential records status, if applicable;

4. 1. 3. 22. purge lock or associated hold on disposition; and

4. 1. 3. 23. moratorium on destruction, business hold, or Access to Information and Privacy (ATIP) request associated to the hold;

4. 1. 4. The divisional inventory must be able to track the total number of files or documents in both electronic and paper formats that have:

4. 1. 4. 1. been disposed in a given fiscal year, and

4. 1. 4. 2. not been disposed, despite an expired retention period and no associated hold.

4. 1. 5. The divisional IMFS must maintain an inventory of all repositories used in their division, which must include the following:

4. 1. 5. 1. repository name;

4. 1. 5. 2. format, i.e. software;

4. 1. 5. 3. owner;

4. 1. 5. 4. status, i.e. active, semi-active, legacy;

4. 1. 5. 5. information type, i.e. IRBV, transitory;

4. 1. 5. 6. volume, in bytes;

4. 1. 5. 7. lifecycle status, i.e. "Does it manage all the steps in the lifecycle?" and "Is it IM compliant?"; and

4. 1. 5. 8. associated classification structure.

4. 2. Information Management Policy Section IMFSs must maintain a national inventory of all IRBV types created in the RCMP, and an inventory of all repositories used in the RCMP.

4. 2. 1. The national inventory of IRBV must include the following:

4. 2. 1. 1. all RCMP functions and activities,

4. 2. 1. 2. associated IRBV types,

4. 2. 1. 3. security designation,

4. 2. 1. 4. data governance,

4. 2. 1. 5. associated classification structure, and

4. 2. 1. 6. open government status.

4. 2. 2. The national inventory of repositories must include the following;

4. 2. 2. 1. repository name;

4. 2. 2. 2. format, i.e. software;

4. 2. 2. 3. owner;

4. 2. 2. 4. status, i.e. active, semi-active, legacy;

4. 2. 2. 5. information type, i.e. IRBV, transitory;

4. 2. 2. 6. volume, in bytes;

4. 2. 2. 7. lifecycle status, i.e. "Does it manage all the steps in the lifecycle?" and "Is it IM compliant?"; and

4. 2. 2. 8. associated classification structure.

5. Information Handling

5. 1. Information Resources of Business Value

5. 1. 1. General

5. 1. 1. 1. IRBV are materials, regardless of format, that are created or acquired because they enable and document decision-making in support of programs, services, and ongoing operations, and support departmental reporting, performance and accountability requirements. IRBV include, but are not limited to, original:

5. 1. 1. 1. 1. documents where decisions are made;

5. 1. 1. 1. 2. information that supports RCMP programs or activities;

5. 1. 1. 1. 3. documents that have a legal impact;

5. 1. 1. 1. 4. drafts distributed for comments;

5. 1. 1. 1. 5. annotated drafts containing approvals or that show the evolution of a document;

5. 1. 1. 1. 6. final version of documents;

5. 1. 1. 1. 7. minutes of meetings;

5. 1. 1. 1. 8. information pertaining to the monitoring of performance;

5. 1. 1. 1. 9. documents that are needed for court;

5. 1. 1. 1. 10. exhibits;

5. 1. 1. 1. 11. documents that are likely to be the subject of an ATIP request;

5. 1. 1. 1. 12. information received from an external source that is required to fulfill an RCMP business activity; and

5. 1. 1. 1. 13. messages containing information of business value, e.g. fax, instant messaging, social media, and email.

5. 1. 1. 2. IRBV formats include, but are not limited to:

5. 1. 1. 2. 1. Pin to Pin, Blackberry Messenger, social media messages, instant messages, text messages;

5. 1. 1. 2. 2. information created or captured using communication tools, such as e-mails, Wiki, Facebook, Twitter;

5. 1. 1. 2. 3. invoices, bills, receipts, financial and procurement transactions;

5. 1. 1. 2. 4. information created using any type of software, including Word processing software, spreadsheets software, presentations software, diaporama, flowchart software;

5. 1. 1. 2. 5. facsimile (fax);

5. 1. 1. 2. 6. notebook entries, handwritten notes, rough notes, letters;

5. 1. 1. 2. 7. documents saved on storage drives, such as network, shared, external, and personal drives, including CDs, DVDs, USB keys/drives/tokens (also known as memory keys/drives/tokens);

5. 1. 1. 2. 8. editorial or graphic works;

5. 1. 1. 2. 9. all forms of audio and video recordings, including saved sounds, voice mail, videos, recordings obtained from service providers, wire taps, surveillance videos, videos saved on YouTube, videotapes, images, animated images such as moving .GIF images;

5. 1. 1. 2. 10. slide photographs;

5. 1. 1. 2. 11. Web documents, such as XML, HTML, XHTML, MIME;

5. 1. 1. 2. 12. Internet communications and publications, temporary internet files;

5. 1. 1. 2. 13. information saved (created or captured) in a database and/or system, including metadata, network monitoring logs (with keystrokes), audit logs;

5. 1. 1. 2. 14. plans, drawings, maps, books, graphs, pamphlets;

5. 1. 1. 2. 15. Microforms, such as microfiche and microfilm.

5. 1. 1. 3. To view IRBV or perform IM activities, an IMFS/delegate must have a security clearance equal to, or higher than, the identified security designation of the IRBV.

5. 1. 1. 4. Employees cannot modify, remove, purge, or destroy IRBV held in the Records Management Program, unless specifically authorized by IMPS or a divisional IM Manager/delegate, when:

5. 1. 1. 4. 1. physical objects have been placed on the official file;

5. 1. 1. 4. 2. the IRBV has been marked as final, where version control exists; or

5. 1. 1. 4. 3. the file has been concluded.

5. 1. 1. 5. For more information about IRBV, refer to the IM Wiki.

5. 1. 2. Records Management Program

5. 1. 2. 1. Within 30 days of receipt or creation, all IRBV created or held in the RCMP must be associated to an official file in the RCMP Records Management Program by the employee responsible for the IRBV, unless stated otherwise in another RCMP IM policy.

5. 1. 2. 2. Employees are responsible for ensuring all IRBV are incorporated into the Records Management Program when:

5. 1. 2. 2. 1. the IRBV is required to support an RCMP activity the employees are performing; and

5. 1. 2. 2. 2. the employees are the author, creator, or originator of the IRBV; or

5. 1. 2. 2. 3. the employees possess the only copy in the organization.

5. 1. 3. Copies

5. 1. 3. 1. A copy of information is only considered IRBV when all the following criteria are met:

5. 1. 3. 1. 1. no original exists in the RCMP;

5. 1. 3. 1. 2. it is the only copy of its kind; and

5. 1. 3. 1. 3. it is required to support RCMP programs and activities.

EXCEPTION: A file copied for the Essential Records Program is also considered IRBV.

5. 1. 3. 2. Employees must not save duplicate information in the Records Management Program unless strictly necessary. A single source of truth (SSOT), also known as single point of truth (SPOT), refers to the practice of storing information only once, which will ensure information reliability, integrity, and accessibility for business, legal, and analytics purposes.

5. 1. 3. 2. 1. Whenever possible, reference or link to existing information.

5. 1. 4. Categories

5. 1. 4. 1. IRBV must be classified in one of the following categories:

5. 1. 4. 1. 1. Administrative;

5. 1. 4. 1. 2. Employee;

5. 1. 4. 1. 3. Operational; or

5. 1. 4. 1. 4. Library of Congress, for publications contained within RCMP Libraries.

5. 1. 5. Security Designation

5. 1. 5. 1. Employees must:

5. 1. 5. 1. 1. immediately apply the appropriate security designation to the information they have created; and

NOTE: The security designation of the information cannot exceed the security designation of the system or file to which it has been associated.

5. 1. 5. 1. 2. ensure that all information is safeguarded in accordance with the identified security designation, as per AM ch. XI.1., Organizational and Administrative Security.

EXAMPLE: In a Protected-B environment, information added to a system cannot exceed Protected-B; otherwise it would be considered a security breach.

5. 1. 6. Storage

5. 1. 6. 1. To avoid creating paper documents, IRBV must be entered directly into an IM-approved EDRMS whenever possible.

5. 1. 6. 2. When an IM-approved EDRMS is not available, print the IRBV or use an electronic media storage device to associate the IRBV to an official file within the Records Management Program. Refer to sec. 5.4., Electronic Media Storage.

5. 1. 6. 3. If permitted by the divisional IM manager, structured IM-approved network drives can be used to store and organize administrative IRBV until a divisionally- or nationally-approved EDRMS is available, as long as the information is properly lifecycle managed. Refer to IMM ch. 2.1., Administrative Information Resources.

5. 1. 6. 4. The use of network drives to store and organize operational audio and video files is permitted until a nationally-approved tool is available.

5. 1. 7. Electronic IRBV

5. 1. 7. 1. IRBV saved in the Records Management Program in an electronic format must be kept in their original format.

5. 1. 7. 1. 1. Printed duplicates will be considered transitory.

5. 1. 7. 2. Before electronic IRBV are incorporated into an EDRMS, employees must ensure the electronic IRBV are unencrypted and/or uncompressed.

5. 1. 7. 3. Before purging files in an EDRMS, an IMFS/divisional IM manager's delegate must review the files.

5. 1. 8. Metadata

5. 1. 8. 1. Metadata is part of the IRBV and must be managed with its associated information.

5. 1. 9. Delegating Authority

5. 1. 9. 1. The divisional IM manager may delegate their authority for: disposition activities, destruction of the scanned hard-copy for digitization, IM lifecycle activities performed in a divisional system to which the IMFS does not have access, and off-site storage destruction and shipping.

NOTE: Audit and compliance activities cannot be delegated.

5. 1. 9. 2. IMPS may delegate authority for:

5. 1. 9. 2. 1. disposition activities;

5. 1. 9. 2. 2. IM lifecycle activities performed in a national system; and

5. 1. 9. 2. 3. IM activities with a national impact.

5. 2. Transitory Information

5. 2. 1. Transitory information resources (IR) are those information resources that are of short term or of no business value, and are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory information must not be incorporated into the Records Management Program.

5. 2. 2. Transitory IR includes, but is not limited to: documents that do not support business decisions, email replies where you are not the originating author, personal messages, unsolicited advertisements, preliminary or working drafts, print screens, miscellaneous notices or memoranda, agendas and meetings which you are attending, duplicate copies of publications, duplicate copies of electronic IRBV saved in an IM-approved EDRMS, copies of RCMP policy instruments for which you are not the author, and personal non-work related information.

5. 2. 3. Transitory information can be destroyed, deleted, and removed by employees when the information no longer has a purpose.

EXCEPTIONS:

1. Information that is subject to an ATIP request must be kept for two years from the date of disclosure.

2. Information that is subject to a moratorium on destruction for legal and business holds must be kept until advised by the divisional IMFS.

5. 3. Working Files

5. 3. 1. Working files are temporary, unofficial files containing transitory information, that are kept by an employee for easy retrieval while performing an ongoing task, assembling a group or document, or waiting on feedback. Examples include, but are not limited to:

5. 3. 1. 1. notes, personal, or otherwise;

5. 3. 1. 2. minor drafts;

5. 3. 1. 3. sketches;

5. 3. 1. 4. calculations;

5. 3. 1. 5. telephone message slips; and

5. 3. 1. 6. copies of original documents.

5. 3. 2. Working files could contain three types of material:

5. 3. 2. 1. working material, which includes information gathered while working on a task;

5. 3. 2. 2. reference material, which includes non-business value copies of documents, that is maintained for information purposes only, e.g. interesting bits of information on a website, in a book, or provided to you by a colleague, which may have immediate or long term value to employees while performing their jobs; and

NOTE: The reference material, including copies of IRBV, must be directly related to the job performed by the individual keeping reference material.

5. 3. 2. 3. convenience material, which is maintained for ease of access and reference. This material is kept when you know you will be accessing certain documents more frequently until an action has been completed, e.g. most managers will keep a copy of the staffing packages they sent to human resources in case they will need to make reference to them during the staffing process.

5. 3. 4. Working files must be protected according to their designated security level.

5. 3. 5. Working files are subject to:

5. 3. 5. 1. ATIP requests,

5. 3. 5. 2. litigation requests, and

5. 3. 5. 3. all applicable IM guidelines.

5. 3. 6. If a working file contains information that is subject to an ATIP request or litigation, the employee must provide that information.

5. 3. 7. Working files cannot contain personal information, unless the person to which the information pertains is made aware that the information is being collected, by whom, and the purposes for which it is being collected.

5. 3. 8. Working files can be kept as long as needed.

5. 3. 9. Employees must review, at minimum annually, working file content to ensure that the working file is still needed, and that it does not contain original IRBV.

5. 3. 9. 1. If a working file is no longer needed, the employee must destroy it.

EXCEPTIONS:

1. Working files that are subject to an ATIP request must be kept for two years from the date of disclosure.

2. Working files that are subject to litigation must be kept until the employee is advised that the moratorium on destruction for the legal hold has been lifted.

5. 3. 9. 2. If a working file contains original IRBV, the employee must ensure that all original IRBV is incorporated into the Records Management Program.

5. 3. 10. Employees should keep a list of all working files and ensure that the list is accessible to colleagues.

5. 3. 11. Working files must be indexed by the originator.

5. 3. 11. 1. The index must be accessible to all colleagues.

EXCEPTION: When specific security restrictions apply.

5. 3. 11. 2. Indexing must include:

5. 3. 11. 2. 1. a clear and concise title,

5. 3. 11. 2. 2. the location of the working file, and

5. 3. 11. 2. 3. the working file's security designation.

5. 4. Electronic Media Storage

5. 4. 1. Employees sending electronic IRBV to a records office, when the electronic IRBV has not been captured in an IM-approved EDRMS or storage media, must either print the electronic IRBV or save it to a CD or DVD. Prior to submission, the CD or DVD must have an associated detailed index, which must include:

5. 4. 1. 1. the originating database or application, if applicable;

5. 4. 1. 2. the date of the first and last document; and

5. 4. 1. 3. an index of keywords.

EXCEPTION: Information required for 10 years or longer cannot be saved to a CD or DVD. It must be printed by the originating unit and be given to the IMFS responsible for the management of related official files in that division, to be incorporated into the Records Management Program.

5. 4. 2. For as long as the IRBV on a CD or DVD is held in an official file, the originating unit must ensure that the IRBV:

5. 4. 3. consists of only one specific subject or occurrence, and

5. 4. 4. is retrievable and searchable.

5. 4. 5. To avoid damage to a CD or DVD, an employee must not write directly on the CD or DVD. Information pertaining to the CD or DVD must be provided within the case.

5. 4. 6. An IMFS will advise the originating unit to print any IRBV held on a CD or DVD that could meet archival criteria.

EXCEPTION: Video and audio recordings.

5. 4. 7. Archives Management Section (AMS) will not accept any IRBV in electronic format unless stored in an approved EDRMS.

5. 4. 8. When the IMFS receives a CD or DVD for incorporation into the Records Management Program, before accepting it, they must ensure that the information:

5. 4. 8. 1. can be accessed, and

5. 4. 8. 2. meets the criteria outlined in sec. 5.4.

5. 4. 9. CDs and DVDs cannot be stored in humid environments.

5. 4. 10. IRBV can be held on encrypted RCMP USB memory keys and portable media storage if the IRBV are incorporated into the Records Management Program within 24 hours of being saved to these storage devices.

5. 4. 11. IRBV held on RCMP USB memory keys and portable media storage must be incorporated into an IM-approved EDRMS, printed, or placed on a CD or DVD.

NOTE: The Records Management Program will not accept RCMP USB memory keys and portable media storage.

5. 4. 11. 1. Once the IRBV are incorporated into the Records Management Program, any copies held on the storage devices will be considered transitory. Refer to sec. 5.2., Transitory Information.

5. 4. 12. Reference material is considered transitory and may be held on encrypted RCMP USB memory keys and portable media storage devices.

5. 4. 13. RCMP USB memory keys and portable storage devices must not contain personal information.

5. 4. 14. A detailed index of the information held on RCMP USB memory keys and portable storage devices must be created separately from the device.

5. 4. 14. 1. The index must be accessible by the section/unit manager or team lead.

5. 5. Bulk Filing

5. 5. 1. Bulk files can be created when there is a large volume of similar activities of no further substantive investigative value.

5. 5. 2. To allow for retrieval, each document must be indexed by relevance of topic. Indexing requirements include:

5. 5. 2. 1. the date, and

5. 5. 2. 2. the individuals involved.

5. 6. File Transfers

5. 6. 1. Official files can only be transferred to another location by an IMFS within the records office or detachment equivalent.

5. 6. 2. Only an IMFS in the records office or detachment equivalent must transfer official files to a location outside the RCMP.

5. 6. 3. An IMFS must:

5. 6. 3. 1. before transfer, ensure files are properly maintained and organized in compliance with IM policy instruments;

5. 6. 3. 2. include in their shipment, a completed Form 2486, Transmittal/Acknowledgement of Admin and Ops Records and/or Form 3150, Transmittal/Acknowledgement of Employee Records to identify all files being transferred; and

5. 6. 3. 3. amend their IRBV inventory to ensure it reflects that the files have been transferred.

5. 6. 4. Within 30 days of receiving transferred files, the receiver must confirm receipt by signing and returning all accompanying transfer forms to the originating IMFS.

5. 6. 5. The originating IMFS must incorporate the confirmation of receipt into the Records Management Program, as per IMM App. 2-1-1, Administrative Information Classification and Retention Structure, primary 1466 – Program and Office Administration, registers of files.

5. 7. Missing Files

5. 7. 1. If an employee cannot find a file that is charged out to them, they must ensure that all desks and storage areas in their branch/unit/section have been searched by their colleagues.

5. 7. 2. If the file is still missing, the employee must immediately advise their local IMFS responsible for managing the file.

5. 7. 3. The IMFS must:

5. 7. 3. 1. conduct a full search of their holdings, e.g. records office, off-site storage locations; and

5. 7. 3. 2. contact the employee to ensure that the proper steps were followed to locate the missing file.

5. 7. 4. If the file is still missing, the IMFS must contact the last person to charge out the file before the employee who reported it missing.

5. 7. 5. If the person who last charged out the file does not have the file, the IMFS must ask all individuals located in the same building as the employee who reported the file missing to search their respective areas for the missing file.

5. 7. 6. If the file is still missing one month after the employee reported it missing, the IMFS must coordinate a divisional search by sending an email broadcast to all individuals in the division in which the file was lost, asking them to search their respective areas.

5. 7. 7. If the file is still missing after an additional two months, the IMFS must send an email to their divisional security specialist to report the file missing, and complete and forward a Form 2159, Security Incident Report to the divisional security specialist.

5. 7. 8. Once the divisional security specialist has received the form, the file is officially considered missing.

5. 7. 9. If further information is received to be placed on the missing file, the IMFS must create a temporary file to store the new information.

5. 7. 10. The IMFS must classify all IRBV pertaining to the attempt to locate the missing file, as per IMM App. 2-1-1, primary 1466 – Program and Office Administration, registers of files.

5. 7. 10. 1. The IRBV pertaining to the attempt to locate the missing file cannot be bulk filed.

5. 7. 11. The IMFS must update the status of the missing file on the IRBV inventory to reflect that the file is missing.

6. Conclusion of Files

6. 1. Files can only be concluded once all associated or anticipated activities have been completed.

6. 1. 1. If a concluded file has a new associated activity, the file must be re-opened.

6. 2. To determine whether an open and inactive file should be concluded, the file must be reviewed by an IMFS/delegate.

6. 2. 1. Files are considered inactive if they have not received any correspondence within 2 years.

6. 3. Upon conclusion of a file, an IMFS/delegate must apply retention periods as per the applicable IM policy.

6. 3. 1. For Administrative Information Resources, refer to IMM App. 2-1-1, Administrative Information Classification and Retention Structure.

6. 3. 2. For Employee Information Resources, refer to IMM App. 2-2-1, Employee Information Classification and Retention Structure.

6. 3. 3. For Operational Information Resources, refer to IMM App. 2-3-1, Operational Information Classification and Retention Structure.

6. 4. For more information about file conclusion, refer to the applicable IM policy.

6. 4. 1. For Administrative Information Resources, refer to IMM ch. 2.1., Administrative Information Resources;

6. 4. 2. For Employee Information Resources, refer to IMM ch. 2.2., Employee Information Resources;

6. 4. 3. For Operational Information Resources, refer to IMM ch. 2.3., Operational Information Resources.

7. Information Access

7. 1. Information should be accessible, shareable, and usable.

7. 2. Specific access restrictions should only be applied to information when absolutely necessary, or when dealing with sensitive or personal information.

7. 3. For tracking purposes, employees can use Form 4148, File Action Request when requesting files from a records office or by email.

7. 4. Access to IRBV and official files must be unrestricted, i.e. open to all employees.

EXCEPTION: When specific restrictions are required.

7. 4. 1. Access must be provided:

7. 4. 1. 1. to employees in the course of their duties;

7. 4. 1. 1. 1. When access to information is restricted, the CO may request in writing to have the restricted information shared with an employee, if the information is located in a file under the CO's control.

EXCEPTION: This is not necessary for an IMFS, who has access to all files in the course of their duties.

7. 4. 1. 2. to counsel appointed to act for the RCMP on behalf of the Crown;

7. 4. 1. 3. to an IMFS under the IM Program, including but not limited to:

7. 4. 1. 3. 1. records suspension coordinators under the IM Program;

7. 4. 1. 3. 2. ATIP coordinators under the IM Program;

7. 4. 1. 3. 3. records office employees; and

7. 4. 1. 3. 4. IMPS.

7. 4. 1. 4. ATIP Branch; and

7. 4. 1. 5. to an individual when specifically authorized by law.

7. 5. Access to information held for moratoriums on destruction for legal holds can be given, on a need-to-know basis, to the following:

7. 5. 1. the lead investigative unit;

7. 5. 2. the contributing Office of Primary Interest (OPI);

7. 5. 3. an IMFS under the IM Program;

7. 5. 4. counsel appointed to act for the RCMP on behalf of the Crown;

7. 5. 5. the OPI responsible for the coordination of legal proceedings on behalf of the RCMP; and

7. 5. 6. employees in the course of their duties, who can obtain view-only access when arranged through the lead investigative unit or contributing OPI.

7. 6. When view-only access is granted:

7. 6. 1. an IMFS, or an individual from the lead investigative unit or contributing OPI must be present, and

7. 6. 2. charge-outs are not permitted.

7. 7. Employees must have a security clearance equal to or higher than the identified security designation of the IRBV to access the information.

7. 8. For further information concerning accessing employee files, refer to IMM ch. 3.1., Information Access.

8. Essential Records Program

8. 1. General

8. 1. 1. The Essential Records Program is a set of policies, plans, and procedures, and the resources required to identify, select, store, and protect the essential records needed to meet operational responsibilities during disastrous events, during which vital documents or data may be lost or unavailable.

8. 1. 2. The Essential Records program is part of the RCMP's Business Continuity Plan.

8. 1. 3. Divisional Essential Records Programs must be developed and regularly updated by the divisional IMFS within the context of the Operational Readiness Response Program.

8. 1. 4. Information pertaining to the coordination of the Essential Records Program must be classified as per App. 2-1-1, primary 1466 – Program and Office Administration, Program and Office Administration and Coordination.

8. 1. 5. Essential Records are IRBV considered essential to continuing or re-establishing critical institutional functions. For more information, refer to Information Management Standard – Preservation of Essential Information Resources of Business Value (IRBV).

8. 2. Roles and Responsibilities

8. 2. 1. Managers are responsible for:

8. 2. 1. 1. identifying essential records that qualify under the Essential Records Program for their section, and

8. 2. 1. 2. advising the local records office or detachment equivalent of the essential records.

8. 2. 2. The IMFS/delegate is responsible for:

8. 2. 2. 1. classifying the essential records as per IMM app. 2-1-1, primary 244 – Program and Office Administration, Business Continuity Plans.

8. 2. 2. 2. placing the essential records into an essential file;

8. 2. 2. 3. making a copy of the essential file;

8. 2. 2. 4. storing the copied file in an alternate location off-site that meets Departmental Security Standards. Refer to the Physical Security Guide;

NOTE: The copied file is also considered IRBV.

8. 2. 2. 5. coordinating an annual review of essential files with the originating section to ensure that the IRBV deemed essential is still current and valid;

8. 2. 2. 5. 1. If an essential file no longer qualifies for the Essential Records Program:

8. 2. 2. 5. 1. 1. retrieving the copy of the essential file from its storage site and return it to the local records office; and

8. 2. 2. 5. 1. 2. amending the essential file inventory.

8. 2. 3. The local records office or detachment equivalent is responsible for:

8. 2. 3. 1. keeping an inventory that tracks all essential files that are part of the Essential Records Program.

8. 2. 3. 1. 1. The inventory must be classified as per IMM app. 2-1-1, primary 1466 – Program and Office Administration, registers of files.

9. Retention and Disposition

9. 1. Upon expiration of the prescribed retention period of an IRBV, an IMFS must perform one of the following disposition actions:

9. 1. 1. deletion or destruction of the IRBV;

9. 1. 2. extension of retention period;

9. 1. 3. alienation, including transfer to external investigative bodies;

9. 1. 4. transfer of public service employee (PSE) files and temporary civilian employee (TCE) files directly to the LAC Regional Service Centre in Winnipeg; and

9. 1. 5. transfer of archival information to AMS.

9. 1. 5. 1. AMS will;

9. 1. 5. 1. 1. transfer archival IRBV, also known as information resources of enduring value (IREV), to LAC according to LAC requirements;

9. 1. 5. 1. 2. not accept electronic IREV unless held in an approved EDRMS; and

9. 1. 5. 1. 3. only accept video or audio recordings saved on a CD or DVD.

9. 2. Employees must not delete or destroy IRBV before it has met the prescribed retention period, as per IMM App. 2-1-1 and IMM App. 2-2-1.

9. 3. An IMFS/delegate will dispose of IRBV upon the expiration of the prescribed retention periods.

9. 3. 1. The destruction of paper files associated to systems that are unable to purge can occur if:

9. 3. 1. 1. the paper files have met the retention period,

9. 3. 1. 2. the system owner has a plan to address the system's inability to purge, and

9. 3. 1. 3. an IMFS assessed the system and determined that the plan supports proper IM practices.

EXCEPTION: When required for administrative, legal, or operational purposes.

9. 4. An IMFS/delegate **must** extend the retention period of an IRBV when:

9. 4. 1. the IRBV are required for litigation or boards of inquiry and are subject to a moratorium on destruction for legal holds;

9. 4. 2. court ordered;

9. 4. 3. the information has been disclosed to an investigative body;

9. 4. 4. the IRBV has been flagged as part of a formal or informal disclosure and is set to purge in less than 60 days, in which case the IMFS/delegate must:

9. 4. 4. 1. extend the retention period for 60 days to ensure that the IRBV will be available long enough to determine whether it will be used; and

9. 4. 4. 2. review the IRBV for a longer extension when required.

9. 4. 4. 2. 1. If an ATIP request has been submitted and disclosure has occurred, the IMFS/delegate must extend the retention period for 2 years.

9. 4. 4. 2. 2. If information has been disclosed as per *Privacy Act*, paragraph 8.2(e), the IMFS/delegate must extend the retention period for 2 years.

9. 5. An IMFS/delegate **may** extend the retention period of an IRBV when:

9. 5. 1. business requirements have been identified by the client and have been validated by the local records office or detachment equivalent. Business requirements include, but are not limited to:

9. 5. 1. 1. the development of patterns or intelligence,

9. 5. 1. 2. training value,

9. 5. 1. 3. investigative value,

9. 5. 1. 4. prohibition orders,

9. 5. 1. 5. archival reviews, and

9. 5. 1. 6. research value.

9. 6. IRBV must be disposed before the expiration of their retention periods when a:

9. 6. 1. court order is received; or

9. 6. 2. free pardon is received.

9. 7. All information must be destroyed or deleted as per proper security requirements. Refer to the Physical Security Guide.

10. IM Risk Profile of Information Resources of Business Value

10. 1. IMB has full authority over the information resources risk management process, and is responsible for maintaining and updating an IM risk profile of IRBV, as provided by the risk coordinator.

10. 2. Identified information resource risks must be assessed to determine their impact on the organization, and the likelihood of the risk occurring.

10. 3. Risk owners must identify their strategy to mitigate or accept any given risk.

10. 4. Identified high priority information resource risks must be escalated to the CIO/IMSO for potential incorporation into the Corporate Risk Profile and escalation to the D/Commr.

10. 5. Risk mitigation activities must be included in IM plans and strategies.

11. Consequences of Non-Compliance

11. 1. Consequences of non-compliance with this or any IM policy may include:

11. 1. 1. information being documented using employee performance tools;

11. 1. 2. business lines being required to provide financial compensation for resources in the divisional IM program to achieve compliance;

11. 1. 3. informal follow-ups with divisional IMFS;

11. 1. 4. formal direction on corrective measures from IMPS, IMB, or the CIO;

11. 1. 5. formal follow-ups and internal audits with:

11. 1. 5. 1. divisional IM managers;

11. 1. 5. 2. IMPS.

NOTE: Formal follow-up could lead to litigation, where applicable.

References

- *Emergency Management Act*
- *Library and Archives of Canada Act*
- *Privacy Regulations*
- Treasury Board of Canada Secretariat, Operational Security Standard - Business Continuity Planning (BCP) Program

- Treasury Board of Canada Secretariat, Directive on Information Management Roles and Responsibilities
- Treasury Board of Canada Secretariat, Directive on Recordkeeping
- Treasury Board of Canada Secretariat, Guideline for Employees of the Government of Canada: Information Management (IM) Basics
- Treasury Board of Canada Secretariat, Policy on Acceptable Network and Device Use
- Treasury Board of Canada Secretariat, Policy on Government Security
- Treasury Board of Canada Secretariat, Policy on Information Management
- Treasury Board of Canada Secretariat, Security Organization and Administration Standard
- Treasury Board of Canada Secretariat, Standard for Electronic Documents and Records Management Solutions (EDRMS)
- Library and Archives Canada, Mail Management in Government Departments and Agencies Handbook
- AM ch. II.6., Official Languages
- AM ch. XI.1., Organizational and Administrative Security
- AM ch. XI.3., Physical Security
- IMM ch. 2.3., Operational Information Resources
- Individualized Instructional Modules (IIM)

Date Modified: 2020-10-15

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 1.1. Information Management Stewardship

Policy Amended: 2021-01-28

Bulletin IMM-13 - 2016-05-26 - Instant Messaging

For information regarding this policy, contact Information Management Policy Section, Information Management Branch.

1. Policy
2. Definitions
3. Records Management Program
4. Inventories
5. Information Handling
6. Conclusion of Files
7. Information Access
8. Essential Records Program
9. Retention and Disposition
10. IM Risk Profile of Information Resources of Business Value
11. Consequences of Non-Compliance

1. Policy

1. 1. Information Management stewardship refers to the careful and responsible managing and oversight of Information Management (IM).

1. 2. The Information Management Senior Official (IMSO) is accountable for compliance with legislation and policy instruments with an impact on IM. In the RCMP, the IMSO is the Chief Information Officer (CIO).

1. 3. All RCMP policy instruments, including procedures, must comply with Government of Canada legislative requirements with an impact on IM, and Treasury Board of Canada Secretariat IM policy instruments.

1. 4. This policy must be read in conjunction with IMM ch. 1.2., Information Management Roles and Responsibilities.

1. 5. IM policy and procedural information, including retention periods, must only be published in IM-specific policies, unless authorized by Information Management Policy Section (IMPS) for national policy instruments, or the divisional Information Management Manager for divisional policy instruments.

1. 6. This policy applies to all RCMP employees who have access to RCMP information, including but not limited to, regular members, public service indeterminate and term employees, persons with a casual status, students, temporary civilian employees, temporary help, municipal employees, consultants, and contractors.

1. 7. When employees create or receive information, they must in a timely manner:

1. 7. 1. determine whether the information is of business value or transitory, and

1. 7. 2. manage the information as per RCMP IM policies.

1. 8. All information resources created by an individual on behalf of the RCMP, regardless of format:

1. 8. 1. are subject to the *Access to Information Act*, *Privacy Act*, and litigation or business hold/administrative investigation requests; and

1. 8. 2. must be searchable.

2. Definitions

2. 1. **alienation** means the act of transferring files, as part of the disposition process, outside of the control of the Government of Canada.

2. 2. **charge-out** means an employee temporarily signs out and removes a document or file from its storage location, e.g. a hardcopy file from a records office, or an electronic file from an electronic document and record management system (EDRMS).

2. 3. **convenience file** means an unofficial file that is maintained for ease of access and reference. These files are kept when you know you will be accessing certain documents more frequently until an action has been completed, e.g. most managers will keep a copy of the staffing packages they sent to human resources in case they will need to make reference to them during the staffing process.

2. 4. **information resource (IR) risk** means a risk to RCMP information resources (IRs) that has the potential to influence the achievement of the RCMP's strategic objectives. These could be risks associated with the security, privacy, access, retention, disposition, and storage of IRs.

2. 5. **official file** means a file that is being managed in the RCMP's Records Management Program by an information management functional specialist (IMFS)/delegate.

2. 6. **policy instruments** means the methods used by an organization to provide clear direction to employees on how to orient or align their activities toward the achievement of organizational goals. These instruments include policies, procedures, standards, guidelines, and tools, e.g. best practices and handbooks.

2. 7. **reference file** means a file that contains non-business value copies of documents that is maintained for information purposes only, e.g. interesting bits of information on a website, in a book, or provided to you by a colleague, which may have immediate or long term value to employees while performing their jobs.

2. 8. **risk owner** means an individual who is responsible for the management, monitoring, and control of an identified information resource risk, including the implementation of a defined strategy. The risk owner is capable of managing the risk and has the knowledge, resources, and authority to deal with the risk.

2. 9. **searchable** means information that is stored and organized in such a manner that it is capable of being searched and found using keywords, e.g. employee records are stored in a database indexed by HRMIS number so that a user can search the database and find records by entering a HRMIS number using a search tool.

2. 10. **stewardship** means the careful and responsible managing and oversight of business affairs.

2. 11. **unofficial file** means a file containing information resources of business value that is not being managed in the RCMP's Records Management Program, e.g. files managed in local drives or in systems that have not received an IM approval either from a divisional IM manager for divisional systems or IMPS for national systems.

2. 12. **wet signature** means an original signature made with ink. This does not include digitized copies.

3. Records Management Program

3. 1. The Records Management Program is the responsibility centre for the efficient and systematic control of the creation, receipt, maintenance, use, and disposition of information resources of business value (IRBV), including processes for capturing and maintaining evidence of, and information about, business activities and transactions.

3. 2. IM-approved repositories, records management tools, systems such as electronic document and records management systems (EDRMS) as defined by Treasury Board, and physical objects (e.g. files) held within a records office, fall under the purview of the Records Management Program. For more information on EDRMS, refer to the IM Wiki.

3. 3. Records management tools must enable the management of IRBV throughout the records and information lifecycle, from creation to disposition, and must be managed by an Information Management Functional Specialist (IMFS) or by IM managers/Information Management Branch (IMB)-delegated authorities, and must be monitored by an IMFS to

ensure IM compliance. Refer to Library and Archives Canada (LAC), Records and Information Lifecycle Management.

4. Inventories

4. 1. All IRBV that have been incorporated into the RCMP's Records Management Program must be identified in an inventory maintained by a divisional IMFS.

4. 1. 1. Hard-copy (e.g. paper) IRBV can be organized by file number.

4. 1. 2. If an employee uses electronic storage media (e.g. a network drive, local drive, CD/DVD) to store information, full text search must be enabled.

4. 1. 3. The divisional inventory of IRBV must include the following:

4. 1. 3. 1. file or document number;

4. 1. 3. 2. file status, e.g. open, concluded, missing;

4. 1. 3. 3. classification, e.g. primary, employee folder type, operational code;

4. 1. 3. 4. format, i.e. paper, electronic;

4. 1. 3. 5. volume number;

4. 1. 3. 6. volume year;

4. 1. 3. 7. identifier, e.g. prefix, if applicable;

4. 1. 3. 8. file title, if applicable;

4. 1. 3. 9. name, date of birth (DOB), or HRMIS number of the file's subject for employees and non-employees, if applicable;

4. 1. 3. 10. creation date;

4. 1. 3. 11. location, location change, if applicable, and location change date;

4. 1. 3. 12. volume or space in linear meters for physical objects, or gigabytes for electronic;

4. 1. 3. 13. file conclusion and folder closure date;

4. 1. 3. 14. retention period;

4. 1. 3. 15. disposition activity;

4. 1. 3. 16. name of the IMFS who completed the disposition;

4. 1. 3. 17. disposition date;

4. 1. 3. 18. security designation;

4. 1. 3. 19. name of the individual who charged out or accessed the IRBV;

4. 1. 3. 20. date of access;

4. 1. 3. 21. essential records status, if applicable;

4. 1. 3. 22. purge lock or associated hold on disposition; and

4. 1. 3. 23. moratorium on destruction, business hold, or Access to Information and Privacy (ATIP) request associated to the hold;

4. 1. 4. The divisional inventory must be able to track the total number of files or documents in both electronic and paper formats that have:

4. 1. 4. 1. been disposed in a given fiscal year, and

4. 1. 4. 2. not been disposed, despite an expired retention period and no associated hold.

4. 1. 5. The divisional IMFS must maintain an inventory of all repositories used in their division, which must include the following:

4. 1. 5. 1. repository name;

4. 1. 5. 2. format, i.e. software;

4. 1. 5. 3. owner;

4. 1. 5. 4. status, i.e. active, semi-active, legacy;

4. 1. 5. 5. information type, i.e. IRBV, transitory;

4. 1. 5. 6. volume, in bytes;

4. 1. 5. 7. lifecycle status, i.e. "Does it manage all the steps in the lifecycle?" and "Is it IM compliant?"; and

4. 1. 5. 8. associated classification structure.

4. 2. Information Management Policy Section IMFSs must maintain a national inventory of all IRBV types created in the RCMP, and an inventory of all repositories used in the RCMP.

4. 2. 1. The national inventory of IRBV must include the following:

4. 2. 1. 1. all RCMP functions and activities,

4. 2. 1. 2. associated IRBV types,

4. 2. 1. 3. security designation,

4. 2. 1. 4. data governance,

4. 2. 1. 5. associated classification structure, and

4. 2. 1. 6. open government status.

4. 2. 2. The national inventory of repositories must include the following;

4. 2. 2. 1. repository name;

4. 2. 2. 2. format, i.e. software;

4. 2. 2. 3. owner;

4. 2. 2. 4. status, i.e. active, semi-active, legacy;

4. 2. 2. 5. information type, i.e. IRBV, transitory;

4. 2. 2. 6. volume, in bytes;

4. 2. 2. 7. lifecycle status, i.e. "Does it manage all the steps in the lifecycle?" and "Is it IM compliant?"; and

4. 2. 2. 8. associated classification structure.

5. Information Handling

5. 1. Information Resources of Business Value

5. 1. 1. General

5. 1. 1. 1. IRBV are materials, regardless of format, that are created or acquired because they enable and document decision-making in support of programs, services, and ongoing operations, and support departmental reporting, performance and accountability requirements. IRBV include, but are not limited to, original:

5. 1. 1. 1. 1. documents where decisions are made;

5. 1. 1. 1. 2. information that supports RCMP programs or activities;

5. 1. 1. 1. 3. documents that have a legal impact;

5. 1. 1. 1. 4. drafts distributed for comments;

5. 1. 1. 1. 5. annotated drafts containing approvals or that show the evolution of a document;

5. 1. 1. 1. 6. final version of documents;

5. 1. 1. 1. 7. minutes of meetings;

5. 1. 1. 1. 8. information pertaining to the monitoring of performance;

5. 1. 1. 1. 9. documents that are needed for court;

5. 1. 1. 1. 10. exhibits;

5. 1. 1. 1. 11. documents that are likely to be the subject of an ATIP request;

5. 1. 1. 1. 12. information received from an external source that is required to fulfill an RCMP business activity; and

5. 1. 1. 1. 13. messages containing information of business value, e.g. fax, instant messaging, social media, and email.

5. 1. 1. 2. IRBV formats include, but are not limited to:

5. 1. 1. 2. 1. Pin to Pin, Blackberry Messenger, social media messages, instant messages, text messages;

5. 1. 1. 2. 2. information created or captured using communication tools, such as e-mails, Wiki, Facebook, Twitter;

5. 1. 1. 2. 3. invoices, bills, receipts, financial and procurement transactions;

5. 1. 1. 2. 4. information created using any type of software, including Word processing software, spreadsheets software, presentations software, diaporama, flowchart software;

5. 1. 1. 2. 5. facsimile (fax);

5. 1. 1. 2. 6. notebook entries, handwritten notes, rough notes, letters;

5. 1. 1. 2. 7. documents saved on storage drives, such as network, shared, external, and personal drives, including CDs, DVDs, USB keys/drives/tokens (also known as memory keys/drives/tokens);

5. 1. 1. 2. 8. editorial or graphic works;

5. 1. 1. 2. 9. all forms of audio and video recordings, including saved sounds, voice mail, videos, recordings obtained from service providers, wire taps, surveillance videos, videos saved on YouTube, videotapes, images, animated images such as moving .GIF images;

5. 1. 1. 2. 10. slide photographs;

5. 1. 1. 2. 11. Web documents, such as XML, HTML, XHTML, MIME;

5. 1. 1. 2. 12. Internet communications and publications, temporary internet files;

5. 1. 1. 2. 13. information saved (created or captured) in a database and/or system, including metadata, network monitoring logs (with keystrokes), audit logs;

5. 1. 1. 2. 14. plans, drawings, maps, books, graphs, pamphlets;

5. 1. 1. 2. 15. Microforms, such as microfiche and microfilm.

5. 1. 1. 3. To view IRBV or perform IM activities, an IMFS/delegate must have a security clearance equal to, or higher than, the identified security designation of the IRBV.

5. 1. 1. 4. Employees cannot modify, remove, purge, or destroy IRBV held in the Records Management Program, unless specifically authorized by IMPS or a divisional IM Manager/delegate, when:

5. 1. 1. 4. 1. physical objects have been placed on the official file;

5. 1. 1. 4. 2. the IRBV has been marked as final, where version control exists; or

5. 1. 1. 4. 3. the file has been concluded.

5. 1. 1. 5. For more information about IRBV, refer to the IM Wiki.

5. 1. 2. Records Management Program

5. 1. 2. 1. Within 30 days of receipt or creation, all IRBV created or held in the RCMP must be associated to an official file in the RCMP Records Management Program by the employee responsible for the IRBV, unless stated otherwise in another RCMP IM policy.

5. 1. 2. 2. Employees are responsible for ensuring all IRBV are incorporated into the Records Management Program when:

5. 1. 2. 2. 1. the IRBV is required to support an RCMP activity the employees are performing; and

5. 1. 2. 2. 2. the employees are the author, creator, or originator of the IRBV; or

5. 1. 2. 2. 3. the employees possess the only copy in the organization.

5. 1. 3. Copies

5. 1. 3. 1. A copy of information is only considered IRBV when all the following criteria are met:

5. 1. 3. 1. 1. no original exists in the RCMP;

5. 1. 3. 1. 2. it is the only copy of its kind; and

5. 1. 3. 1. 3. it is required to support RCMP programs and activities.

EXCEPTION: A file copied for the Essential Records Program is also considered IRBV.

5. 1. 3. 2. Employees must not save duplicate information in the Records Management Program unless strictly necessary. A single source of truth (SSOT), also known as single point of truth (SPOT), refers to the practice of storing information only once, which will ensure information reliability, integrity, and accessibility for business, legal, and analytics purposes.

5. 1. 3. 2. 1. Whenever possible, reference or link to existing information.

5. 1. 4. Categories

5. 1. 4. 1. IRBV must be classified in one of the following categories:

5. 1. 4. 1. 1. Administrative;

5. 1. 4. 1. 2. Employee;

5. 1. 4. 1. 3. Operational; or

5. 1. 4. 1. 4. Library of Congress, for publications contained within RCMP Libraries.

5. 1. 5. Security Designation

5. 1. 5. 1. Employees must:

5. 1. 5. 1. 1. immediately apply the appropriate security designation to the information they have created; and

NOTE: The security designation of the information cannot exceed the security designation of the system or file to which it has been associated.

5. 1. 5. 1. 2. ensure that all information is safeguarded in accordance with the identified security designation, as per AM ch. XI.1., Organizational and Administrative Security.

EXAMPLE: In a Protected-B environment, information added to a system cannot exceed Protected-B; otherwise it would be considered a security breach.

5. 1. 6. Storage

5. 1. 6. 1. To avoid creating paper documents, IRBV must be entered directly into an IM-approved EDRMS whenever possible.

5. 1. 6. 2. When an IM-approved EDRMS is not available, print the IRBV or use an electronic media storage device to associate the IRBV to an official file within the Records Management Program. Refer to sec. 5.4., Electronic Media Storage.

5. 1. 6. 3. If permitted by the divisional IM manager, structured IM-approved network drives can be used to store and organize administrative IRBV until a divisionally- or nationally-approved EDRMS is available, as long as the information is properly lifecycle managed. Refer to IMM ch. 2.1., Administrative Information Resources.

5. 1. 6. 4. The use of network drives to store and organize operational audio and video files is permitted until a nationally-approved tool is available.

5. 1. 7. Electronic IRBV

5. 1. 7. 1. IRBV saved in the Records Management Program in an electronic format must be kept in their original format.

5. 1. 7. 1. 1. Printed duplicates will be considered transitory.

5. 1. 7. 2. Before electronic IRBV are incorporated into an EDRMS, employees must ensure the electronic IRBV are unencrypted and/or uncompressed.

5. 1. 7. 3. Before purging files in an EDRMS, an IMFS/divisional IM manager's delegate must review the files.

5. 1. 8. Metadata

5. 1. 8. 1. Metadata is part of the IRBV and must be managed with its associated information.

5. 1. 9. Delegating Authority

5. 1. 9. 1. The divisional IM manager may delegate their authority for: disposition activities, destruction of the scanned hard-copy for digitization, IM lifecycle activities performed in a divisional system to which the IMFS does not have access, and off-site storage destruction and shipping.

NOTE: Audit and compliance activities cannot be delegated.

5. 1. 9. 2. IMPS may delegate authority for:

5. 1. 9. 2. 1. disposition activities;

5. 1. 9. 2. 2. IM lifecycle activities performed in a national system; and

5. 1. 9. 2. 3. IM activities with a national impact.

5. 2. Transitory Information

5. 2. 1. Transitory information resources (IR) are those information resources that are of short term or of no business value, and are required only for a limited time to ensure the completion of a routine action or the preparation of a subsequent record. Transitory information must not be incorporated into the Records Management Program.

5. 2. 2. Transitory IR includes, but is not limited to: documents that do not support business decisions, email replies where you are not the originating author, personal messages, unsolicited advertisements, preliminary or working drafts, print screens, miscellaneous notices or memoranda, agendas and meetings which you are attending, duplicate copies of publications, duplicate copies of electronic IRBV saved in an IM-approved EDRMS, copies of RCMP policy instruments for which you are not the author, and personal non-work related information.

5. 2. 3. Transitory information can be destroyed, deleted, and removed by employees when the information no longer has a purpose.

EXCEPTIONS:

1. Information that is subject to an ATIP request must be kept for two years from the date of disclosure.

2. Information that is subject to a moratorium on destruction for legal and business holds must be kept until advised by the divisional IMFS.

5. 3. Working Files

5. 3. 1. Working files are temporary, unofficial files containing transitory information, that are kept by an employee for easy retrieval while performing an ongoing task, assembling a group or document, or waiting on feedback. Examples include, but are not limited to:

5. 3. 1. 1. notes, personal, or otherwise;

5. 3. 1. 2. minor drafts;

5. 3. 1. 3. sketches;

5. 3. 1. 4. calculations;

5. 3. 1. 5. telephone message slips; and

5. 3. 1. 6. copies of original documents.

5. 3. 2. Working files could contain three types of material:

5. 3. 2. 1. working material, which includes information gathered while working on a task;

5. 3. 2. 2. reference material, which includes non-business value copies of documents, that is maintained for information purposes only, e.g. interesting bits of information on a website, in a book, or provided to you by a colleague, which may have immediate or long term value to employees while performing their jobs; and

NOTE: The reference material, including copies of IRBV, must be directly related to the job performed by the individual keeping reference material.

5. 3. 2. 3. convenience material, which is maintained for ease of access and reference. This material is kept when you know you will be accessing certain documents more frequently until an action has been completed, e.g. most managers will keep a copy of the staffing packages they sent to human resources in case they will need to make reference to them during the staffing process.

5. 3. 4. Working files must be protected according to their designated security level.

5. 3. 5. Working files are subject to:

5. 3. 5. 1. ATIP requests,

5. 3. 5. 2. litigation requests, and

5. 3. 5. 3. all applicable IM guidelines.

5. 3. 6. If a working file contains information that is subject to an ATIP request or litigation, the employee must provide that information.

5. 3. 7. Working files cannot contain personal information, unless the person to which the information pertains is made aware that the information is being collected, by whom, and the purposes for which it is being collected.

5. 3. 8. A manager may create a working file that contains personal information about their employees.

NOTE: Working files must not include employee medical information.

5. 3. 9. Working files can be kept as long as needed.

5. 3. 10. Employees must review, at minimum annually, working file content to ensure that the working file is still needed, and that it does not contain original IRBV.

5. 3. 10. 1. If a working file is no longer needed, the employee must destroy it.

EXCEPTIONS:

1. Working files that are subject to an ATIP request must be kept for two years from the date of disclosure.

2. Working files that are subject to litigation must be kept until the employee is advised that the moratorium on destruction for the legal hold has been lifted.

5. 3. 10. 2. If a working file contains original IRBV, the employee must ensure that all original IRBV is incorporated into the Records Management Program.

5. 3. 11. Employees should keep a list of all working files and ensure that the list is accessible to colleagues.

5. 3. 12. Working files must be indexed by the originator.

5. 3. 12. 1. The index must be accessible to all colleagues.

EXCEPTION: When specific security restrictions apply.

5. 3. 12. 2. Indexing must include:

5. 3. 12. 2. 1. a clear and concise title,

5. 3. 12. 2. 2. the location of the working file, and

5. 3. 12. 2. 3. the working file's security designation.

5. 4. Electronic Media Storage

5. 4. 1. Employees sending electronic IRBV to a records office, when the electronic IRBV has not been captured in an IM-approved EDRMS or storage media, must either print the electronic IRBV or save it to a CD or DVD. Prior to submission, the CD or DVD must have an associated detailed index, which must include:

5. 4. 1. 1. the originating database or application, if applicable;

5. 4. 1. 2. the date of the first and last document; and

5. 4. 1. 3. an index of keywords.

EXCEPTION: Information required for 10 years or longer cannot be saved to a CD or DVD. It must be printed by the originating unit and be given to the IMFS responsible for the management of related official files in that division, to be incorporated into the Records Management Program.

5. 4. 2. For as long as the IRBV on a CD or DVD is held in an official file, the originating unit must ensure that the IRBV:

5. 4. 3. consists of only one specific subject or occurrence, and

5. 4. 4. is retrievable and searchable.

5. 4. 5. To avoid damage to a CD or DVD, an employee must not write directly on the CD or DVD. Information pertaining to the CD or DVD must be provided within the case.

5. 4. 6. An IMFS will advise the originating unit to print any IRBV held on a CD or DVD that could meet archival criteria.

EXCEPTION: Video and audio recordings.

5. 4. 7. Archives Management Section (AMS) will not accept any IRBV in electronic format unless stored in an approved EDRMS.

5. 4. 8. When the IMFS receives a CD or DVD for incorporation into the Records Management Program, before accepting it, they must ensure that the information:

5. 4. 8. 1. can be accessed, and

5. 4. 8. 2. meets the criteria outlined in sec. 5.4.

5. 4. 9. CDs and DVDs cannot be stored in humid environments.

5. 4. 10. IRBV can be held on encrypted RCMP USB memory keys and portable media storage if the IRBV are incorporated into the Records Management Program within 24 hours of being saved to these storage devices.

5. 4. 11. IRBV held on RCMP USB memory keys and portable media storage must be incorporated into an IM-approved EDRMS, printed, or placed on a CD or DVD.

NOTE: The Records Management Program will not accept RCMP USB memory keys and portable media storage.

5. 4. 11. 1. Once the IRBV are incorporated into the Records Management Program, any copies held on the storage devices will be considered transitory. Refer to sec. 5.2., Transitory Information.

5. 4. 12. Reference material is considered transitory and may be held on encrypted RCMP USB memory keys and portable media storage devices.

5. 4. 13. RCMP USB memory keys and portable storage devices must not contain personal information.

5. 4. 14. A detailed index of the information held on RCMP USB memory keys and portable storage devices must be created separately from the device.

5. 4. 14. 1. The index must be accessible by the section/unit manager or team lead.

5. 5. Bulk Filing

5. 5. 1. Bulk files can be created when there is a large volume of similar activities of no further substantive investigative value.

5. 5. 2. To allow for retrieval, each document must be indexed by relevance of topic. Indexing requirements include:

5. 5. 2. 1. the date, and

5. 5. 2. 2. the individuals involved.

5. 6. File Transfers

5. 6. 1. Official files can only be transferred to another location by an IMFS within the records office or detachment equivalent.

5. 6. 2. Only an IMFS in the records office or detachment equivalent must transfer official files to a location outside the RCMP.

5. 6. 3. An IMFS must:

5. 6. 3. 1. before transfer, ensure files are properly maintained and organized in compliance with IM policy instruments;

5. 6. 3. 2. include in their shipment, a completed Form 2486, Transmittal/Acknowledgement of Admin and Ops Records and/or Form 3150, Transmittal/Acknowledgement of Employee Records to identify all files being transferred; and

5. 6. 3. 3. amend their IRBV inventory to ensure it reflects that the files have been transferred.

5. 6. 4. Within 30 days of receiving transferred files, the receiver must confirm receipt by signing and returning all accompanying transfer forms to the originating IMFS.

5. 6. 5. The originating IMFS must incorporate the confirmation of receipt into the Records Management Program, as per IMM App. 2-1-1, Administrative Information Classification and Retention Structure, primary 1466 – Program and Office Administration, registers of files.

5. 7. Missing Files

5. 7. 1. If an employee cannot find a file that is charged out to them, they must ensure that all desks and storage areas in their branch/unit/section have been searched by their colleagues.

5. 7. 2. If the file is still missing, the employee must immediately advise their local IMFS responsible for managing the file.

5. 7. 3. The IMFS must:

5. 7. 3. 1. conduct a full search of their holdings, e.g. records office, off-site storage locations; and

5. 7. 3. 2. contact the employee to ensure that the proper steps were followed to locate the missing file.

5. 7. 4. If the file is still missing, the IMFS must contact the last person to charge out the file before the employee who reported it missing.

5. 7. 5. If the person who last charged out the file does not have the file, the IMFS must ask all individuals located in the same building as the employee who reported the file missing to search their respective areas for the missing file.

5. 7. 6. If the file is still missing one month after the employee reported it missing, the IMFS must coordinate a divisional search by sending an email broadcast to all individuals in the division in which the file was lost, asking them to search their respective areas.

5. 7. 7. If the file is still missing after an additional two months, the IMFS must send an email to their divisional security specialist to report the file missing, and complete and forward a Form 2159, Security Incident Report to the divisional security specialist.

5. 7. 8. Once the divisional security specialist has received the form, the file is officially considered missing.

5. 7. 9. If further information is received to be placed on the missing file, the IMFS must create a temporary file to store the new information.

5. 7. 10. The IMFS must classify all IRBV pertaining to the attempt to locate the missing file, as per IMM App. 2-1-1, primary 1466 – Program and Office Administration, registers of files.

5. 7. 10. 1. The IRBV pertaining to the attempt to locate the missing file cannot be bulk filed.

5. 7. 11. The IMFS must update the status of the missing file on the IRBV inventory to reflect that the file is missing.

6. Conclusion of Files

6. 1. Files can only be concluded once all associated or anticipated activities have been completed.

6. 1. 1. If a concluded file has a new associated activity, the file must be re-opened.

6. 2. To determine whether an open and inactive file should be concluded, the file must be reviewed by an IMFS/delegate.

6. 2. 1. Files are considered inactive if they have not received any correspondence within 2 years.

6. 3. Upon conclusion of a file, an IMFS/delegate must apply retention periods as per the applicable IM policy.

6. 3. 1. For Administrative Information Resources, refer to IMM App. 2-1-1, Administrative Information Classification and Retention Structure.

6. 3. 2. For Employee Information Resources, refer to IMM App. 2-2-1, Employee Information Classification and Retention Structure.

6. 3. 3. For Operational Information Resources, refer to IMM App. 2-3-1, Operational Information Classification and Retention Structure.

6. 4. For more information about file conclusion, refer to the applicable IM policy.

6. 4. 1. For Administrative Information Resources, refer to IMM ch. 2.1., Administrative Information Resources;

6. 4. 2. For Employee Information Resources, refer to IMM ch. 2.2., Employee Information Resources;

6. 4. 3. For Operational Information Resources, refer to IMM ch. 2.3., Operational Information Resources.

7. Information Access

7. 1. Information should be accessible, shareable, and usable.

7. 2. Specific access restrictions should only be applied to information when absolutely necessary, or when dealing with sensitive or personal information.

7. 3. For tracking purposes, employees can use Form 4148, File Action Request when requesting files from a records office or by email.

7. 4. Access to IRBV and official files must be unrestricted, i.e. open to all employees.

EXCEPTION: When specific restrictions are required.

7. 4. 1. Access must be provided:

7. 4. 1. 1. to employees in the course of their duties;

7. 4. 1. 1. 1. When access to information is restricted, the CO may request in writing to have the restricted information shared with an employee, if the information is located in a file under the CO's control.

EXCEPTION: This is not necessary for an IMFS, who has access to all files in the course of their duties.

7. 4. 1. 2. to counsel appointed to act for the RCMP on behalf of the Crown;

7. 4. 1. 3. to an IMFS under the IM Program, including but not limited to:

7. 4. 1. 3. 1. records suspension coordinators under the IM Program;

7. 4. 1. 3. 2. ATIP coordinators under the IM Program;

7. 4. 1. 3. 3. records office employees; and

7. 4. 1. 3. 4. IMPS.

7. 4. 1. 4. ATIP Branch; and

7. 4. 1. 5. to an individual when specifically authorized by law.

7. 5. Access to information held for moratoriums on destruction for legal holds can be given, on a need-to-know basis, to the following:

7. 5. 1. the lead investigative unit;

7. 5. 2. the contributing Office of Primary Interest (OPI);

7. 5. 3. an IMFS under the IM Program;

7. 5. 4. counsel appointed to act for the RCMP on behalf of the Crown;

7. 5. 5. the OPI responsible for the coordination of legal proceedings on behalf of the RCMP; and

7. 5. 6. employees in the course of their duties, who can obtain view-only access when arranged through the lead investigative unit or contributing OPI.

7. 6. When view-only access is granted:

7. 6. 1. an IMFS, or an individual from the lead investigative unit or contributing OPI must be present, and

7. 6. 2. charge-outs are not permitted.

7. 7. Employees must have a security clearance equal to or higher than the identified security designation of the IRBV to access the information.

7. 8. For further information concerning accessing employee files, refer to IMM ch. 3.1., Information Access.

8. Essential Records Program

8. 1. General

8. 1. 1. The Essential Records Program is a set of policies, plans, and procedures, and the resources required to identify, select, store, and protect the essential records needed to meet operational responsibilities during disastrous events, during which vital documents or data may be lost or unavailable.

8. 1. 2. The Essential Records program is part of the RCMP's Business Continuity Plan.

8. 1. 3. Divisional Essential Records Programs must be developed and regularly updated by the divisional IMFS within the context of the Operational Readiness Response Program.

8. 1. 4. Information pertaining to the coordination of the Essential Records Program must be classified as per App. 2-1-1, primary 1466 – Program and Office Administration, Program and Office Administration and Coordination.

8. 1. 5. Essential Records are IRBV considered essential to continuing or re-establishing critical institutional functions. For more information, refer to Information Management Standard – Preservation of Essential Information Resources of Business Value (IRBV).

8. 2. Roles and Responsibilities

8. 2. 1. Managers are responsible for:

8. 2. 1. 1. identifying essential records that qualify under the Essential Records Program for their section, and

8. 2. 1. 2. advising the local records office or detachment equivalent of the essential records.

8. 2. 2. The IMFS/delegate is responsible for:

8. 2. 2. 1. classifying the essential records as per IMM app. 2-1-1, primary 244 – Program and Office Administration, Business Continuity Plans.

8. 2. 2. 2. placing the essential records into an essential file;

8. 2. 2. 3. making a copy of the essential file;

8. 2. 2. 4. storing the copied file in an alternate location off-site that meets Departmental Security Standards. Refer to the Physical Security Guide;

NOTE: The copied file is also considered IRBV.

8. 2. 2. 5. coordinating an annual review of essential files with the originating section to ensure that the IRBV deemed essential is still current and valid;

8. 2. 2. 5. 1. If an essential file no longer qualifies for the Essential Records Program:

8. 2. 2. 5. 1. 1. retrieving the copy of the essential file from its storage site and return it to the local records office; and

8. 2. 2. 5. 1. 2. amending the essential file inventory.

8. 2. 3. The local records office or detachment equivalent is responsible for:

8. 2. 3. 1. keeping an inventory that tracks all essential files that are part of the Essential Records Program.

8. 2. 3. 1. 1. The inventory must be classified as per IMM app. 2-1-1, primary 1466 – Program and Office Administration, registers of files.

9. Retention and Disposition

9. 1. Upon expiration of the prescribed retention period of an IRBV, an IMFS must perform one of the following disposition actions:

9. 1. 1. deletion or destruction of the IRBV;

9. 1. 2. extension of retention period;

9. 1. 3. alienation, including transfer to external investigative bodies;

9. 1. 4. transfer of public service employee (PSE) files and temporary civilian employee (TCE) files directly to the LAC Regional Service Centre in Winnipeg; and

9. 1. 5. transfer of archival information to AMS.

9. 1. 5. 1. AMS will;

9. 1. 5. 1. 1. transfer archival IRBV, also known as information resources of enduring value (IREV), to LAC according to LAC requirements;

9. 1. 5. 1. 2. not accept electronic IREV unless held in an approved EDRMS; and

9. 1. 5. 1. 3. only accept video or audio recordings saved on a CD or DVD.

9. 2. Employees must not delete or destroy IRBV before it has met the prescribed retention period, as per IMM App. 2-1-1 and IMM App. 2-2-1.

9. 3. An IMFS/delegate will dispose of IRBV upon the expiration of the prescribed retention periods.

9. 3. 1. The destruction of paper files associated to systems that are unable to purge can occur if:

9. 3. 1. 1. the paper files have met the retention period,

9. 3. 1. 2. the system owner has a plan to address the system's inability to purge, and

9. 3. 1. 3. an IMFS assessed the system and determined that the plan supports proper IM practices.

EXCEPTION: When required for administrative, legal, or operational purposes.

9. 4. An IMFS/delegate **must** extend the retention period of an IRBV when:

9. 4. 1. the IRBV are required for litigation or boards of inquiry and are subject to a moratorium on destruction for legal holds;

9. 4. 2. court ordered;

9. 4. 3. the information has been disclosed to an investigative body;

9. 4. 4. the IRBV has been flagged as part of a formal or informal disclosure and is set to purge in less than 60 days, in which case the IMFS/delegate must:

9. 4. 4. 1. extend the retention period for 60 days to ensure that the IRBV will be available long enough to determine whether it will be used; and

9. 4. 4. 2. review the IRBV for a longer extension when required.

9. 4. 4. 2. 1. If an ATIP request has been submitted and disclosure has occurred, the IMFS/delegate must extend the retention period for 2 years.

9. 4. 4. 2. 2. If information has been disclosed as per *Privacy Act*, paragraph 8.2(e), the IMFS/delegate must extend the retention period for 2 years.

9. 5. An IMFS/delegate **may** extend the retention period of an IRBV when:

9. 5. 1. business requirements have been identified by the client and have been validated by the local records office or detachment equivalent. Business requirements include, but are not limited to:

9. 5. 1. 1. the development of patterns or intelligence,

9. 5. 1. 2. training value,

9. 5. 1. 3. investigative value,

9. 5. 1. 4. prohibition orders,

9. 5. 1. 5. archival reviews, and

9. 5. 1. 6. research value.

9. 6. IRBV must be disposed before the expiration of their retention periods when a:

9. 6. 1. court order is received; or

9. 6. 2. free pardon is received.

9. 7. All information must be destroyed or deleted as per proper security requirements. Refer to the Physical Security Guide.

10. IM Risk Profile of Information Resources of Business Value

10. 1. IMB has full authority over the information resources risk management process, and is responsible for maintaining and updating an IM risk profile of IRBV, as provided by the risk coordinator.

10. 2. Identified information resource risks must be assessed to determine their impact on the organization, and the likelihood of the risk occurring.

10. 3. Risk owners must identify their strategy to mitigate or accept any given risk.

10. 4. Identified high priority information resource risks must be escalated to the CIO/IMSO for potential incorporation into the Corporate Risk Profile and escalation to the D/Commr.

10. 5. Risk mitigation activities must be included in IM plans and strategies.

11. Consequences of Non-Compliance

11. 1. Consequences of non-compliance with this or any IM policy may include:

11. 1. 1. information being documented using employee performance tools;

11. 1. 2. business lines being required to provide financial compensation for resources in the divisional IM program to achieve compliance;

11. 1. 3. informal follow-ups with divisional IMFS;

11. 1. 4. formal direction on corrective measures from IMPS, IMB, or the CIO;

11. 1. 5. formal follow-ups and internal audits with:

11. 1. 5. 1. divisional IM managers;

11. 1. 5. 2. IMPS.

NOTE: Formal follow-up could lead to litigation, where applicable.

References

- *Emergency Management Act*
- *Library and Archives of Canada Act*
- *Privacy Regulations*
- Treasury Board of Canada Secretariat, Operational Security Standard - Business Continuity Planning (BCP) Program
- Treasury Board of Canada Secretariat, Directive on Information Management Roles and Responsibilities
- Treasury Board of Canada Secretariat, Directive on Recordkeeping
- Treasury Board of Canada Secretariat, Guideline for Employees of the Government of Canada: Information Management (IM) Basics
- Treasury Board of Canada Secretariat, Policy on Acceptable Network and Device Use
- Treasury Board of Canada Secretariat, Policy on Government Security
- Treasury Board of Canada Secretariat, Policy on Information Management
- Treasury Board of Canada Secretariat, Security Organization and Administration Standard

- Treasury Board of Canada Secretariat, Standard for Electronic Documents and Records Management Solutions (EDRMS)
- Library and Archives Canada, Mail Management in Government Departments and Agencies Handbook
- AM ch. II.6., Official Languages
- AM ch. XI.1., Organizational and Administrative Security
- AM ch. XI.3., Physical Security
- IMM ch. 2.3., Operational Information Resources
- Individualized Instructional Modules (IIM)

Date Modified: 2021-01-28

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

Bulletin IMM-13 - Instant Messaging

Published: 2010-01-07 (R. 2016-05-26) - Related ch. 1.1.

1. All corporate-related instant messaging communications involving conversations, decisions, and any other corporate information, must be saved to an RCMP-approved paper or electronic file under the RCMP Information Management Program.

1. 1. For approved paper or electronic filing systems, contact your Records Management Unit.

2. Only instant messaging applications that log conversations can be used for corporate purposes. The application must have at least the two following functions:

2. 1. the ability to log all conversation threads for each individual, and

2. 2. the ability to print the log of the conversation threads or the ability to save the threads into an approved Electronic Document and Records Management System.

Originated By:

Information Management Policy Section
Information Management Branch
CIO Sector

Date Modified: 2016-05-26

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

IMM - ch. 1.2. Information Management Roles and Responsibilities

Directive Amended: 2016-09-22

For information regarding this policy, contact Information Management Policy Section, Information Management Branch, at GroupWise address IMBIMPS.

1. Policy
2. Information Management Senior Official
3. Director, Information Management Branch
4. Divisional Information Management/Information Technology Officer
5. Divisional Information Management Manager
6. Information Management Executive Committee
7. Information Management Forum
8. Information Management Functional Specialist
9. Delegated Authority to complete IM activities
10. Manager
11. Supervisor
12. Employee

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1. Policy

1. 1. This policy must be read in conjunction with ch. 1.1.

1. 2. All employees are responsible for the management of information resources they create or receive. See sec. 12.

1. 3. For the purposes of this policy, employee is defined as all regular and civilian members, special constable members, public service employees, indeterminate and term employees, casual, seasonal, and part-time workers, students participating in student

employment programs, reservists, contractors, volunteers, auxiliaries, and provincial and municipal employees.

2. Information Management Senior Official

2. 1. In the RCMP, the Information Management Senior Official (IMSO) is the Chief Information Officer (CIO).

2. 2. The IMSO is accountable for the RCMP's compliance with legislation and policy instruments that have an impact on Information Management (IM).

2. 3. The IMSO is responsible for:

2. 3. 1. directing and promoting the RCMP's IM Program with guidance and support from the IM Branch;

2. 3. 2. advising departmental deputy heads and senior Government of Canada (GC) officials of potential impact that new IM-related legislation and policies could have on the RCMP, as well as issues of IM non-compliance;

2. 3. 3. communicating IM changes, decisions, expectations, requirements, and objectives at all levels in the RCMP;

2. 3. 4. participating in, or ensuring representation at, senior-level GC and departmental committees and meetings pertaining to IM, to ensure proper direction and strategic alignment; and

2. 3. 5. reporting to the Treasury Board of Canada Secretariat (TBS), unresolved compliance issues with GC IM policy instruments.

3. Director, Information Management Branch

3. 1. The Director, Information Management Branch (IMB) is responsible for:

3. 1. 1. developing the IM Framework;

3. 1. 2. providing IM leadership and guidance at an enterprise level;

3. 1. 3. establishing and providing enterprise IM governance;

3. 1. 4. escalating issues raised by IM governing bodies to senior management;

3. 1. 5. managing risks associated to enterprise IM;

3. 1. 5. 1. escalating to the IMSO, any risks to information resources that cannot be mitigated at the branch level;

3. 1. 6. identifying the required skillsets for Information Management Functional Specialists (IMFSs);

3. 1. 7. addressing gaps in IM skillsets and capacity through the development of training and awareness materials;

3. 1. 8. leading or delegating leadership activities for the IM Forum (IMF) meetings;

3. 1. 9. representing the divisions during IM Executive Committee meetings;

3. 1. 10. ensuring the RCMP has the tools and direction needed to effectively manage information created and captured by the organization;

3. 1. 11. leading and supporting the integration and interoperability of information assets within the organization and with external partners;

3. 1. 12. leading and supporting the identification, planning, capture, protection, organization, dissemination, disposition, and evaluation of information assets;

3. 1. 13. approving all national IM policy instruments; and

3. 1. 14. reporting to the IMSO, unresolved compliance issues with IM policy instruments.

4. Divisional Information Management/Information Technology Officer

4. 1. The divisional Information Management/Information Technology (IM/IT) Officer is accountable for divisional compliance with RCMP IM policy instruments.

4. 2. The divisional Information Management/Information Technology (IM/IT) Officer is responsible for:

4. 2. 1. ensuring the division has the proper resources and tools to manage information created and captured by divisional business lines;

4. 2. 2. identifying IM requirements during divisional strategic planning sessions, program creation, or system design;

4. 2. 3. escalating unresolved issues identified by the divisional IM Manager to IMB and the IMSO;

4. 2. 4. advising IMB of any impact new IM legislation and policies will have on the division; and

4. 2. 5. disseminating to the divisional IM Manager, changes, decisions, and expectations that have an impact on IM.

5. Divisional Information Management Manager

5. 1. The divisional Information Management (IM) Manager is responsible for:

5. 1. 1. overseeing the divisional IM Program through the management of IMFSs, and information life cycle (ILC) management of information resources of business value (IRBV)

within the IM Manager's division. See Library and Archives Canada - Records and Information Lifecycle Management.

5. 1. 2. ensuring all activities outlined in sec. 8.2.1. are completed by one or more IMFSs under the IM Manager's responsibility;

5. 1. 3. providing written delegated authority for certain IM activities. For more information, see ch. 1.1., sec. 5.1.9.

5. 1. 3. 1. The IM activities outlined in sec. 9.1.1. may be delegated to a Detachment Services Assistant (DSA) if the IM Manager:

5. 1. 3. 1. 1. ensures the DSA receives IM training and awareness sessions;

5. 1. 3. 1. 2. maintains a list of all divisional DSAs; and

5. 1. 3. 1. 3. advises the DSA of all legal and business holds, moratoriums on destruction, and Access to Information and Privacy (ATIP) requests.

5. 1. 4. participating in national forums, e.g. the IMF;

5. 1. 5. participating in or delegating a divisional representative to participate in national working groups, e.g. the IM Best Practices working group;

5. 1. 6. escalating to IMB, unresolved issues;

5. 1. 7. advising IMB of any impact new IM legislation and policies may have on divisional IM practices;

5. 1. 8. approving access to IM-specific Role-Based Access Controls (RBAC) in systems;

5. 1. 9. reviewing and approving IM-related content of divisional policy instruments developed by other program areas, e.g. standard operating procedures (SOPs), guides, and handbooks;

5. 1. 10. ensuring that compliance with RCMP IM policies is monitored, which includes:

5. 1. 10. 1. ensuring that annual monitoring and quality reviews of divisional IRBV and client IM practices are performed;

5. 1. 11. monitoring performance of the divisional IM Program;

5. 1. 12. gathering divisional IM metrics and responding to IMB on GC reporting mechanisms, including but not limited to the Management Accountability Framework (MAF) and the Directive on Recordkeeping (DRK);

5. 1. 13. escalating to IMB, risks to information resources that have been identified by divisional clients;

5. 1. 14. reporting to the divisional Information Management/Information Technology (IM/IT) Officer and IMB, unresolved compliance issues with IM policy instruments; and

5. 1. 15. ensuring all information within their division is searched for ATIP Requests or Moratoriums on Destruction, and potential hits are identified for further review.

6. Information Management Executive Committee

6. 1. The Information Management Executive Committee (IMEC), chaired by the IMSO, consists of executive-level representation from RCMP business lines, and is the ultimate authority on RCMP IM priorities based on the strategic needs of the organization that require escalation to the senior management level.

7. Information Management Forum

7. 1. The Information Management Forum (IMF), which reports to the IMEC, consists of IM representation from all divisions, and is responsible for directing and prioritizing IM issues that have a national impact.

8. Information Management Functional Specialist

8. 1. General

8. 1. 1. An IMFS performs all tasks under the IM program to support the program and to address clients' needs in managing information they create, collect, and capture. This includes tasks associated with the creation, capture, manipulation, organization, use, disclosure, sharing, finding, protecting, length of time information is kept, destroying, preserving, storing, and restricting information and data.

EXCEPTION: Some activities can be completed by an individual who is not an IMFS, but has received delegated authority from an IM Manager. For further information on delegated authority, see sec. 9.

8. 1. 2. The IMFS is responsible for one or more of the following activities:

8. 1. 2. 1. development of IM policy instruments;

8. 1. 2. 2. interpretation and guidance regarding legislation, policies, and procedures that have an impact on IM;

8. 1. 2. 3. management and oversight of all ILC activities on files within the RCMP Records Management Program, including:

8. 1. 2. 3. 1. maintaining an inventory of all events pertaining to IRBV;

8. 1. 2. 3. 2. validating classification;

8. 1. 2. 3. 3. creating hardcopy files and folders;

8. 1. 2. 3. 4. reviewing electronic files;

8. 1. 2. 3. 5. applying non-disclosures;

8. 1. 2. 3. 6. applying legal and business holds, and moratoriums on destruction;

8. 1. 2. 3. 7. coordinating and applying record suspensions;

8. 1. 2. 3. 8. conducting data quality reviews related to ILC practices;

8. 1. 2. 3. 9. monitoring compliance with RCMP IM practices, which includes:

8. 1. 2. 3. 9. 1. performing annual monitoring and quality reviews of divisional IRBV and client IM practices; and

8. 1. 2. 3. 9. 2. notifying the divisional IM Manager of any issues of non-compliance.

8. 1. 2. 3. 10. pre-identifying archival value; and

8. 1. 2. 3. 11. performing disposition activities.

8. 1. 2. 4. validation of archival information;

8. 1. 2. 5. analysis of IM requirements during the development of a new program or system;

8. 1. 2. 6. divisional coordination of ATIP request searches;

8. 1. 2. 7. creation and delivery of IM training and awareness products;

8. 1. 2. 8. coordination for moratoriums on destruction; and

8. 1. 2. 9. program oversight and compliance monitoring.

NOTES:

1. For national activities, see sec. 8.4.1. and 8.5.

2. For divisional activities, see sec. 8.2., 9.1., and 8.3.1.

8. 2. Divisional Information Management Functional Specialist

8. 2. 1. In accordance with sec. 5.1.2., the divisional IMFS is responsible for one or more of the following activities:

8. 2. 1. 1. maintaining all hardcopy folders and electronic files held within the RCMP Records Management Program;

8. 2. 1. 2. completing records management activities identified in sec. 8.1.2.3.;

8. 2. 1. 3. coordinating and/or performing searches for ATIP requests, legal and business holds, and moratoriums on destruction;

8. 2. 1. 4. delivering divisional IM training and awareness sessions;

8. 2. 1. 5. assessing divisional programs and systems to ensure compliance with IM policy instruments;

8. 2. 1. 6. in order to identify IM requirements, reviewing divisional policies, procedures, tools, projects, and training that may have an impact on IM;

8. 2. 1. 7. monitoring compliance with RCMP IM practices, which includes:

8. 2. 1. 7. 1. performing annual monitoring and quality review of divisional IRBV and client IM practices;

8. 2. 1. 8. reporting to the IM Manager or the IM Manager's immediate supervisor, unresolved compliance issues with IM policy instruments and practices.

8. 3. Records Management Program

8. 3. 1. Management of IRBV

8. 3. 1. 1. Employees in charge of the life cycle management of information within the RCMP Records Management Program are responsible for:

8. 3. 1. 1. 1. managing IRBV throughout their life cycle in accordance with IM policy instruments;

8. 3. 1. 1. 2. managing and overseeing all files held within the RCMP Records Management Program;

8. 3. 1. 1. 3. maintaining the official repositories of the RCMP Records Management Program;

8. 3. 1. 1. 4. providing IM awareness sessions to clients;

8. 3. 1. 1. 5. identifying IRBV with long-term or historical value based on archival criteria;

8. 3. 1. 1. 6. ensuring that IRBV follow retention periods as indicated in App. 2-1-1, App. 2-2-1, or App. 2-3-1, and are transferred to Archives Management Section (AMS) or Library and Archive Canada's (LAC's) Regional Service Centre when archival criteria applies; and

8. 3. 1. 1. 7. monitoring compliance with RCMP IM policies, which includes:

8. 3. 1. 1. 7. 1. performing annual monitoring and quality review of divisional IRBV and client IM practices; and

8. 3. 1. 1. 7. 2. notifying the divisional IM Manager of any issues of non-compliance.

8. 4. Information Management Policy Section

8. 4. 1. Information Management Policy Section (IMPS) is responsible for:

8. 4. 1. 1. developing national IM policies, standards, procedures, best practices, and guidelines pertaining to:

8. 4. 1. 1. 1. official classification structures and retention periods for all RCMP IRBV,

8. 4. 1. 1. 2. records and document management activities identified in sec. 8.1.2.3.,

8. 4. 1. 1. 3. Information Architecture,

8. 4. 1. 1. 4. coordinating ATIP requests,

8. 4. 1. 1. 5. developing and maintaining an essential records program, and

8. 4. 1. 1. 6. moratoriums on destruction.

8. 4. 1. 2. creating and maintaining IM tools. See the IM Wiki;

8. 4. 1. 3. identifying and enforcing standardized IM requirements;

8. 4. 1. 4. communicating with divisional IM Managers concerning changes to the Enterprise IM Program regarding planning, practices, and awareness strategies;

8. 4. 1. 5. completing regular monitoring and reporting activities of the Enterprise IM Program, which includes:

8. 4. 1. 5. 1. defining and monitoring key performance indicators for the Enterprise IM program.

8. 4. 1. 6. reviewing national information technology (IT) systems to ensure compliance with IM policy instruments;

8. 4. 1. 7. if difficulties arise, assisting divisional IM Managers in assessing divisional systems;

8. 4. 1. 8. identifying IM requirements and escalating any compliance issues to the Director, IMB, review of national policies, procedures, SOPs, tools, projects, and training that may have an impact on IM;

8. 4. 1. 9. authorizing, in writing, delegated authority for certain IM activities;

8. 4. 1. 9. 1. For further information see ch. 1.1., sec. 5.1.9.2.

8. 4. 1. 10. reviewing and updating IM policy instruments every 5 years;

8. 4. 1. 11. managing, tracking and reporting on risks to information resources; and

8. 4. 1. 12. creating and maintaining national IM training and awareness products.

8. 5. Archives Management Section

8. 5. 1. Archives Management Section (AMS) is responsible for Management of Information with long-term or historic value, which includes the following activities:

8. 5. 1. 1. determining RCMP archival criteria based on LAC disposition authorities, and providing it to IMPS;

8. 5. 1. 2. validating IRBV identified as meeting archival criteria;

8. 5. 1. 3. managing and storing IRBV for RCMP historical purposes or pending transfer to LAC; and

8. 5. 1. 4. transferring custody of the IRBV to LAC.

9. Delegated Authority to complete IM activities

9. 1. Detachment Services Assistant

9. 1. 1. The Detachment Services Assistant is responsible for the following activities:

9. 1. 1. 1. maintaining an inventory for all events pertaining to IRBVs within their detachment which is accessible by the Divisional IM Manager or the designated IMFS;

9. 1. 1. 2. creating all hardcopy files and folders for their detachment;

9. 1. 1. 3. conducting data quality activities including the validation of classification and non-disclosure dates;

9. 1. 1. 4. verifying retention periods to ensure accuracy;

9. 1. 1. 5. completing disposition activities;

9. 1. 1. 6. gathering divisional IM metrics and responding to the IM Manager or their designated IMFS on GC reporting mechanisms including but not limited to the Management Accountability Framework (MAF) and the Directive on Recordkeeping (DRK);

9. 1. 1. 7. monitoring compliance with RCMP IM practices which includes:

9. 1. 1. 7. 1. performing annual monitoring and quality reviews of detachment IRBV and client IM practices; and

9. 1. 1. 7. 2. reporting unresolved compliance issues with IM policy instruments and practices to the IM Manager or their designated IMFS.

9. 2. Individuals with delegated authority to complete specific IM activities, excluding Detachment Services Assistants

9. 2. 1. Individuals who have received delegated authority to complete specific IM activities are responsible for the following activities:

9. 2. 1. 1. disposition activities;

9. 2. 1. 2. destruction of the scanned hardcopy for digitization;

9. 2. 1. 3. IM lifecycle activities performed in a divisional system to which the IMFS does not have access;

9. 2. 1. 4. offsite storage destruction and shipping; and

9. 2. 1. 5. management of Project Code Names.

10. Manager

10. 1. The manager must:

10. 1. 1. analyze his/her business processes and identify IM requirements to the divisional IMFS pertaining to:

10. 1. 1. 1. the IRBV his/her Section produces, collects, or is required to store; and

10. 1. 1. 2. access to IRBV, for what purpose, and for how long.

10. 1. 2. ensure IM requirements are included in the contractual terms and conditions for contractors and others engaged in work on behalf of the RCMP;

10. 1. 3. specify that all IRBVs created or acquired during the course of employment with the RCMP, regardless of format or medium, belong to the RCMP;

10. 1. 4. Identify to their divisional IMFS, any risks to information resources that may prevent their section from completing its objectives or meeting its mandate; and

10. 1. 5. Provide IMPS with an update on the status of a risk to information resources for which the manager is considered the risk owner.

11. Supervisor

11. 1. The supervisor must ensure employees under his/her direction:

11. 1. 1. receive IM awareness and training to outline their responsibilities pertaining to managing the information they create and collect;

11. 1. 2. are advised that all IRBVs created or acquired during the course of employment with the RCMP, regardless of format or medium, belong to the RCMP; and

11. 1. 3. comply with IM policy instruments, by:

11. 1. 3. 1. ensuring Section IRBV are incorporated in the Records Management Program; and

11. 1. 3. 2. identifying unresolved compliance issues with IM policy instruments, and documenting the issues in employee performance tools.

NOTE: When completing their mid- or end-of-year assessment, public service employees will use either Performace Log, Form 1004 or the performance management software. Members will use either Form 1004 or Performance Evaluation and Learning Plan, Form 2510.

12. Employee

12. 1. The employee must ensure that:

12. 1. 1. all IRBV he/she creates or collects are incorporated into the RCMP Records Management Program. For further information regarding the types of information that must be retained, see ch. 1.1., sec. 5.1.2.2.;

12. 1. 1. 1. If an employee has received authority from the IM Manager to create official hardcopy folders, for the inventory to be updated, the employee must notify the respective records office or delegated DSA each time a folder is created.

EXCEPTION: Notification is not required when the system automates this process.

12. 1. 2. official hardcopy folders are returned to the respective records office or delegated DSA regularly for review;

12. 1. 2. 1. The IM Manager will determine how often the folders are to be returned for review.

12. 1. 3. information he/she creates or collects is managed in accordance with IM policy instruments;

12. 1. 4. Information Management-related experiences or lessons learned are documented and shared with the section manager or supervisor; and

12. 1. 5. RCMP information held on portable/removable storage devices is managed in accordance with departmental security policy. See AM ch. XI.3.

12. 2. To ensure new direction or activities comply with IM practices when developing policies, defining processes, or planning for projects that have an impact on IM as indicated in sec. 12.3., employees must notify:

12. 2. 1. for national items, IMB; or

12. 2. 2. for divisional items, the divisional IM Manager.

12. 3. Activities that have an impact on IM include but are not limited to:

12. 3. 1. development of, or update to, a system;

12. 3. 2. change in mandate;

12. 3. 3. organizational restructuring, e.g. the closing or opening of a unit/section/branch, or centralization/decentralization;

12. 3. 4. filing requirements;

12. 3. 5. non-disclosure requirements;

12. 3. 6. legal and business holds;

12. 3. 7. file or document formats; or

12. 3. 8. disposition of the information, including its destruction or transfer to AMS.

12. 4. Before leaving a position, all employees must ensure:

12. 4. 1. they review files in their possession to ensure:

12. 4. 1. 1. all activities are finalized and documented,

12. 4. 1. 2. new files are created when working files exist,

12. 4. 1. 3. files are concluded when no further action is required,

12. 4. 1. 4. official files are returned to the respective records office, and

12. 4. 1. 5. they contact their divisional IMFS to determine appropriate IM requirements for additional support;

12. 4. 2. information pertaining to pending or ongoing activities is transferred to the section manager or supervisor;

12. 4. 3. information they have encrypted and is currently held on a network drive or approved storage media is made accessible to the section manager, supervisor, and/or replacing employee, if known, in order for them to apply proper encryption; and

12. 4. 4. transitory information that is still in use by the section, or is subject to an ATIP request or moratorium on destruction, is given to their immediate supervisor.

12. 4. 4. 1. All other transitory information must be destroyed.

References

Date Modified: 2016-09-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 2.1. Administrative Information Resources

Directive Amended: 2016-08-05

For information regarding this policy, contact Information Management Policy Section, Information Management Branch at GroupWise address IMBIMPS.

1. Policy
2. Definitions
3. Managing Administrative Files
4. Concluding Administrative Files
5. Reactivating Administrative Files
6. Retention and Disposition of Administrative Files
7. Transferring Administrative Files
App. 2-1-1 Administrative Information Classification and Retention Structure

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1. Policy

1. 1. This Directive is to be read in conjunction with ch. 1.1.

1. 2. The Information Management Policy Section is responsible for creating and maintaining all administrative primaries and retention periods.

1. 3. When new administrative primaries are required, policy sections responsible for the information must consult with the Information Management Policy Section for the designation of a primary number and to establish an associated retention period.

1. 3. 1. Requests or recommendations for retention periods submitted to the Information Management Policy Section must include detailed supporting justification.

1. 4. All administrative primaries and retention periods are located in App. 2-1-1.

1. 5. Employees must ensure that original administrative information resources of business value are:

1. 5. 1. associated to an official file in the RCMP Records Management Program,

1. 5. 2. classified using the structure identified in App. 2-1-1, and

1. 5. 3. managed by an Information Management Functional Specialist.

1. 6. For information pertaining to digitized copies of information resources of business value, see ch. 2.5.

1. 7. To ensure compliance with Government of Canada legislation and policy instruments with an impact on Information Management, regular quality assurance reviews of administrative files and Information Management maintenance and disposition activities must be performed by an Information Management Functional Specialist.

1. 7. 1. Maintenance activities include but are not limited to:

1. 7. 1. 1. validation of classification,

1. 7. 1. 2. application of legislated non-disclosures,

1. 7. 1. 3. management of administrative files,

1. 7. 1. 4. identification and/or validation of information with archival value,

1. 7. 1. 5. coordination of moratoriums on destruction,

1. 7. 1. 6. application of retention periods, and

1. 7. 1. 7. application of retention period extensions.

1. 7. 2. A delegated authority may be granted by divisional Information Management Managers to individuals who are not Information Management Functional Specialists, provided that this authority is:

1. 7. 2. 1. granted to perform maintenance and disposal activities in divisional systems to which the Information Management Functional Specialists do not have access;

1. 7. 2. 2. in writing; and

1. 7. 2. 3. classified using App. 2-1-1, primary 1466 - Program and Office Administration.

2. Definitions

2. 1. **Administrative information resources** means those related to activities that do not contribute to the enforcement of the law, including but not limited to, strategic planning, program/service management and oversight, internal services as defined by Treasury Board, and all procedures. See Treasury Board's Internal Services.

2. 2. **Hardcopy package** means a group of related documents that are to be kept together for put away.

2. 3. **Primary number.** See IMM definitions.

2. 4. **Put Away**. See IMM definitions.

2. 5. **Retention period.** See IMM definitions.

2. 6. **Routine file.** See IMM definitions.

2. 7. **Volume**. See IMM definitions.

3. Managing Administrative Files

3. 1. Types of Administrative Files

3. 1. 1. Routine File

3. 1. 1. 1. A routine file is created when:

3. 1. 1. 1. 1. correspondence pertaining to a given topic or subject exists, and additional correspondence is expected, or

3. 1. 1. 1. 2. additional correspondence is not expected, but 10 or more documents exist.

3. 1. 1. 2. There can be more than one routine file per primary number.

3. 1. 1. 3. Routine files are identified by the primary number followed by a secondary number starting with "-3".

EXAMPLES:

1. If you had one routine file each for primary 119, 168, and 1580, the files would be identified as follows: 119-3, 168-3, and 1580-3.

2. If you had three routine files for primary 1580, the files would be identified as follows: 1580-3, 1580-4, and 1580-5.

3. 1. 2. General File

3. 1. 2. 1. A general file is created when:

3. 1. 2. 1. 1. there are less than 10 hard copy documents associated to a given topic or subject, and

3. 1. 2. 1. 2. it is determined that maintaining a separate file is of little value as additional correspondence is not expected.

3. 1. 2. 2. A general file has all correspondence combined into one file.

3. 1. 2. 3. There can only be one general file per primary.

3. 1. 2. 4. General files are identified by the use of the secondary "-2", which is reserved for each administrative primary.

EXAMPLE: General files for primaries 119, 168, and 1580 would be identified as: 119-2, 168-2, and 1580-2.

3. 1. 2. 5. For search and retrieval purposes, all information resources of business value (IRBV) placed in a general file must be indexed.

3. 1. 3. RCMP-developed Policy Instrument

3. 1. 3. 1. Information pertaining to the creation, maintenance, and publication of RCMP policy instruments by the policy section or the office of primary interest responsible for such information must:

3. 1. 3. 1. 1. include all background information and reviews, and

3. 1. 3. 1. 2. be classified using App. 2-1-1, primary 290 - RCMP Policy Instruments.

3. 2. File Creation

3. 2. 1. General

3. 2. 1. 1. For new paper file requests, employees must complete and send a File Action Request , Form 4148 to the IMFS/delegate responsible for the creation of files.

3. 2. 1. 2. If the creation of an electronic file is completed by an IMFS, employees must complete and send Form 4148 or an e-mail outlining equivalent information, to the IMFS/delegate responsible for the creation of files.

3. 2. 1. 3. For inventory purposes, official files must be opened only when correspondence exists to support their creation.

3. 2. 1. 4. New files must be created when:

3. 2. 1. 4. 1. a new calendar or fiscal year begins:

3. 2. 1. 4. 1. 1. for new financial or procurement related activities; and

3. 2. 1. 4. 1. 2. for files that do not have a predefined end, such as team meetings or general files.

3. 2. 1. 4. 2. a competition begins,

3. 2. 1. 4. 3. a staffing action or security process begins for a non-RCMP employee,

3. 2. 1. 4. 4. a new policy or system is developed, or

3. 2. 1. 4. 5. no files exist pertaining to the same subject.

3. 2. 2. File Title

3. 2. 2. 1. All administrative file titles must have the following structure:

3. 2. 2. 1. 1. For files pertaining to RCMP employees: Branch - File Title - Section Identifier.

EXAMPLE: IMB - National Information Management Manager's Meeting - IMPS.

3. 2. 2. 1. 1. 1. Branch is identified by the departmental organizational (org) chart.

3. 2. 2. 1. 1. 2. File Title must reflect file topic or subject.

3. 2. 2. 1. 1. 3. Section Identifier is typically identified by the section acronym.

3. 2. 2. 1. 2. For files pertaining to non-RCMP employees or the administration of a process resulting in the review of a specific individual, e.g. complaint or grievance review: Branch - Individual's name - DOB and/or HRMIS Number - Section Identifier.

EXAMPLES:

1. IMB - John Hancock - 1975-12-02 - IMPS

2. IMB - John Hancock - 000267158 - IMPS

3. MB - John Hancock - 1975-12-02, 000267158 - IMPS

3. 2. 2. 2. The IMFS responsible for managing administrative files should maintain a section identifier and branch list to ensure there are no duplicate identifiers within a branch or directorate.

3. 2. 3. Prefix

3. 2. 3. 1. For the purposes of this Directive, a prefix is a series of letters that identifies the section, directorate, or division of the file.

EXAMPLES:

1. The Division Prefix for Manitoba is: B

2. The Division and Region Prefix for the Yukon Territory is: MPR

3. 2. 3. 2. Prefixes are designated by the IMFS responsible for managing administrative files at the divisional level.

3. 2. 3. 3. The IMFS should maintain a prefix list to ensure there are no duplicate entries.

3. 2. 3. 4. When a new section, program, or project is created, the business lines should consult with their local records office to determine if a new prefix is required.

3. 3. Index for File Inventory

3. 3. 1. An inventory of all official administrative files must be maintained by the local IMFS responsible for managing administrative files. At minimum, the index for the inventory must include:

3. 3. 1. 1. file number,

3. 3. 1. 2. format,

3. 3. 1. 3. volume number,

3. 3. 1. 4. volume year,

3. 3. 1. 5. prefix (if applicable),

3. 3. 1. 6. file title,

3. 3. 1. 7. creation date,

3. 3. 1. 8. location (if hard copy),

3. 3. 1. 9. conclusion and closure date,

3. 3. 1. 10. disposition activity,

3. 3. 1. 11. disposition date,

3. 3. 1. 12. security level,

3. 3. 1. 13. name, and if available, date of birth (DOB) or HRMIS number of the file's subject (if applicable), and

3. 3. 1. 14. name of the individual(s) who charged out or accessed the files.

3. 4. Shared Drives Approved as a Temporary Repository

3. 4. 1. Administrative IRBV may be managed on shared drives if the divisional Information Management (IM) Manager has identified that a shared drive is a supported temporary repository in his/her respective division.

3. 4. 2. Shared drives must use the structure identified in App. 2-1-1, and the structure must be reviewed and approved by an IMFS.

3. 4. 2. 1. The structure must include the primaries needed to properly file IRBV created or captured by those who are saving documents to that shared drive, and enable the application of retention periods on all information.

3. 4. 2. 2. To monitor compliance with IM policy instruments, an IMFS/delegate must conduct regular reviews of IRBV managed in a structured shared drive.

NOTE: The IM Manager will determine the frequency of the reviews.

3. 4. 2. 3. Upon expiration of the prescribed retention period, an IMFS/delegate must complete disposition activities according to ch. 1.1., sec. 9.1.

3. 4. 2. 4. The ability to search the contents of the shared drive must be enabled.

3. 4. 2. 5. Proper access of the shared drive must be granted to:

3. 4. 2. 5. 1. employees whose duties require them access to the shared drive, and

3. 4. 2. 5. 2. an IMFS/delegate.

3. 5. Volumes

3. 5. 1. Volumes must be closed for the end of the calendar or fiscal year.

3. 5. 2. If correspondence exceeds capacity and a new volume is required, the previous volume should be closed immediately, and the new volume can be kept open until the end of the calendar or fiscal year.

3. 5. 3. Volumes must not contain correspondence pertaining to multiple calendar or fiscal years.

EXAMPLES:

1. A financial file pertaining to fiscal year 2014/2015 may be opened in March 2014 and closed in May 2015 as long as all of the information on file pertains to fiscal year 2014/2015.

2. A contract pertaining to calendar year 2014 may be opened in November 2013 and closed in January 2015 as long as all of the information pertains to the specific contract for 2014.

3. 5. 4. The final volume of a file must be closed when the file is concluded. See sec. 4.

3. 6. File Review

3. 6. 1. The IMFS must review all administrative files under his/her management at least once per year.

3. 6. 1. 1. If hard copy files are charged out and held by a business line, the hard copy files must be returned to the IMFS for review.

3. 7. Put Away

3. 7. 1. Employees must add a put away (PA) stamp or equivalent information on all IRBV before the IRBV are incorporated into the RCMP Records Management Program.

3. 7. 1. 1. The PA stamp or equivalent information must indicate:

3. 7. 1. 1. 1. creator or sender's name, as well as section and/or branch,

3. 7. 1. 1. 2. creation date or date of PA, and

3. 7. 1. 1. 3. for paper documents, the employee's initials.

3. 7. 2. Only the top page of a hardcopy package must have the PA stamp or equivalent information.

3. 7. 2. 1. When preparing several packages for incorporation into the Records Management Program, the PA stamp or equivalent information must be placed on the top of each package.

3. 7. 2. 2. For individual information resources, e.g. single documents or single reports that are intended for different files, the PA stamp or equivalent information must be placed on the top of each document.

3. 7. 3. For electronic documents, the information in sec. 3.7.1.1. must be available as part of the system or application metadata.

4. Concluding Administrative Files

4. 1. The IMFS must conclude administrative files once the last administrative action is complete, and

4. 1. 1. for awards, complaints, grievances, discipline or code of conduct investigations, once the last administrative decision has been taken;

4. 1. 2. for conflict management incidents, once the decision is made or the case is withdrawn;

4. 1. 3. for contracts, permits, access controls licensing or collective bargaining, upon expiration;

4. 1. 4. for security equipment, once the equipment has been delisted (or removed) from the Security Equipment Guide;

4. 1. 5. for the *RCMP Act*, *RCMP Regulations, 2014*, business continuity plans, benchmarks, inventories, position files, specimen signature cards, forms, mailing lists, procurement

service agreements, procedures, and policy instruments, once any of these documents have been superseded;

4. 1. 6. for Commissions or Boards of Inquiry, once disbanded;

4. 1. 7. for systems, system gating and assessments, and radio services, once the system is no longer in use;

4. 1. 8. for building tenders, once the tender has been taken over; and

4. 1. 9. for staffing files, once a staffing pool is no longer in use.

5. Reactivating Administrative Files

5. 1. If additional correspondence is received regarding an administrative file after the file has been concluded, the file may be reopened.

6. Retention and Disposition of Administrative Files

6. 1. Upon conclusion of an administrative file, retention periods are triggered according to App. 2-1-1.

EXCEPTIONS:

1. For network monitoring logs, retention periods are triggered after the last administrative use of the log.

2. For logs identifying document or file inventory details, retention periods are triggered after destruction of the file to which the log pertains.

6. 2. While performing the final review of a file or volume to determine disposition methods, retention periods must be read in conjunction with App. 2-1-1.

6. 2. 1. The IMFS must complete and add a Special Handling File, Form 1821 to all volumes of a file in which information has potential archival value based on the archival constraint and the General Administrative Selection Criteria as according to App. 2-1-1.

6. 2. 1. 1. For electronic documents, Form 1821 must be scanned and associated to the volume.

EXCEPTION: When information has potential archival value and has been directly identified or designated in an IM-approved system e.g. through metadata, a flag, check boxes for archival candidate and archival evaluation, the IMFS would have to complete the required actions as specified in the system's standard operating procedures to identify information as potentially archival.

6. 3. Upon the expiration of the prescribed retention period, the IMFS responsible for managing administrative files must complete disposition activities specified in ch. 1.1., sec. 9.1.

6. 3. 1. When the retention period is linked to a last administrative action, all volumes of the file must be retained until the final action is taken, completing all activities pertaining to the subject matter.

6. 3. 2. Retention periods may be extended according to ch. 1.1., sec. 9.4.

7. Transferring Administrative Files

7. 1. If the administrative information is required by a unit in another division, the IMFS responsible for managing the administrative files in the sending division must forward the associated folders to the IMFS responsible for managing those files in the receiving division.

7. 2. The IMFS must complete a Transmittal/Acknowledgement of Admin. & Ops. Records, Form 2486, and include it with the shipment of physical objects.

7. 2. 1. Signed forms must be classified using App. 2-1-1, primary 1466 - Program and Office Administration.

References

- TBS, Policy on Information Management
- TBS, Directive on Recordkeeping
- Information Management Roles and Responsibilities Policy
- Library and Archives Canada, Multi-Institutional Disposition Authorities and Supporting Documentation
- Individualized Instructional Module - Administrative/Operations Records

Date Modified: 2016-08-05

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - App. 2-1-1 Administrative Information Classification and Retention Structure

Directive Amended: 2018-01-29

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IMM - ch. 2.3. Operational Information Resources

Directive Amended: 2018-05-16

For information regarding this Policy, contact Information Management Policy Section, Information Management Br. at Irrelevant

1. Policy
2. Definitions
3. Operational Systems
4. Management of Operational Files and Physical/Digital Objects
5. Concluding Operational files
6. Retention and Disposition
7. Project Code Names
8. Consequences

App. 2-3-1 Operational Information Classification and Retention Structure

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1. Policy

1. 1. This Directive is to be read in conjunction with ch. 1.1.

1. 2. For the purposes of this Directive, information in the National Repository of Criminal Records and the Canadian Police Information Centre systems are excluded.

1. 3. The Information Management Policy Section is responsible for the creation and maintenance of all operational codes and retention periods as outlined in App. 2-3-1.

1. 3. 1. The Archives Management Section is responsible for the creation and maintenance of archival criteria for operational information resources of enduring value.

1. 4. The Information Management Policy Section is the final authority on the types of activities permitted in all RCMP Operational Systems, including Operational Electronic Document and Records Management Systems, e.g. Police Records Information Management Environment and Police Reporting and Occurrence System, and Operational Records Management Systems, e.g. Police Information Retrieval System.

1. 5. Operational files are required to manage RCMP operational information resources of business value.

1. 6. All operational information resources of business value created by RCMP employees and non-employees on behalf of the RCMP must be managed according to information management policies.

1. 7. Information resources pertaining to the daily administration of a program and its services are considered administrative, and associated information resources of business value must be classified according to App. 2-1-1.

1. 7. 1. Criminal Records Checks, Vulnerable Sector Checks, and Police Information Checks, must be classified according to App. 2-1-1, primary 1518 - Informal Information Requests.

1. 8. Employees must ensure that operational information resources of business value they have created or have received from an external department, in reference to an operational RCMP activity for which they are responsible, are incorporated into, or linked to, a core operational system's operational file.

1. 9. An operational file must be created, within 24 hours, for each occurrence, i.e. operational event or incident, in which the RCMP is either the lead policing body or assisting another agency, regardless of the number of people, offences, or charges involved. See OM ch. 47.2., sec. 1.

1. 10. For the purposes of this Directive, the lead investigator is the employee responsible for oversight of the specific occurrence or operational activity.

1. 11. Lead investigators are responsible for the creation, management, and overall data quality of all information located on the operational file for which they are the lead, through consultation with an Information Management Functional Specialist, when necessary.

1. 11. 1. Lead investigators must ensure that all information relating to their occurrences is accurate and regularly updated.

1. 11. 2. Lead investigators are not responsible for activities performed by an Information Management Functional Specialist.

1. 12. To ensure compliance with information management legislation and policy instruments, information management maintenance and disposal activities and regular quality assurance reviews of electronic and hard copy operational files must be performed by an Information Management Functional Specialist during the life cycle of the operational files.

1. 12. 1. Information Management Managers may delegate authority to an individual who is not an Information Management Functional Specialist, to enable the individual to perform maintenance and disposal activities in divisional systems to which the individual does not have access.

1. 12. 1. 1. Written delegations are required, and must be classified according to App. 2-1-1, primary 1466 - Program and Office Administration.

1. 12. 2. Lead investigators can delegate authority to perform certain activities for which they are accountable, as identified in this Directive, to individuals who are participating in the operational activity, e.g. working on the same case, or who offer administrative assistance within the unit.

EXCEPTION: This delegation cannot be extended to an Information Management Functional Specialist.

2. Definitions

2. 1. **Operational information resources of business value** support the mandate of the RCMP in the enforcement of the law in the detection, prevention, or suppression of crime, as well as the administration of individuals who have been involved in investigations under the

Criminal Code, federal and provincial statutes, municipal bylaws, and territorial ordinances. Operational information resources of business value also include management of RCMP intelligence.

2. 2. **Lead investigator**. See OM App. 47-2-1.

3. Operational Systems

3. 1. To comply with Government of Canada requirements, new systems must be Electronic Documents and Records Management Systems (EDRMS). See Treasury Board's Standard for Electronic Documents and Records Management Solutions (EDRMS).

3. 2. Operational Electronic Document and Records Management Systems (OEDRMS) owners must obtain approval from Information Management Policy Section (IMPS) and Operations Systems Services Centre (OSSC) to use a system for the management of operational information resources of business value (IRBV).

3. 2. 1. Approval will only be granted once all information management (IM) and operational business requirements have been met, as deemed by IMPS and OSSC. See ch. 2.4.

3. 2. 2. Divisional system owners must obtain approval from their divisional IM Manager.

3. 2. 3. RCMP System owners are responsible for IM legislation and policy instrument compliance of all information managed in their systems.

3. 2. 3. 1. RCMP System owners must ensure that their agreements with external partner agencies clearly indicate that RCMP IM policy compliance is a requirement for use of RCMP systems.

3. 3. The core operational systems are:

3. 3. 1. Operational Electronic Document and Records Management Systems (OEDRMS):

3. 3. 1. 1. Police Reporting and Occurrence System (PROS),

3. 3. 1. 2. Police Records Information Management Environment (PRIME)-BC,

3. 3. 1. 3. Versadex Halifax, and

3. 3. 1. 4. Secure Police Reporting and Occurrence System (SPROS).

3. 3. 2. Operational Records Management Systems (ORMS):

3. 3. 2. 1. Police Information Retrieval System (PIRS) and

3. 3. 2. 2. Secure Criminal Information System (SCIS).

3. 4. External operational systems:

3. 4. 1. All systems managing operational IRBV not included in the core operational systems list are considered external operational systems.

3. 4. 2. External RCMP operational systems can only be used to manage operational IRBV that contribute to an operational file contained within a core operational system.

3. 4. 2. 1. Information collected must comply with IM legislation and policy instruments even if it does not directly contribute to an RCMP occurrence, but does not need to be associated to an operational file contained within a core operational system.

3. 4. 3. Operational IRBV must be classified using the appropriate operational code when applicable; otherwise a name or specific identifier must be used.

3. 4. 4. External RCMP operational system users must advise the lead investigator when an external operational system file has been created and contributes to the lead investigator's file occurrence.

3. 4. 4. 1. The lead investigator must ensure that a reference to the external system, e.g. an indication that a file exists outside of PROS or any of the core systems, is available on the associated operational file contained within the core operational system.

EXCEPTION: The requirement to reference an external system does not apply to external operational systems managing witness protection information.

3. 4. 4. 2. When a link or reference is added to a concluded operational file, the operational file must be re-concluded according to sec. 5.5.

4. Management of Operational Files and Physical Objects

4. 1. General

4. 1. 1. When creating new operational files, lead investigators must:

4. 1. 1. 1. open an operational file in a core operational system for each occurrence, regardless of the number of individuals, offences, or charges involved; and

4. 1. 1. 2. classify new operational files using an operational code according to App. 2-3-1.

4. 1. 1. 2. 1. Select the operational code that most accurately reflects the nature of the occurrence.

4. 1. 1. 2. 2. When multiple operational codes apply, the operational code identifying the most serious crime associated to the operational file must be identified as the primary.

4. 1. 1. 2. 2. 1. When applicable, Assistance, Information, and Intelligence-related operational codes must be identified as the primary.

4. 1. 1. 2. 2. 2. For systems in use before 2003, follow system-specific policy instruments.

4. 1. 2. Employees working with operational IRBV must identify any existing links between related operational files to the lead investigator, who must ensure that the links/cross-references are identified when they exist.

4. 1. 3. Upon conclusion of the operational file:

4. 1. 3. 1. the operational file cannot be altered without the prior approval of the Information Management Functional Specialist (IMFS) responsible for managing those specific operational files in that location;

4. 1. 3. 1. 1. The lead investigator must submit change requests.

4. 1. 3. 2. the lead investigator/delegate must:

4. 1. 3. 2. 1. on the operational file, properly identify the location of all relevant external folders; and

4. 1. 3. 2. 2. send any hard copy materials to an IMFS responsible for managing those specific operational files in the lead investigator's location, e.g. HQ, detachment.

4. 1. 3. 2. 2. 1. If a records office is not available, the hard copy files will be maintained at the lead investigator's location until disposition.

4. 1. 3. 2. 2. 2. For details that pertain to concluding operational files, see sec. 5.

4. 1. 3. 3. the lead investigator's supervisor must:

4. 1. 3. 3. 1. ensure policy compliance for local storage, and

4. 1. 3. 3. 2. keep an inventory of all locally stored operational files.

4. 2. Scanning

4. 2. 1. Original hard copy operational IRBV may be scanned to an operational file, but can only be destroyed if the requirements outlined in ch. 2.5. are met.

4. 2. 1. 1. If the IRBV was created in an OEDRMS or ORMS, the electronic IRBV is considered the original.

4. 2. 1. 2. If the hard copy IRBV is received from another department or agency, and is the only copy held by the RCMP, it will be considered the original.

4. 3. Shared, Personal, and External Drives

4. 3. 1. Operational IRBV:

4. 3. 1. 1. must be managed in a core or external operational system and associated to an official operational file; and

4. 3. 1. 1. 1. Recorded media that contains operational information and is associated to an operational file must be identified on the core operational system's operational file to ensure retrievability. See sec. 4.6.6.

4. 3. 1. 2. must not be managed on shared, personal, or external drives, including but not limited to USB memory keys, external drives, or servers.

EXCEPTION: Recorded media that contains operational information that is not produced for court and contains multiple events, e.g. in-car video or body worn video, can be managed on shared or external drives, when security requirements are met as deemed by Departmental Security Branch (DSB), until an approved video management solution has been implemented.

4. 3. 1. 2. 1. System or application servers are not considered external servers according to sec. 4.3.1. The data must be managed in accordance with core operational system requirements or external operational system requirements, whichever applies.

4. 4. Reports

4. 4. 1. Finalized operational reports cannot be deleted.

4. 4. 2. If a report was created on the wrong operational file, at the request of the lead investigator it can be moved to the appropriate operational file by the IMFS responsible for those files.

4. 4. 2. 1. The IMFS must create a note on the original operational file, indicating the reason for the removal or relocation of the report, along with its new associated operational file number.

4. 4. 3. If a report was created in error, at the request of the lead investigator amendments can be made by the IMFS responsible for those files.

4. 4. 3. 1. The IMFS must create a note on the original operational file indicating the report was entered in error.

4. 5. Indexing

4. 5. 1. At minimum when available, all operational files must be indexed according to the following information:

4. 5. 1. 1. subjects, including all individuals involved in the occurrence, or their:

4. 5. 1. 1. 1. date of birth;

4. 5. 1. 1. 2. full name and aliases;

4. 5. 1. 1. 3. involvement and status, including but not limited to: victim, suspect, and complainant; and

4. 5. 1. 1. 4. unique identifiers, including but not limited to: Fingerprint Section (FPS) number and address.

4. 5. 1. 2. vehicles, including their:

4. 5. 1. 2. 1. licence plate number, and

4. 5. 1. 2. 2. make and model.

4. 5. 1. 3. occurrence, including the:

4. 5. 1. 3. 1. date of occurrence,

4. 5. 1. 3. 2. date the operational file was created,

4. 5. 1. 3. 3. summary of events, and

4. 5. 1. 3. 4. status and associated date.

4. 5. 1. 4. involved members, including their:

4. 5. 1. 4. 1. full name,

4. 5. 1. 4. 2. badge number or HRMIS number,

4. 5. 1. 4. 3. location of employment, and

4. 5. 1. 4. 4. associated role to the occurrence.

4. 5. 1. 5. associated paper files, including:

4. 5. 1. 5. 1. current location, and

4. 5. 1. 5. 2. date of creation.

4. 5. 1. 6. associated operational files, including:

4. 5. 1. 6. 1. file number, and

4. 5. 1. 6. 2. police agency or detachment to which it belongs.

4. 6. Management of Physical/Digital Objects

4. 6. 1. Photo Books

4. 6. 1. 1. Mug books/Prisoner photos

4. 6. 1. 1. 1. Prisoner pictures can be kept in a detachment to maintain photographs of individuals who have been charged. See OM ch. 19.8., sec. 3.

4. 6. 1. 2. Sequential photograph packs (photo line-ups)

4. 6. 1. 2. 1. Sequential photo packs must be:

4. 6. 1. 2. 1. 1. created and handled in accordance with OM ch. 25.4.;

4. 6. 1. 2. 1. 2. printed if they are to be kept longer than 10 years; and

4. 6. 1. 2. 1. 3. associated to the operational file and managed as an exhibit once the review process is complete, regardless of the result. See sec. 4.6.3.

4. 6. 1. 2. 2. Sequential photo packs must contain copies of prisoner photos.

4. 6. 2. Key Material Envelopes

4. 6. 2. 1. Key Material Envelopes (KME) must:

4. 6. 2. 1. 1. be ordered using Envelope Key Material, Form RCMP-GRC-713 from the Retail Products Catalogue;

4. 6. 2. 1. 2. only be used to manage original IRBV created by forensic identification (FI) members for forensic investigation purposes;

4. 6. 2. 1. 3. be managed on the associated operational file, once all forensic activities have been concluded;

4. 6. 2. 1. 4. contain IRBV as indicated in IFIM ch. 1.3.;

4. 6. 2. 1. 5. remain unopened unless authorized by the Forensic Identification Unit;

4. 6. 2. 1. 6. only contain material used and created for forensic identification purposes as outlined in IFIM ch. 1.3.;

4. 6. 2. 1. 7. remain unaltered without holes or staples; and

4. 6. 2. 1. 8. be treated as an exhibit if material from the key material envelope is produced for court.

4. 6. 2. 2. Lead investigators are responsible for ensuring that sealed KME are placed in the operational file upon receipt from the Forensic Identification Unit.

4. 6. 3. Exhibits

4. 6. 3. 1. Exhibits consist of all items seized, confiscated, collected, taken, or gathered in the course of an investigation.

4. 6. 3. 1. 1. Exhibits will be further separated into three categories:

4. 6. 3. 1. 1. 1. exhibits gathered in the course of an investigation,

4. 6. 3. 1. 1. 2. exhibits produced and filed in court as evidence, and

4. 6. 3. 1. 1. 3. biological exhibits in which biological matter is collected. See OM ch. 35.1.

4. 6. 3. 2. The lead investigator is responsible for ensuring that exhibits are properly managed in secure storage until they are returned or destroyed. See OM ch. 22.1., sec. 3.1.1.5., and OM ch. 22.3.

4. 6. 3. 3. Exhibits will not be physically managed or stored by the IMFS managing the operational file, or on the operational file to which the exhibits are associated.

4. 6. 3. 4. For details regarding disposition of exhibits, see sec. 6.9.

4. 6. 3. 5. For details regarding recorded media containing operational information, see sec. 4.6.6.

4. 6. 4. Found Property

4. 6. 4. 1. Found property:

4. 6. 4. 1. 1. includes all materials gathered, collected, and received for reasons other than investigational purposes; and

4. 6. 4. 1. 2. is to be managed in accordance with provincial legislation.

4. 6. 5. Operations Communications Centre (OCC) Notes

4. 6. 5. 1. Operational information must be entered directly into the Computer Aided Dispatch (CAD), or equivalent system where no CAD exists, when received by the OCC employee.

4. 6. 5. 1. 1. If the system is down, the OCC employee can take notes, but must enter the information into the applicable system as soon as possible, and subsequently destroy the notes.

4. 6. 5. 2. Notes pertaining to non-operational activities are to be classified according to App. 2-1-1, primary 1466 - Program and Office Administration, under "Routine and client inquiries".

4. 6. 6. Recorded Media Containing Operational Information

4. 6. 6. 1. Recorded media containing operational information that is produced and filed for court, or gathered in the course of an investigation, is to be treated as an exhibit.

4. 6. 6. 1. 1. For overall management of exhibits, see sec. 4.6.3.

4. 6. 6. 1. 2. For disposition of exhibits, see sec. 6.9.

4. 6. 6. 2. Recorded media containing operational information gathered in the course of an investigation must be associated to an operational file.

4. 6. 6. 2. 1. If no significant event was captured on the recorded media that may lead to an investigation into a violation of any federal, provincial, territorial or municipal statute, a Coroner's Inquiry or Inquest, a Public Inquiry, or an investigation pursuant to the *RCMP Act*, the recording must not be associated to an operational file. For retention details, see App. 2-3-1, Retention Exceptions.

4. 6. 6. 3. Recorded media not associated to an operational file is to be managed by the lead investigator/device operator or their supervisor, and must be placed in date order and grouped by calendar year .

4. 6. 6. 3. 1. Recorded media captured for policing purposes, e.g. surveillance, body-worn video, in-car video, that is not associated to an operational file and contains personal information must be kept for at least 2 years.

4. 6. 6. 3. 2. Recorded media captured for policing purposes, e.g. surveillance, body-worn video, in-car video, that is not associated to an operational file and does not contain personal information must be kept for 30 days.

4. 6. 6. 4. The lead investigator/device operator of recorded media must ensure the following is identified on the recorded media, and when applicable, in the OEDRMS:

4. 6. 6. 4. 1. lead investigator's and device operator's full name and HRMIS #, when applicable;

4. 6. 6. 4. 2. operational file number, when applicable;

4. 6. 6. 4. 3. work location (unit, section, detachment, and division);

4. 6. 6. 4. 4. date or date range of recorded event (YYYYMMDD);

4. 6. 6. 4. 4. 1. Extracted recordings must also include date of extraction.

4. 6. 6. 4. 5. highest security designation within the recorded media; and

4. 6. 6. 4. 6. date of destruction for associated exhibits, i.e. the video segment associated to an operational file, specifically for recorded media with multiple operational files.

4. 6. 6. 5. If the original recorded media file is required for court or investigative purposes, the lead investigator must ensure that the recorded media is managed as an exhibit and associated to the proper operational file.

4. 6. 6. 5. 1. If the original recorded media file contains segments pertaining to multiple operational files or events, information extracted from the original recorded media to be used for court purposes must be associated to the proper operational file, identified as an external item on the operational file that was created in a core operational system file, and managed as an exhibit.

4. 6. 6. 5. 1. 1. An additional copy of the recorded media file can be placed on the operational file for reference purposes, and must be marked as "reference only" by the lead investigator or device operator.

4. 6. 6. 5. 1. 1. 1. These copies are not managed as exhibits unless they are subsequently produced for court; they are to be managed on the associated operational file, and are subject to the same disposition requirements.

4. 6. 6. 5. 1. 2. The original copies are to be managed by the lead investigator/device operator or their supervisor, and must be managed by date and organized by calendar year.

4. 6. 6. 5. 1. 3. For information pertaining to the management of recorded media on shared drives, see sec. 4.3.1.

4. 6. 6. 6. The lead investigator must ensure that recorded media is saved in an acceptable format as outlined in the Guidelines on File Formats for Transferring Information Resources of Enduring Value.

4. 6. 7. Investigation Notes

4. 6. 7. 1. Roles and Responsibilities

4. 6. 7. 1. 1. Members

4. 6. 7. 1. 1. 1. Upon retirement or discharge, surrender notebooks to the Detachment Commander/delegate at your last post. See Form S-54A, Disposition of Equipment and Uniform on Discharge.

4. 6. 7. 1. 1. 2. Ensure individual notebooks related to major investigations are placed, in their entirety, directly on the related occurrence.

4. 6. 7. 1. 2. Commander/Delegate

4. 6. 7. 1. 2. 1. Store notebooks submitted by investigators in a secure designated area, filed and indexed by investigator HRMIS# and in date order.

4. 6. 7. 1. 2. 2. Supplemental divisional policy may exist to provide localized storage solutions specific to the division.

4. 6. 7. 2. Reproduction of notebook entries

4. 6. 7. 2. 1. Reproduction of notebook entries will be done by photocopying or scanning.

4. 6. 7. 2. 2. The member will initial and date photocopied notes and place them on the associated hard copy file.

4. 6. 7. 2. 3. The member/delegate will upload scanned notes to the relevant ORMS.

4. 6. 7. 3. Retention and Disposition

4. 6. 7. 3. 1. Reproduced notes are to be retained on their associated occurrence, and will be disposed of according to the occurrence's prescribed retention period.

4. 6. 7. 3. 2. Dispose of notebooks upon expiration of retention period in accordance with applicable Departmental Security Standards.

4. 7. Management of Specific Types of Operational Files

4. 7. 1. Bulk Files

4. 7. 1. 1. Bulk files may be opened when dealing with a large volume of similar operational activities of no substantive investigative value performed within a given month.

4. 7. 1. 1. 1. For details pertaining to the conclusion of bulk files, see sec. 5.2.

4. 7. 1. 2. The lead investigator/delegate must index the names of each individual related to the operational file directly on the operational file.

4. 7. 1. 3. A separate operational file must be opened for an individual who is subsequently the focus of additional investigative or judicial activity.

4. 7. 1. 4. If the topic supports a Canadian Police Information Centre (CPIC) or Federal Identity Program (FIP) entry, the topic cannot be bulk-filed. A separate file will be required.

4. 7. 2. Index Checks Files

4. 7. 2. 1. When performing index checks related to an RCMP operational file, employees must place the results on that operational file.

4. 7. 2. 2. When performing index checks for non-RCMP units or people unrelated to an operational file, information is to be classified according to App. 2-1-1, primary 1518 - Informal Information Requests.

4. 7. 3. High-Risk Offenders Files (Dangerous Offenders and Long-Term Offenders)

4. 7. 3. 1. Upon the receipt of a request from the Crown prosecutor to process an application for a dangerous or long-term offender, the lead investigator must open an operational file with the operational code Dangerous/Long-Term Offender. See Part XXIV, *Criminal Code* and Public Safety Canada's High-Risk Offenders – A Handbook for Criminal Justice Professionals.

4. 7. 3. 2. If an operational file is used for the application process:

4. 7. 3. 2. 1. the lead investigator/delegate must link the operational file to the specific Dangerous/Long-Term Offender operational file to which it contributed, and

4. 7. 3. 2. 2. the IMFS responsible for managing those specific operational files in that division must extend the retention periods, in accordance with App. 2-3-1, Retention Exceptions. This extension occurs only once, at the beginning of each application process.

4. 7. 3. 2. 2. 1. When an individual is designated a dangerous or long-term offender, the retention period of all associated operational files used to support the application will not be extended further.

4. 7. 3. 3. For details pertaining to the conclusion of Dangerous/Long-Term Offender files, see sec. 5.1.1.5.

4. 7. 3. 4. For details pertaining to retention extensions, see sec. 6.6.1.

4. 7. 4. Information Operational Files

4. 7. 4. 1. Lead investigators can create Information operational files to facilitate the analysis of unprocessed information on individuals, organizations, and their activities, or to monitor investigations. See OM ch. II.8.

4. 7. 4. 1. 1. Information files cannot be created for active investigative purposes.

4. 7. 5. Intelligence Operational Files

4. 7. 5. 1. Lead investigators can create Intelligence operational files to facilitate the analysis of information on individuals, organizations, and their activities that have been subject to the formal intelligence process. See OM ch. II.8.

4. 7. 5. 2. Intelligence operational files:

4. 7. 5. 2. 1. cannot be created for active investigative purposes, and

4. 7. 5. 2. 2. cannot be bulk-filed.

4. 7. 5. 3. Files qualifying as exempt in accordance with the OM ch. 28.7., sec. 3. must follow the directions identified in that Policy.

4. 7. 5. 3. 1. Employees must ensure that Intelligence operational files, qualifying as exempt, are identified through the use of the proper operational code.

4. 7. 5. 3. 1. 1. For hard copy files, an exempt bank label and a completed Form 2893, File Notice – National Security or Criminal Operational Intelligence must be included.

4. 7. 5. 4. If an Intelligence operational file becomes investigative, the Intelligence operational code will no longer be the primary, as the appropriate Investigative operational code must be applied.

4. 7. 5. 5. Once an Intelligence operational file no longer meets the Criminal Operational Intelligence Records (Exempt bank) PPU 015 and National Security Investigations Records (Exempt bank) PPU 025 criteria, the Information operational code must now be the primary operational code.

4. 7. 5. 6. Intelligence operational files must be concluded according to sec. 5.1.1.4.

4. 7. 6. National Security Files

4. 7. 6. 1. National security operational information must be managed in a secure system. See OM ch. 12.2.

4. 7. 6. 2. The core operational systems to be used for national security IM purposes are SPROS and SCIS.

4. 7. 7. Witness Protection Program Files

4. 7. 7. 1. For the purposes of this Policy, the Witness Protection Unit/Coordinator will be considered the lead investigator.

4. 7. 7. 2. Operational files with witness protection information:

4. 7. 7. 2. 1. apply to the administration of individuals requiring protection, according to the *Witness Protection Program Act*;

4. 7. 7. 2. 2. are not considered Intelligence operational files;

4. 7. 7. 2. 3. cannot be bulked-filed; and

4. 7. 7. 2. 4. are all considered exempt according to OM ch. 28.7., sec. 3.

4. 7. 7. 2. 4. 1. Lead investigators must ensure that operational files with witness protection information are managed in accordance with the Witness Protection Program operational code.

4. 7. 7. 2. 4. 2. For hard copy files, an exempt bank label and a completed Form 2893 must be included.

4. 7. 7. 2. 4. 2. 1. The application of exempt bank labels must be coordinated with the local IMFS.

4. 7. 7. 3. External operational systems managing witness protection information will not need to be identified as a contributor to a core operational system.

4. 7. 7. 4. Non-disclosures must be applied in accordance with the *Witness Protection Program Act*.

4. 7. 7. 4. 1. Information which cannot be disclosed includes: names of those that are protected, techniques used to protect individuals in the program, names of the protectors, and processes applied to the files or systems in which witness protection information is held.

4. 7. 7. 5. Specific details pertaining to the handling and management of Witness Protection Program files, including but not limited to the creation of these files, non-disclosures, indexing, and linking, are held in the Witness Protection Program procedures.

4. 7. 7. 6. For details pertaining to the conclusion of Witness Protection Program files, see sec. 5.1.1.2.

4. 7. 8. Human Source Program Files

4. 7. 8. 1. For the purposes of this Directive, the creator/coordinator of a Human Source PROS operational file will be considered the lead investigator.

4. 7. 8. 2. Lead investigators must ensure that Human Source Program files are identified through the use of the proper Human Source operational code.

4. 7. 8. 2. 1. Human Source Program files must not be classified with Criminal Intelligence operational codes.

4. 7. 8. 3. For hard copy files, an exempt bank label and a completed Form 2893 must be included.

4. 7. 8. 4. Human Source Program files:

4. 7. 8. 4. 1. cannot be bulked-filed; and

4. 7. 8. 4. 2. are all considered exempt according to OM ch. 28.7., sec. 3.

4. 7. 8. 5. For details pertaining to the conclusion of Human Source Program files, see sec. 5.1.1.3.

4. 7. 9. *RCMP Act*, Part VII - Public Complaints Operational Files

4. 7. 9. 1. Public Complaints operational files must be created for each complaint received by the RCMP. See AM ch. XII.2.

4. 7. 9. 2. For the purposes of this Directive, the member responsible for conducting the investigation will be considered the lead investigator.

4. 7. 9. 3. The lead investigator is responsible for ensuring that any material gathered to support the investigation, e.g. photographs and recorded media, is placed in a separate container and associated to the operational file.

4. 7. 9. 4. For details pertaining to the conclusion of Public Complaints operational files, see sec. 5.1.1.8.

4. 7. 10. Assistance Operational Files

4. 7. 10. 1. Employees can create Assistance operational files when assisting a lead investigative unit with operational activities.

4. 7. 10. 1. 1. If assisting with RCMP operational activities, see specific system policy to determine how Assistance operational files should be opened.

4. 7. 10. 1. 2. If assisting with non-RCMP operational activities, a core operational system Assistance operational file must be opened.

4. 7. 10. 2. If assisting an RCMP unit and populating the same file, upon conclusion of the operational file, employees offering assistance must send, to the lead investigator of the RCMP unit they are assisting, all hard copy materials they have created.

4. 7. 10. 3. If assisting an RCMP unit and creating a separate operational file, upon expiration of the associated retention period, all hard copy materials that have been created by the assisting unit must be sent to the lead investigator of the RCMP unit they are assisting.

4. 7. 10. 4. In cases where a separate operational file was created, the employee who is the lead on the Assistance file will be considered the lead investigator for the purposes of responsibilities identified in this Directive.

4. 7. 10. 5. For specific details pertaining to the disposition of Assistance operational files, see sec. 6.5.

4. 7. 11. Operational Files with Violent Crime Linkage Analysis System (ViCLAS) Entries

4. 7. 11. 1. Once an operational file has been accepted for entry on ViCLAS, the lead investigator is responsible for ensuring that the ViCLAS booklet, ViCLAS booklet supplement, ViCLAS potential linkage report, and ViCLAS quality control sheets are placed on the associated operational file. See OM ch. 36.1.

4. 7. 11. 2. The IMFS must ensure that operational files with associated ViCLAS entries have the proper retention periods applied as outlined in App. 2-3-1, Retention Exceptions, under ViCLAS.

NOTE: This also applies to operational files that existed before 1996, when ViCLAS was not mandatory.

4. 7. 11. 3. For specific details pertaining to retention extensions, see sec. 6.6.1.5.2.

4. 7. 12. Street Checks Files

4. 7. 12. 1. When a street check results in an offence, the lead investigator must:

4. 7. 12. 1. 1. open a separate operational file, and

4. 7. 12. 1. 2. cross-reference the street check to the operational file.

4. 7. 12. 2. For specific details pertaining to retention, see sec. 6.6.1.5.7.

4. 7. 13. Special "I" Services Files

4. 7. 13. 1. Files relating to requests for Special "I" services must be opened as Assistance files, according to sec. 4.7.10.

4. 7. 13. 2. Recordings gathered during an investigation resulting from a request for Special "I" services will only be considered exhibits for the lead investigating unit.

4. 8. Information Management Maintenance of Operational Files

4. 8. 1. Information Management maintenance of electronic and hard copy operational files must be performed by an IMFS during the life cycle of the operational files.

4. 8. 1. 1. Maintenance activities include but are not limited to:

4. 8. 1. 1. 1. legislated non-disclosures;

4. 8. 1. 1. 1. 1. For record suspensions, see ch. 4.1.

4. 8. 1. 1. 1. 2. For youth offenders, see ch. 4.2., sec. 3.

4. 8. 1. 1. 1. 3. For absolute and conditional discharges, see ch. 4.2., sec. 4.

4. 8. 1. 1. 2. management of operational hard copy files;

4. 8. 1. 1. 3. moratorium destruction freezes;

4. 8. 1. 1. 4. retention period extensions;

4. 8. 1. 1. 5. cancellations;

4. 8. 1. 1. 6. merges; and

4. 8. 1. 1. 7. amendments after conclusion, when requested by the lead investigator.

5. Concluding an Operational File

5. 1. The lead investigator/delegate must conclude an operational file only when:

5. 1. 1. all operational activity has been completed, further activity is not anticipated, and:

5. 1. 1. 1. for operational files resulting in a judicial process, the judicial process has been completed and the appeal period has expired;

5. 1. 1. 2. for Witness Protection Program operational files, the individual is no longer considered for admission in the Program or for alternate measures under the *Witness Protection Program Act*, or in cases where the individual was admitted to the Program, when the protection is voluntarily or involuntarily terminated;

5. 1. 1. 3. for Human Source Program operational files, the individual participating in the Human Source Program has either voluntarily or involuntarily left the program;

5. 1. 1. 4. for Intelligence operational files, the files no longer meet the Criminal Operational Intelligence Records (Exempt bank) PPU 015 and National Security Investigations Records (Exempt bank) PPU 025 criteria;

5. 1. 1. 5. for Application of Dangerous Offender operational files, once the paperwork is received to acknowledge the end of supervision;

5. 1. 1. 6. for operational files with missing people, the missing person has been found;

5. 1. 1. 7. for operational files with unidentified bodies, the bodies or parts have been identified;

5. 1. 1. 8. for Public Complaints operational files, when the complainant signs off on the complaint; and

5. 1. 1. 9. for unsolved operational files, the investigation has:

5. 1. 1. 9. 1. no leads on a suspect,

5. 1. 1. 9. 2. nothing of evidentiary value at the scene, and

5. 1. 1. 9. 3. a victim or witness that does not want further investigation.

5. 2. A bulk file must be concluded before it reaches six months.

5. 3. An operational file can be concluded even if an associated CPIC entry exists.

5. 4. The divisional IM Manager must ensure all concluded operational files created within his/her division are reviewed by an IMFS within his/her division, or when applicable, a delegated authority, to ensure proper data quality and compliance with IM legislation and policy instruments.

5. 5. A concluded operational file must be re-opened if further activity occurs after conclusion.

5. 5. 1. Further activity is defined as anything that has an impact on the operational activity performed for that associated operational file, including the addition of a cross-reference or index to a concluded operational file.

6. Retention and Disposition

6. 1. General

6. 1. 1. To ensure proper retention and disposition methods are applied, before disposal the divisional IM Manager must ensure that all operational files created within his/her division are reviewed by an IMFS within his/her division, or when applicable, a delegated authority. See ch. 1.1.

6. 1. 1. 1. The IMFS responsible for performing disposal activities must ensure that retention schedules are consulted in conjunction with App. 2-3-1, General Archival Selection Criteria, and any archival constraints available under the associated primary operational code outlined in App. 2-3-1.

6. 2. Operational files and associated operational IRBV must be disposed of in accordance with the associated operational code in App. 2-3-1 and App. 2-3-1, Retention Exceptions.

EXCEPTIONS:

1. When a court order for immediate disposition is granted, all copies must be disposed of, and the court order must be filed on the associated operational file.

2. When a court order is received for the return of an exhibit to the owner or a specific individual or group, the court order must be filed on the associated operational file.

3. When an exhibit is gathered in the course of an investigation, the lead investigator determines whether the exhibit is to be returned to the owner or destroyed. If the lead investigator was granted destruction permission by the mandated authority according to OM ch. 22.3. (Disposal of seized articles Policy), correspondence must be filed on the associated operational file.

4. When a free pardon, i.e. Royal Prerogative of Mercy, is granted.

5. When an extension criterion applies, as identified in sec. 6.3. or 6.4.

6. 3. Disposition methods cannot be applied to operational files with an associated CPIC entry, as long as the entry exists.

6. 4. Operational files with archival value cannot be sent to the Archives Management Section (AMS) until their retention period has expired.

6. 5. Assistance Operational Files

6. 5. 1. If assisting non-RCMP units within Canada:

6. 5. 1. 1. upon disposition, the IMFS responsible for managing those files can either communicate directly with the non-RCMP Canadian unit, or request that the lead investigator do so, to determine if the non-RCMP Canadian unit wants the hard copy materials returned to them.

NOTE: If the non-RCMP unit has indicated they do not want the materials, the materials are to be destroyed.

6. 5. 2. If assisting non-RCMP units outside of Canada:

6. 5. 2. 1. the operational files will follow the retention and disposition methods according to App. 2-3-1.

6. 6. Retention Extensions

6. 6. 1. Operational file retention periods **must** be extended when:

6. 6. 1. 1. the operational file is still required for investigative purposes;

6. 6. 1. 2. court-ordered;

6. 6. 1. 3. an exhibit associated to the file has been court-ordered to not be destroyed;

6. 6. 1. 4. the operational file is required to establish a pattern of criminal activity leading to the designation of a dangerous offender; and

6. 6. 1. 4. 1. All associated operational files used to support the application must be extended.

6. 6. 1. 5. identified in App. 2-3-1, which applies to:

6. 6. 1. 5. 1. situations where the expiration of the longest sentence on the operational file exceeds the retention period associated to the primary operational code;

6. 6. 1. 5. 2. operational files meeting the ViCLAS criteria, as outlined in OM ch. 36.1.;

6. 6. 1. 5. 3. *Access to Information Act* or *Privacy Act* requests received, and information relating to the operational file are disclosed within the last two years of the identified purge date;

6. 6. 1. 5. 4. a disclosure to investigative bodies, as permitted under section 8(2) (e) and 8 (2) (f), *Privacy Act*, has occurred within the last two years of the identified purge date as outlined in ch. 3.1.;

6. 6. 1. 5. 5. operational files with an associated CPIC entry, as they must be kept as long as the entry;

6. 6. 1. 5. 6. an IMFS within that division has advised that a moratorium on destruction has been received;

6. 6. 1. 5. 7. street checks linked to an operational file, as they must have the same retention period as the linked operational file;

6. 6. 1. 5. 8. prohibitions associated to the operational file;

6. 6. 1. 5. 9. operational files with information held in the Child Exploitation Tracking System (CETS); and

6. 6. 1. 5. 10. operational files associated to a Dangerous/Long-Term Offender application.

6. 6. 2. Operational file retention periods **may** be extended when:

6. 6. 2. 1. the operational file is required for operational training purposes,

6. 6. 2. 1. 1. The file must be stripped of all personal information.

6. 6. 2. 2. the information could lead to the development of criminal intelligence,

6. 6. 2. 3. the information is required for specific research purposes, and when

6. 6. 2. 4. identified in ch. 1.1, sec. 9.

6. 6. 3. For retention extensions identified under sec. 6.6.2., the lead investigator must include a detailed justification when submitting an extension request to the IMFS.

6. 6. 3. 1. When approved by the IMFS, the extension request must be filed in the operational file.

6. 7. External RCMP Operational Systems

6. 7. 1. Lead investigators must ensure that associated operational files which they have created and are held in an RCMP external operational system are purged upon the expiry of the retention period of the core operational system primary operational file, or when advised by an IMFS responsible for the management of those specific operational files in that division.

EXCEPTION: CPIC and National Sex Offender Registry (NSOR) files.

6. 7. 1. 1. During the final operational file disposition review, when an RCMP external operational system is identified as a contributor, i.e. when other groups contributed to an operational file and placed their information in an external operational system for the same case, the IMFS is responsible for advising operational file lead investigators or lead investigative units of the anticipated purge of the core operational system's primary operational file.

6. 7. 1. 1. 1. When discussing an anticipated purge, the IMFS and the lead investigator or lead investigative unit must communicate by e-mail.

6. 7. 1. 1. 1. 1. The IMFS must classify the e-mails according to App. 2-1-1, primary 1466 - Program and Office Administration, under "Records lists, finding aids, indices and registers of files", and proceed with the purge of the core operational system's primary operational file.

6. 7. 1. 1. 1. 2. The e-mails may be bulk-filed.

6. 7. 1. 2. Once advised by an IMFS, the lead investigator/delegate must ensure the purge occurs in the external operational system.

6. 8. Destruction of Fingerprints and Photographs

6. 8. 1. Only an IMFS or an IM Manager's delegate can destroy fingerprints and photographs before the expiration of the retention period of the associated operational file when court-ordered to do so, or upon request from the individual wanting the destruction of his/her fingerprints or photographs, as long as the criteria under OM ch.19.8., sec. 4. are met.

6. 8. 1. 1. Third party requests can be processed if the individual's signature and consent are included with the request.

6. 8. 1. 2. The associated operational file's lead investigator or his/her supervisor must advise the local IMFS when approval for destruction has been granted.

6. 8. 2. Documentation created during this process, and leading to the approval of the destruction of fingerprints and photographs, must be located on the operational file associated to the request.

6. 8. 3. Documentation created during this process, and resulting in a refusal from the OIC, Criminal Operations/delegate to destroy, must be classified using App. 2-1-1, primary 1466 - Program and Office Administration, under "Services offered to the general public".

6. 9. Disposition of Exhibits

6. 9. 1. Exhibits cannot be sent to AMS.

6. 9. 2. Exhibits must be disposed of when court-ordered to do so.

6. 9. 2. 1. A copy of the court order must be placed on the associated operational file.

6. 9. 3. Unless a court order for disposition is received, biological exhibits and exhibits produced and filed in court as evidence must be kept for the same length of time as that of their associated operational file.

6. 9. 3. 1. The lead investigator must obtain a judicial authorization to dispose of exhibits produced and filed in court as evidence.

6. 9. 4. At the discretion of the lead investigator, exhibits gathered during an investigation can be disposed of, or returned to their rightful owner, when no longer required for further investigation or for court purposes.

6. 9. 4. 1. Permission to dispose of an exhibit may be required according to OM ch. 22.3.

6. 9. 5. Biological exhibits cannot be disposed of without judicial authorization for the following unsolved occurrences:

6. 9. 5. 1. Homicides, including attempted:

6. 9. 5. 1. 1. Murder, 1st degree,

6. 9. 5. 1. 2. Murder, 2nd degree,

6. 9. 5. 1. 3. Manslaughter with firearm,

6. 9. 5. 1. 4. Manslaughter without firearm,

6. 9. 5. 1. 5. Manslaughter - Failure to safeguard opening in ice/land excavation causing death,

6. 9. 5. 1. 6. Infanticide,

6. 9. 5. 1. 7. Attempted murder with restricted/prohibited firearm/with a firearm for criminal organization,

6. 9. 5. 1. 8. Attempted murder with firearm, or

6. 9. 5. 1. 9. Attempted murder without firearm.

6. 9. 5. 2. Sexual assaults, including attempted:

6. 9. 5. 2. 1. Aggravated sexual assault with restricted/prohibited firearm/with a firearm for criminal organization,

6. 9. 5. 2. 2. Aggravated sexual assault with firearm,

6. 9. 5. 2. 3. Aggravated sexual assault without firearm,

6. 9. 5. 2. 4. Sexual assault with restricted/prohibited firearm/with a firearm for criminal organization,

6. 9. 5. 2. 5. Sexual assault with a firearm,

6. 9. 5. 2. 6. Sexual assault with other weapon/causing bodily harm/threats to a third party/with accomplice,

6. 9. 5. 2. 7. Sexual assault,

6. 9. 5. 2. 8. Sexual exploitation of young people,

6. 9. 5. 2. 9. Sexual exploitation of person with disability, or

6. 9. 5. 2. 10. Sexual interference.

6. 9. 5. 3. Acts of terrorism, including attempted:

6. 9. 5. 3. 1. Hoax - Terrorist activity causing bodily harm,

6. 9. 5. 3. 2. Hoax - Terrorist activity,

6. 9. 5. 3. 3. Hoax - Terrorist activity causing death,

6. 9. 5. 3. 4. Criminal act by terrorists - External organization,

6. 9. 5. 3. 5. Criminal act by terrorists - Individual files,

6. 9. 5. 3. 6. Criminal act by terrorists - Extract Assessment files,

6. 9. 5. 3. 7. Criminal act by terrorists - Internal organization,

6. 9. 5. 3. 8. Criminal act by terrorists - Possess arms and explosives,

6. 9. 5. 3. 9. Criminal act by terrorists - Protests/demonstrations/marches, or

6. 9. 5. 3. 10. Criminal act by terrorists - Training camps and communes.

6. 9. 5. 4. Abduction, including attempted:

6. 9. 5. 4. 1. Kidnapping with restricted/prohibited firearm/with a firearm for criminal organization,

6. 9. 5. 4. 2. Kidnapping with firearm,

6. 9. 5. 4. 3. Kidnapping without firearm,

6. 9. 5. 4. 4. Abduction of a person under 14,

6. 9. 5. 4. 5. Abduction of a person under 16,

6. 9. 5. 4. 6. Removal of child from Canada under 18 years,

6. 9. 5. 4. 7. Abduction - Contravening a custody order, or

6. 9. 5. 4. 8. Abduction - Under 14 by lawful caregiver.

6. 9. 5. 5. Missing Person, including attempted:

6. 9. 5. 5. 1. Person Reported Missing.

6. 9. 6. Original operational recorded media containing multiple operational files can only be disposed of once all associated exhibits are destroyed.

7. Project Code Names

7. 1. Employees must provide a list of potential project code names to the divisional IM Manager/delegate for approval.

7. 1. 1. Discretion must be used when identifying names, which may have negative connotations or slang interpretation as they may appear in the media.

7. 1. 2. Once all of the names on the list have been used, a new list must be submitted.

7. 2. Only the divisional IM Manager/delegate can approve the use of a project code name from the suggested list.

7. 3. The next project code name on the approved list must be used, unless it reveals details about the project.

7. 4. Project code names must consist of a single word beginning with the division's letter.

7. 4. 1. For National Headquarters, the letter "S" will be used for National Security projects, and the letter "N" for all other projects.

7. 4. 2. For National division, the letter "A" will be used for all projects.

7. 5. Project code names must not be re-used or repeated in any sequence.

EXAMPLES:

1. NateI, NateII, NateIII;

2. Smith4You, Smith2You, Smith8You;

3. Y2K, Y2000; and

4. VegasVacation, VacationVegas.

7. 6. The project code names list must be developed using:

7. 6. 1. words from a dictionary or thesaurus available in one of the following languages:

7. 6. 1. 1. English,

7. 6. 1. 2. French,

7. 6. 1. 3. Italian,

7. 6. 1. 4. Spanish, or

7. 6. 1. 5. Portuguese.

7. 6. 2. proper names and surnames from a telephone directory or baby name book; or

7. 6. 3. a combination of numbers and words, names, and surnames.

EXAMPLES:

1. BlueBlitz,

2. GreenFrog,

3. BirthdayCake,

4. Dancing4excercise,

5. Carrie8Chocolate,

6. DarkChocolate80,

7. SingALong,

8. GreenApple,

9. Back2You, and

10. Back2School.

7. 7. The divisional IM Manager/delegate must retain an index of project code names within his/her division.

7. 7. 1. This index must identify:

7. 7. 1. 1. names that are approved and available for use;

7. 7. 1. 2. names that were denied, with justification as to why they were denied; and

7. 7. 1. 3. names that were selected, and the unit that used them.

8. Consequences

8. 1. Non-compliance with this Directive will result in actions as identified in ch. 1.1., sec. 11.

References

- IMM 2.1., Administrative Information Resources
- Information Management – Individualized Instructional Module – IIM – Administrative/Operational Records
- Information Management – Individualized Instructional Module – IIM – Archival Disposition & Practices
- OM ch. II.8., Criminal Intelligence Program
- IMM ch. 2.5., Digitization and Destruction of Information Resources of Business Value
- IMM ch. 2.4., Information Management Requirements of Electronic Documents and Records Management Systems (EDRMS)
- *Identification of Criminals Act*
- OM ch. 5.10, In-Car Digital Video System
- IMM 1.1., Information Management Stewardship Policy
- IMM 1.2., Information Management Roles and Responsibilities
- *Library and Archives of Canada Act*
- IMM ch. 4.2., Non-Disclosure of Information
- Information Management – Individualized Instructional Modules – IIM – PIRS Sequential Records
- IM ch. I.2, Police Information Retrieval System
- IMM ch. 4.1., Record Suspensions, Clemency, and Revocations/Cessations
- OM ch. 24.1, Suspect/Accused/Witness

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 2.3. Operational Information Resources

Policy Amended: 2021-01-26

For information regarding this policy, contact the Information Management Policy Section, Information Management Branch.

1. Policy
2. Definitions
3. Operational Systems
4. Management of Operational Files and Physical or Digital Objects
5. Concluding Operational Files
6. Retention and Disposition
7. Project Code Names
8. Consequences
App. 2-3-1 Operational Information Classification and Retention Structure

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1. Policy

1. 1. This policy is to be read in conjunction with IMM ch. 1.1., Information Management Stewardship.

1. 2. For the purposes of this policy, information in the National Repository of Criminal Records and the Canadian Police Information Centre (CPIC) system is excluded.

1. 3. The Information Management Policy Section (IMPS) is responsible for the creation and maintenance of all operational codes and retention periods as outlined in IMM App. 2-3-1, Operational Information Classification and Retention Structure.

1. 3. 1. The Archives Management Section (AMS) is responsible for the creation and maintenance of archival criteria for operational information resources of enduring value.

1. 4. IMPS is the final authority on the types of activities permitted in all RCMP operational systems, including operational electronic documents and records management systems

(e.g. Police Records Information Management Environment, and Police Reporting and Occurrence System) and operational records management systems (e.g. Police Information Retrieval System).

1. 5. Operational files are required to manage RCMP operational information resources of business value (operational IRBV).

1. 6. All operational IRBV created by RCMP employees and non-employees on behalf of the RCMP must be managed according to information management (IM) policies.

1. 7. Information resources pertaining to the daily administration of a program and its services are considered administrative, and associated information resources of business value must be classified as per IMM ch. 2.1., Administrative Information Resources, App. 2-1-1, Administrative Information Classification and Retention Structure.

1. 7. 1. Criminal record checks, vulnerable sector checks, and police information checks must be classified as per IMM ch. 2.1., App. 2-1-1, Primary 1518 – Requests for Information Held by the RCMP, Excluding ATIP Requests.

1. 8. Employees must ensure that operational IRBV they have created or have received from an external department, in reference to an operational RCMP activity for which they are responsible, are incorporated into, or linked to, a core operational system's operational file.

1. 9. An operational file must be created, within 24 hours, for each occurrence (i.e. operational event or incident) in which the RCMP is either the lead policing body or assisting another agency, regardless of the number of people, offences, or charges involved. Refer to OM ch. 47.2., PROS/SPROS General Occurrences, sec. 1., General.

1. 10. For the purposes of this policy, the lead investigator is the employee responsible for oversight of the specific occurrence or operational activity.

1. 10. 1. Lead investigators are responsible for the creation, management, and overall data quality of all information located on the operational file for which they are the lead, through consultation with an information management functional specialist (IMFS), when necessary.

1. 10. 1. 1. Lead investigators must ensure that all information relating to their occurrences is accurate and regularly updated.

1. 10. 1. 2. Lead investigators are not responsible for activities performed by an IMFS.

1. 11. To ensure compliance with IM legislation and policy instruments, IM maintenance and disposal activities and regular quality assurance reviews of electronic and hard-copy operational files must be performed by an IMFS during the life cycle of the operational files.

1. 11. 1. IM managers may delegate authority to an individual who is not an IMFS, to enable the individual to perform maintenance and disposal activities in divisional systems to which the individual does not have access.

1. 11. 1. 1. Written delegations are required and must be classified according to IMM ch. 2.1., App. 2-1-1, Primary 1466 – Program and Office Administration.

1. 11. 2. Lead investigators can delegate authority to perform certain activities for which they are accountable, as identified in this policy, to individuals who are participating in the operational activity (e.g. working on the same case) or who offer administrative assistance within the unit.

EXCEPTION: This delegation cannot be extended to an IMFS.

2. Definitions

2. 1. **Operational information resources of business value (operational IRBV)**. Refer to the definition of "operational information resources" on the IMM definitions page, and the definition of "information resources of business value" in the Treasury Board of Canada Secretariat's Directive on Recordkeeping.

2. 2. **Lead investigator**. Refer to OM ch. 47.2., App. 47-2-1, Definitions.

3. Operational Systems

3. 1. General

3. 1. 1. To comply with Government of Canada requirements, new operational systems must be electronic documents and records management systems (EDRMSs). Refer to the Treasury Board of Canada Secretariat's Standard for Electronic Documents and Records Management Solutions (EDRMS).

3. 1. 2. Operational electronic documents and records management system (OEDRMS) owners must obtain approval from the Information Management Policy Section (IMPS) and the Operations Systems Services Centre (OSSC) to use a system for the management of operational IRBV.

3. 1. 2. 1. Approval will be granted only once all IM and operational business requirements have been met, as deemed by IMPS and OSSC. Refer to IMM ch. 2.4., Information Management Requirements of Electronic Document and Records Management Systems.

3. 1. 2. 2. Divisional system owners must obtain approval from their divisional IM manager.

3. 1. 2. 3. RCMP system owners are responsible for IM legislation and policy instrument compliance of all information managed in their systems.

3. 1. 2. 3. 1. RCMP system owners must ensure that their agreements with external partner agencies clearly indicate that RCMP IM policy compliance is a requirement for use of RCMP systems.

3. 2. Core Operational Systems

3. 2. 1. Operational electronic documents and records management systems (OEDRMSs):

3. 2. 1. 1. Police Reporting and Occurrence System (PROS)

3. 2. 1. 2. Police Records Information Management Environment (PRIME)-BC,

3. 2. 1. 3. Versadex Halifax, and

3. 2. 1. 4. Secure Police Reporting and Occurrence System (SPROS).

3. 2. 2. Operational records management systems (ORMSs):

3. 2. 2. 1. Police Information Retrieval System (PIRS), and

3. 2. 2. 2. Secure Criminal Information System (SCIS).

3. 3. External Operational Systems

3. 3. 1. All systems managing operational IRBV not included in the core operational systems list are considered external operational systems.

3. 3. 2. External RCMP operational systems can only be used to manage operational IRBV that contribute to an operational file contained within a core operational system.

3. 3. 2. 1. Information collected must comply with IM legislation and policy instruments even if it does not directly contribute to an RCMP occurrence, but does not need to be associated to an operational file contained within a core operational system.

3. 3. 3. Operational IRBV must be classified using the appropriate operational code when applicable; otherwise, a name or specific identifier must be used.

3. 3. 4. Users of external RCMP operational systems must advise the lead investigator when an external operational system file has been created and contributes to the lead investigator's file occurrence.

3. 3. 4. 1. The lead investigator must ensure that a reference to the external system (e.g. an indication that a file exists outside of PROS or any of the core systems) is available on the associated operational file contained within the core operational system.

EXCEPTION: The requirement to reference an external system does not apply to external operational systems managing witness protection information.

3. 3. 4. 2. When a link or reference is added to a concluded operational file, the operational file must be reopened (as per sec. 5.5.) and re-concluded.

4. Management of Operational Files and Physical or Digital Objects

4. 1. General

4. 1. 1. When creating new operational files, lead investigators must:

4. 1. 1. 1. open an operational file in a core operational system for each occurrence, regardless of the number of individuals, offences, or charges involved; and

4. 1. 1. 2. classify new operational files using an operational code according to IMM App. 2-3-1.

4. 1. 1. 2. 1. Lead investigators must select the operational code that most accurately reflects the nature of the occurrence.

4. 1. 1. 2. 2. When multiple operational codes apply, the operational code identifying the most serious crime associated to the operational file must be identified as the primary.

4. 1. 1. 2. 2. 1. When applicable, Assistance, Information, and Intelligence-related operational codes must be identified as the primary.

4. 1. 1. 2. 2. 2. For systems in use before 2003, system-specific policy instruments must be followed.

4. 1. 2. Employees working with operational IRBV must identify any existing links between related operational files to the lead investigator, who must ensure that the links or cross-references are identified.

4. 1. 3. Upon conclusion of the operational file:

4. 1. 3. 1. the operational file cannot be altered without the prior approval of the information management functional specialist (IMFS) responsible for managing those specific operational files in that location;

4. 1. 3. 1. 1. The lead investigator must submit change requests.

4. 1. 3. 2. the lead investigator / delegate must:

4. 1. 3. 2. 1. on the operational file, properly identify the location of all relevant external folders; and

4. 1. 3. 2. 2. send any hard-copy materials to an IMFS responsible for managing those specific operational files in the lead investigator's location, e.g. HQ or detachment.

4. 1. 3. 2. 2. 1. If a records office is not available, the hard-copy files will be maintained at the lead investigator's location until disposition.

4. 1. 3. 2. 2. 2. For details on concluding operational files, refer to sec. 5., Concluding Operational Files.

4. 1. 3. 3. the lead investigator's supervisor must:

4. 1. 3. 3. 1. ensure policy compliance for local storage, and

4. 1. 3. 3. 2. keep an inventory of all locally stored operational files.

4. 2. Scanning

4. 2. 1. Original hard-copy operational IRBV may be scanned to an operational file, but can be destroyed only if the requirements outlined in IMM ch. 2.5., Digitization and Destruction of Information Resources of Business Value are met.

4. 2. 1. 1. If the IRBV was created in an OEDRMS or ORMS, the electronic IRBV is considered the original.

4. 2. 1. 2. If the hard-copy IRBV is received from another department or agency, and is the only copy held by the RCMP, it will be considered the original.

4. 3. Shared, Personal, and External Drives

4. 3. 1. Operational IRBV:

4. 3. 1. 1. must be managed in a core or external operational system and associated to an official operational file; and

NOTE: Recorded media that contain operational information and are associated to an operational file must be identified on the core operational system's operational file to ensure retrievability. Refer to sec. 4.6.6., Recorded Media Containing Operational Information.

4. 3. 1. 2. must not be managed on shared, personal, or external drives, including but not limited to USB memory keys, external drives, or servers.

EXCEPTION: Recorded media that contain operational information that is not produced for court and contain multiple events (e.g. in-car video or body-worn video) can be managed on shared or external drives when security requirements are met, as deemed by the Departmental Security Branch (DSB), until an approved video management solution has been implemented.

4. 3. 1. 2. 1. System or application servers are not considered external servers for the purposes of sec. 4.3.1. The data must be managed in accordance with core operational system requirements or external operational system requirements, whichever apply.

4. 4. Reports

4. 4. 1. Finalized operational reports cannot be deleted.

4. 4. 2. If a report was created on the wrong operational file, at the request of the lead investigator it can be moved to the appropriate operational file by the IMFS responsible for those files.

4. 4. 2. 1. The IMFS must create a note on the original operational file, indicating the reason for the removal or relocation of the report, along with its new associated operational file number.

4. 4. 3. If a report was created in error, at the request of the lead investigator amendments can be made by the IMFS responsible for the applicable files.

4. 4. 3. 1. The IMFS must create a note on the original operational file indicating the report was entered in error.

4. 5. Indexing

4. 5. 1. At minimum, operational files must be indexed according to the following information, when available:

4. 5. 1. 1. subjects (all individuals involved in the occurrence), including their:

4. 5. 1. 1. 1. date of birth;

4. 5. 1. 1. 2. full name and aliases;

4. 5. 1. 1. 3. involvement and status, including but not limited to: victim, suspect, and complainant; and

4. 5. 1. 1. 4. unique identifiers, including but not limited to: Fingerprint Section (FPS) number and address.

4. 5. 1. 2. vehicles, including their:

4. 5. 1. 2. 1. licence plate number, and

4. 5. 1. 2. 2. make and model.

4. 5. 1. 3. occurrence, including the:

4. 5. 1. 3. 1. date of occurrence,

4. 5. 1. 3. 2. date the operational file was created,

4. 5. 1. 3. 3. summary of events, and

4. 5. 1. 3. 4. status and associated date.

4. 5. 1. 4. involved members, including their:

4. 5. 1. 4. 1. full name,

4. 5. 1. 4. 2. badge number or Human Resources Management Information System (HRMIS) number,

4. 5. 1. 4. 3. location of employment, and

4. 5. 1. 4. 4. associated role to the occurrence.

4. 5. 1. 5. associated paper files, including the:

4. 5. 1. 5. 1. current location, and

4. 5. 1. 5. 2. date of creation.

4. 5. 1. 6. associated operational files, including the:

4. 5. 1. 6. 1. file number, and

4. 5. 1. 6. 2. police agency or detachment to which it belongs.

4. 6. Management of Physical or Digital Objects

4. 6. 1. Photo Books

4. 6. 1. 1. Mug Books and Prisoner Photos

4. 6. 1. 1. 1. Prisoner photos can be kept in a detachment to maintain photo books of individuals who have been charged. Refer to OM ch. 19.8., Fingerprinting and Photographing Prisoners, sec. 3., Destruction of Fingerprints and Photographs.

4. 6. 1. 2. Sequential Photograph Packs (Photo Line-ups)

4. 6. 1. 2. 1. Sequential photograph packs must be:

4. 6. 1. 2. 1. 1. created and handled in accordance with OM ch. 25.4., Sequential Photograph Packs;

4. 6. 1. 2. 1. 2. printed, if they are to be kept longer than 10 years; and

4. 6. 1. 2. 1. 3. associated to the operational file and managed as an exhibit once the review process is complete, regardless of the result. Refer to sec. 4.6.3., Exhibits.

4. 6. 1. 2. 2. Sequential photograph packs must contain copies of prisoner photos.

4. 6. 2. Key Material Envelopes

4. 6. 2. 1. Key material envelopes (KME) must:

4. 6. 2. 1. 1. be ordered using Form 713, Envelope Key Material, from the Retail Products Catalogue;

4. 6. 2. 1. 2. only be used to manage original IRBV created by forensic identification (FI) members for forensic investigation purposes;

4. 6. 2. 1. 3. be managed on the associated operational file, once all forensic activities have been concluded;

4. 6. 2. 1. 4. contain IRBV as indicated in IFIM ch. 1.3., Reports and Exhibit Management;

4. 6. 2. 1. 5. remain unopened unless authorized by the Forensic Identification Unit;

4. 6. 2. 1. 6. only contain material used and created for forensic identification purposes as outlined in IFIM ch. 1.3.;

4. 6. 2. 1. 7. remain unaltered (e.g. no holes or staples); and

4. 6. 2. 1. 8. be treated as an exhibit if material from the KME is produced for court.

4. 6. 2. 2. Lead investigators are responsible for ensuring that sealed KME are placed in the operational file upon receipt from the Forensic Identification Unit.

4. 6. 3. Exhibits

4. 6. 3. 1. Exhibits consist of all items seized, confiscated, collected, taken, or gathered in the course of an investigation.

4. 6. 3. 1. 1. Exhibits will be separated into three categories:

4. 6. 3. 1. 1. 1. exhibits gathered in the course of an investigation;

4. 6. 3. 1. 1. 2. exhibits produced and filed in court as evidence; and

4. 6. 3. 1. 1. 3. biological exhibits, in which biological matter is collected. Refer to OM ch. 35.1., DNA Collection and Data Bank.

4. 6. 3. 2. The lead investigator is responsible for ensuring that exhibits are properly managed in secure storage until they are returned or destroyed. Refer to OM ch. 22.1., Processing, sec. 3.1.1.5., and OM ch. 22.3., Disposal.

4. 6. 3. 3. Exhibits will not be physically managed or stored by the IMFS managing the operational file, or on the operational file to which the exhibits are associated.

4. 6. 3. 4. For details regarding the disposition of exhibits, refer to sec. 6.6., Disposition of Exhibits.

4. 6. 3. 5. For details regarding recorded media containing operational information, refer to sec. 4.6.6.

4. 6. 4. Found Property

4. 6. 4. 1. Found property:

4. 6. 4. 1. 1. includes all materials gathered, collected, and received for reasons other than investigational purposes; and

4. 6. 4. 1. 2. is to be managed in accordance with provincial legislation.

4. 6. 5. Operational Communications Centre (OCC) Notes

4. 6. 5. 1. Operational information must be entered directly into the Computer Aided Dispatch (CAD), or equivalent system where no CAD exists, when received by the OCC employee.

4. 6. 5. 1. 1. If the system is down, the OCC employee can take notes, but must enter the information into the applicable system as soon as possible, and subsequently destroy the notes.

4. 6. 5. 2. Notes pertaining to non-operational activities are to be classified according to IMM ch. 2.1., App. 2-1-1, Primary 1466, under "Type and Retention Period," "Routine and client inquiries."

4. 6. 6. Recorded Media Containing Operational Information

4. 6. 6. 1. Recorded media containing operational information that is produced and filed for court, or gathered in the course of an investigation, are to be treated as an exhibit.

4. 6. 6. 1. 1. For the overall management of exhibits, refer to sec. 4.6.3.

4. 6. 6. 1. 2. For the disposition of exhibits, refer to sec. 6.6.

4. 6. 6. 2. Recorded media containing operational information gathered in the course of an investigation must be associated to an operational file.

4. 6. 6. 2. 1. If no significant event was captured on the recorded media that may lead to an investigation into a violation of any federal, provincial, territorial, or municipal statute, a coroner's inquiry or inquest, a public inquiry, or an investigation pursuant to the *RCMP Act*, the recording must not be associated to an operational file. For retention details, refer to IMM App. 2-3-1 – Retention Exceptions.

4. 6. 6. 3. Recorded media not associated to an operational file are to be managed by the lead investigator / device operator or their supervisor, and must be placed in date order and grouped by calendar year.

4. 6. 6. 3. 1. Recorded media captured for policing purposes (e.g. surveillance, body-worn video, or in-car video) that are not associated to an operational file and contain personal information must be kept for at least two years.

4. 6. 6. 3. 2. Recorded media captured for policing purposes (e.g. surveillance, body-worn video, or in-car video) that are not associated to an operational file and do not contain personal information must be kept for at least 30 days.

4. 6. 6. 4. The lead investigator / device operator of recorded media must ensure the following is identified on the recorded media, and when applicable, in the OEDRMS:

4. 6. 6. 4. 1. lead investigator's and device operator's full name and HRMIS number, when applicable;

4. 6. 6. 4. 2. operational file number, when applicable;

4. 6. 6. 4. 3. work location (unit, section, detachment, and division);

4. 6. 6. 4. 4. date or date range of recorded event (YYYYMMDD);

4. 6. 6. 4. 4. 1. Extracted recordings must also include date of extraction.

4. 6. 6. 4. 5. highest security designation within the recorded media; and

4. 6. 6. 4. 6. date of destruction for associated exhibits (e.g. the video segment associated to an operational file), specifically for recorded media with multiple operational files.

4. 6. 6. 5. If the original recorded media file is required for court or investigative purposes, the lead investigator must ensure that the recorded media are managed as an exhibit and associated to the proper operational file.

4. 6. 6. 5. 1. If the original recorded media file contains segments pertaining to multiple operational files or events, information extracted from the original recorded media to be used for court purposes must be associated to the proper operational file, identified as an external item on the operational file that was created in a core operational system file, and managed as an exhibit.

4. 6. 6. 5. 1. 1. An additional copy of the recorded media file can be placed on the operational file for reference purposes, and must be marked as "reference only" by the lead investigator or device operator.

NOTE: These copies are not managed as exhibits unless they are subsequently produced for court; they are to be managed on the associated operational file, and are subject to the same disposition requirements.

4. 6. 6. 5. 1. 2. The original copies are to be managed by the lead investigator / device operator or their supervisor, and must be managed by date and organized by calendar year.

4. 6. 6. 5. 1. 3. For information pertaining to the management of recorded media on shared drives, refer to sec. 4.3.1.

4. 6. 6. 6. The lead investigator must ensure that recorded media are saved in an acceptable format as outlined in Library and Archives Canada's Guidelines on File Formats for Transferring Information Resources of Enduring Value.

4. 6. 7. Investigation Notes

4. 6. 7. 1. Roles and Responsibilities

4. 6. 7. 1. 1. Member

4. 6. 7. 1. 1. 1. Upon retirement or discharge, surrender notebooks to the unit commander / delegate at your last post, as indicated in Form S-54A, Disposition of Equipment and Uniform on Discharge.

4. 6. 7. 1. 1. 2. Ensure individual notebooks related to major investigations are placed, in their entirety, directly on the related occurrence.

4. 6. 7. 1. 2. Unit Commander / Delegate

4. 6. 7. 1. 2. 1. Store notebooks submitted by investigators in a secure designated area, filed and indexed by investigator HRMIS number and in date order.

4. 6. 7. 1. 2. 2. Divisional supplements may exist to provide localized storage solutions specific to the division.

4. 6. 7. 2. Reproduction of Notebook Entries

4. 6. 7. 2. 1. Reproduction of notebook entries will be done by photocopying or scanning.

4. 6. 7. 2. 2. The member will initial and date photocopied notes and place them on the associated hard-copy file.

4. 6. 7. 2. 3. The member/delegate will upload scanned notes to the relevant ORMS.

4. 6. 7. 3. Retention and Disposition

4. 6. 7. 3. 1. Reproduced notes are to be retained on their associated occurrence, and will be disposed of according to the occurrence's prescribed retention period.

4. 6. 7. 3. 2. Dispose of notebooks upon expiration of the retention period, in accordance with applicable departmental security standards.

4. 7. Management of Specific Types of Operational Files

4. 7. 1. Bulk Files

4. 7. 1. 1. Bulk files may be opened when dealing with a large volume of similar operational activities of no substantive investigative value performed within a given month.

4. 7. 1. 1. 1. For details pertaining to the conclusion of bulk files, refer to sec. 5.2.

4. 7. 1. 2. The lead investigator / delegate must index the names of each individual related to the operational file directly on the operational file.

4. 7. 1. 3. A separate operational file must be opened for an individual who is subsequently the focus of additional investigative or judicial activity.

4. 7. 1. 4. If the topic supports a CPIC or Firearms Interest Police (FIP) entry, the topic cannot be bulk filed. A separate file will be required.

4. 7. 2. Index Checks Files

4. 7. 2. 1. When performing index checks related to an RCMP operational file, employees must place the results on that operational file.

4. 7. 2. 2. When performing index checks for non-RCMP units or people unrelated to an operational file, information is to be classified according to IMM ch. 2.1., App. 2-1-1, Primary 1518.

4. 7. 3. High-Risk Offenders Files (Dangerous Offenders and Long-Term Offenders)

4. 7. 3. 1. Upon receiving a request from the Crown prosecutor to process an application for a dangerous or long-term offender, the lead investigator must open an operational file with the operational code "Dangerous/Long-Term Offender". Refer to *Criminal Code*, Part XXIV, Dangerous Offenders and Long-term Offenders and Public Safety Canada's High-Risk Offenders – A Handbook for Criminal Justice Professionals.

4. 7. 3. 2. If an operational file is used for the application process:

4. 7. 3. 2. 1. the lead investigator / delegate must link the operational file to the specific Dangerous/Long-Term Offender operational file to which it contributed; and

4. 7. 3. 2. 2. the IMFS responsible for managing those specific operational files in that division must extend the retention periods, in accordance with IMM App. 2-3-1 – Retention Exceptions. This extension occurs only once, at the beginning of each application process.

4. 7. 3. 2. 2. 1. When an individual is designated a dangerous or long-term offender, the retention period of all associated operational files used to support the application will not be extended further.

4. 7. 3. 3. For details pertaining to the conclusion of Dangerous/Long-Term Offender files, refer to sec. 5.

4. 7. 3. 4. For details pertaining to retention extensions, refer to sec. 6.3.1.

4. 7. 4. Information Operational Files

4. 7. 4. 1. Lead investigators can create Information operational files to facilitate the analysis of unprocessed information on individuals, organizations, and their activities, or to monitor investigations. Refer to OM ch. II.8., Criminal Intelligence Program.

4. 7. 4. 1. 1. Information files cannot be created for active investigative purposes.

4. 7. 5. Intelligence Operational Files

4. 7. 5. 1. Lead investigators can create Intelligence operational files to facilitate the analysis of information on individuals, organizations, and their activities that have been subject to the formal intelligence process. Refer to OM ch. II.8.

4. 7. 5. 2. Intelligence operational files:

4. 7. 5. 2. 1. cannot be created for active investigative purposes, and

4. 7. 5. 2. 2. cannot be bulk filed.

4. 7. 5. 3. Files qualifying as exempt in accordance with OM ch. 28.7., Privacy Act Exempt Bank, sec. 3., Selection Criteria for Including Files in an Exempt Bank must follow the directions identified in that policy.

4. 7. 5. 3. 1. Employees must ensure that Intelligence operational files qualifying as exempt are identified using the proper operational code.

4. 7. 5. 3. 1. 1. For hard-copy files, an exempt bank label and a completed Form 2893, File Notice – National Security or Criminal Operational Intelligence must be included.

4. 7. 5. 4. If an Intelligence operational file becomes investigative, the Intelligence operational code will no longer be the primary, as the appropriate Investigative operational code must be applied.

4. 7. 5. 5. Once an Intelligence operational file no longer meets the Criminal Operational Intelligence Records (Exempt bank) RCMP PPU 015 and National Security Investigations Records (Exempt bank) RCMP PPU 025 criteria, the Information operational code must now be the primary operational code.

4. 7. 5. 6. Intelligence operational files must be concluded according to sec. 5.

4. 7. 6. National Security Files

4. 7. 6. 1. National security operational information must be managed in a secure system. Refer to OM ch. 12.2., National Security Criminal Investigations.

4. 7. 6. 2. The core operational systems to be used for national security IM purposes are SPROS and SCIS.

4. 7. 7. Witness Protection Program Files

4. 7. 7. 1. For the purposes of this policy, the Witness Protection Unit / coordinator will be considered the lead investigator.

4. 7. 7. 2. Operational files with witness protection information:

4. 7. 7. 2. 1. apply to the administration of individuals requiring protection, according to the *Witness Protection Program Act*;

4. 7. 7. 2. 2. are not considered Intelligence operational files;

4. 7. 7. 2. 3. cannot be bulk filed; and

4. 7. 7. 2. 4. are all considered exempt according to OM ch. 28.7., sec. 3.

4. 7. 7. 2. 4. 1. Lead investigators must ensure that operational files with witness protection information are managed in accordance with the Witness Protection Program operational code.

4. 7. 7. 2. 4. 2. For hard-copy files, an exempt bank label and a completed Form 2893 must be included.

4. 7. 7. 2. 4. 2. 1. The application of exempt bank labels must be coordinated with the local IMFS.

4. 7. 7. 3. External operational systems managing witness protection information will not need to be identified as a contributor to a core operational system.

4. 7. 7. 4. Non-disclosures must be applied in accordance with the *Witness Protection Program Act*.

4. 7. 7. 4. 1. Information that cannot be disclosed includes: names of those who are protected, techniques used to protect individuals in the program, names of the protectors, and processes applied to the files or systems in which witness protection information is held.

4. 7. 7. 5. Specific details pertaining to the handling and management of Witness Protection Program files, including but not limited to the creation of these files, non-disclosures, indexing, and linking, are held in the Witness Protection Program procedures.

4. 7. 7. 6. For details pertaining to the conclusion of Witness Protection Program files, refer to sec. 5.

4. 7. 8. Human Source Program Files

4. 7. 8. 1. For the purposes of this policy, the creator or coordinator of a Human Source PROS operational file will be considered the lead investigator.

4. 7. 8. 2. Lead investigators must ensure that Human Source Program files are identified using the proper Human Source operational code.

4. 7. 8. 2. 1. Human Source Program files must not be classified with Criminal Intelligence operational codes.

4. 7. 8. 3. For hard-copy files, an exempt bank label and a completed Form 2893 must be included.

4. 7. 8. 4. Human Source Program files:

4. 7. 8. 4. 1. cannot be bulk filed; and

4. 7. 8. 4. 2. are all considered exempt according to OM ch. 28.7., sec. 3.

4. 7. 8. 5. For details pertaining to the conclusion of Human Source Program files, refer to sec. 5.

4. 7. 9. Public Complaints Operational Files (RCMP Act, Part VII)

4. 7. 9. 1. Public Complaints operational files must be created for all complaints received by the RCMP. Refer to AM ch. XII.2., Public Complaints.

4. 7. 9. 2. For the purposes of this policy, the member responsible for conducting the investigation will be considered the lead investigator.

4. 7. 9. 3. The lead investigator is responsible for ensuring that any material gathered to support the investigation (e.g. photographs and recorded media) is placed in a separate container and associated to the operational file.

4. 7. 9. 4. For details pertaining to the conclusion of Public Complaints operational files, see sec. 5.

4. 7. 10. Assistance Operational Files

4. 7. 10. 1. Employees can create Assistance operational files when assisting a lead investigative unit with operational activities.

4. 7. 10. 1. 1. If assisting with RCMP operational activities, employees should refer to the specific system policy to determine how Assistance operational files should be opened.

4. 7. 10. 1. 2. If assisting with non-RCMP operational activities, a core operational system Assistance operational file must be opened.

4. 7. 10. 2. If assisting an RCMP unit and populating the same file, upon conclusion of the operational file, employees must send all hard-copy materials they have created to the lead investigator of the RCMP unit they are assisting.

4. 7. 10. 3. If assisting an RCMP unit and creating a separate operational file, upon expiration of the associated retention period, employees must send all hard-copy materials they have created to the lead investigator of the RCMP unit they are assisting.

4. 7. 10. 4. In cases where a separate operational file was created, the employee who is the lead on the Assistance file will be considered the lead investigator for the purposes of the responsibilities identified in this policy.

4. 7. 10. 5. For specific details pertaining to the disposition of Assistance operational files, refer to sec. 6.2., Retention and Disposition of Assistance Operational Files.

4. 7. 11. Operational Files with Violent Crime Linkage Analysis System (ViCLAS) Entries

4. 7. 11. 1. Once an operational file has been accepted for entry on ViCLAS, the lead investigator is responsible for ensuring that the ViCLAS potential linkage report is placed on the associated operational file.

4. 7. 11. 2. ViCLAS booklets are to be managed by the ViCLAS Program. Any copies are to be considered transitory.

4. 7. 11. 3. The IMFS must ensure that operational files with associated ViCLAS entries have the proper retention periods applied as per IMM App. 2-3-1 – Retention Exceptions, under "Violent Crime Linkage Analysis System (ViCLAS) Booklets."

NOTES:

1. This also applies to operational files that existed before 1996, when ViCLAS was not mandatory.

2. Assistance files with an associated ViCLAS booklet are not to be extended.

4. 7. 11. 4. For specific details pertaining to retention extensions, refer to sec. 6.3.1.5.2.

4. 7. 12. Street Checks Files

4. 7. 12. 1. When a street check results in an offence, the lead investigator must:

4. 7. 12. 1. 1. open a separate operational file, and

4. 7. 12. 1. 2. cross-reference the street check to the operational file.

4. 7. 12. 2. For specific details pertaining to retention, refer to sec. 6.3.1.5.7.

4. 7. 13. Special "I" Services Files

4. 7. 13. 1. Files relating to requests for Special "I" services must be opened as Assistance files, according to sec. 4.7.10., Assistance Operational Files.

4. 7. 13. 2. Recordings gathered during an investigation resulting from a request for Special "I" services will only be considered exhibits for the lead investigating unit.

4. 8. Information Management Maintenance of Operational Files

4. 8. 1. IM maintenance of electronic and hard-copy operational files must be performed by an IMFS during the life cycle of the operational files.

4. 8. 1. 1. Maintenance activities include, but are not limited to:

4. 8. 1. 1. 1. legislated non-disclosures;

4. 8. 1. 1. 1. 1. For record suspensions, refer to IMM ch. 4.1., Record Suspensions, Clemency, and Revocations/Cessations.

4. 8. 1. 1. 1. 2. For youth offenders, refer to IMM ch. 4.2., Non-Disclosure of Information, sec. 3., Young Person.

4. 8. 1. 1. 1. 3. For absolute and conditional discharges, refer to IMM ch. 4.2., sec. 4., Absolute and Conditional Discharges.

4. 8. 1. 1. 2. management of operational hard-copy files;

4. 8. 1. 1. 3. moratorium destruction freezes;

4. 8. 1. 1. 4. retention period extensions;

4. 8. 1. 1. 5. cancellations;

4. 8. 1. 1. 6. merges; and

4. 8. 1. 1. 7. amendments after conclusion, when requested by the lead investigator.

5. Concluding Operational Files

5. 1. The lead investigator / delegate must conclude an operational file only when:

5. 1. 1. all operational activity has been completed, further activity is not anticipated, and:

5. 1. 1. 1. for operational files resulting in a judicial process, the judicial process has been completed and the appeal period has expired;

5. 1. 1. 2. for Witness Protection Program operational files, the individual is no longer considered for admission in the Program or for alternate measures under the *Witness Protection Program Act*, or in cases where the individual was admitted to the Program, when the protection is voluntarily or involuntarily terminated;

5. 1. 1. 3. for Human Source Program operational files, the individual participating in the Human Source Program has either voluntarily or involuntarily left the program;

5. 1. 1. 4. for Intelligence operational files, the files no longer meet the criteria of Criminal Operational Intelligence Records (Exempt bank), RCMP PPU 015 and National Security Investigations Records (Exempt bank, RCMP PPU 025;

5. 1. 1. 5. for Application for Dangerous Offender operational files, once the paperwork is received to acknowledge the end of supervision;

5. 1. 1. 6. for operational files with missing people, the missing person has been found;

5. 1. 1. 7. for operational files with unidentified bodies, the bodies or parts have been identified;

5. 1. 1. 8. for Public Complaints operational files, when the complainant signs off on the complaint; and

5. 1. 1. 9. for unsolved operational files, the investigation has:

5. 1. 1. 9. 1. no leads on a suspect,

5. 1. 1. 9. 2. nothing of evidentiary value at the scene, and

5. 1. 1. 9. 3. a victim or witness who does not want further investigation.

5. 2. A bulk file must be concluded before it reaches six months.

5. 3. An operational file can be concluded even if an associated CPIC entry exists.

5. 4. The divisional IM manager must ensure all concluded operational files created within their division are reviewed by an IMFS within their division, or when applicable, a delegated authority, to ensure proper data quality and compliance with IM legislation and policy instruments.

5. 5. A concluded operational file must be reopened if further activity occurs after conclusion.

5. 5. 1. Further activity is defined as anything that has an impact on the operational activity performed for that associated operational file, including the addition of a cross-reference or index to a concluded operational file.

6. Retention and Disposition

6. 1. General

6. 1. 1. The retention period begins once the operational file is concluded.

6. 1. 2. To ensure proper retention and disposition methods are applied, before disposal the divisional IM manager must ensure that all operational files created within their division are reviewed by an IMFS within their division or, when applicable, a delegated authority. Refer to IMM ch. 1.1.

6. 1. 2. 1. The IMFS responsible for performing disposal activities must ensure that retention schedules are consulted in conjunction with IMM App. 2-3-1 – General Archival Selection Criteria and any archival constraints listed under the associated primary operational code in IMM App. 2-3-1 – Operational Codes.

6. 1. 3. Operational files and associated operational IRBV must be disposed of as per the associated operational code in IMM App. 2-3-1 – Operational Codes and IMM App. 2-3-1 – Retention Exceptions.

EXCEPTIONS:

1. When a court order for immediate disposition is granted, all copies must be disposed of, and the court order must be filed on the associated operational file.

2. When a court order is received for the return of an exhibit to the owner or a specific individual or group, the court order must be filed on the associated operational file.

3. When an exhibit is gathered in the course of an investigation, the lead investigator determines whether the exhibit is to be returned to the owner or destroyed. If the lead investigator was granted destruction permission by the mandated authority according to OM ch. 22.3., correspondence must be filed on the associated operational file.

4. When a free pardon, i.e. Royal Prerogative of Mercy, is granted.

5. When an extension criterion applies, as identified in sec. 6.1.4. or 6.1.5.

6. 1. 4. Disposition methods cannot be applied to operational files with an associated CPIC entry, as long as the entry exists.

6. 1. 5. Operational files with archival value cannot be sent to the Archives Management Section (AMS) until their retention period has expired.

6. 2. Retention and Disposition of Assistance Operational Files

6. 2. 1. If assisting non-RCMP units within Canada:

6. 2. 1. 1. upon disposition of Assistance operational files, the IMFS responsible for managing those files can either communicate directly with the non-RCMP Canadian unit, or request that the lead investigator do so, to determine whether the non-RCMP Canadian unit wants the hard-copy materials returned to them.

NOTE: If the non-RCMP unit has indicated they do not want the materials, the materials are to be destroyed.

6. 2. 2. If assisting non-RCMP units outside of Canada:

6. 2. 2. 1. the operational files will follow the retention and disposition methods outlined in IMM App. 2-3-1.

6. 3. Retention Extensions

6. 3. 1. Operational file retention periods must be extended when:

6. 3. 1. 1. the operational file is still required for investigative purposes;

6. 3. 1. 2. an extension is court-ordered;

6. 3. 1. 3. an exhibit associated to the file has been court-ordered to not be destroyed;

6. 3. 1. 4. the operational file is required to establish a pattern of criminal activity leading to the designation of a dangerous offender;

6. 3. 1. 4. 1. All associated operational files used to support the application must be extended.

6. 3. 1. 5. an extension is identified in IMM App. 2-3-1, which applies to:

6. 3. 1. 5. 1. situations where the expiration of the longest sentence on the operational file exceeds the retention period associated to the primary operational code;

6. 3. 1. 5. 2. operational files meeting the ViCLAS criteria, as outlined in OM ch. 36.1., Violent Crime Linkage Analysis System (ViCLAS);

6. 3. 1. 5. 3. information disclosed under the *Access to Information Act* or *Privacy Act* within two years of the identified purge date;

6. 3. 1. 5. 4. situations where a disclosure to investigative bodies, as permitted under *Privacy Act*, paragraphs 8(2)(e) and 8(2)(f), has occurred within two years of the identified purge date as per IMM ch. 3.1., Information Access;

6. 3. 1. 5. 5. operational files with an associated CPIC entry, since they must be kept as long as the entry;

6. 3. 1. 5. 6. situations where an IMFS within the relevant division has advised that a moratorium on destruction has been received;

6. 3. 1. 5. 7. street checks linked to an operational file, since they must have the same retention period as the linked operational file;

6. 3. 1. 5. 8. prohibitions associated to the operational file;

6. 3. 1. 5. 9. operational files with information held in the Child Exploitation Tracking System (CETS); and

6. 3. 1. 5. 10. operational files associated to a Dangerous/Long-Term Offender application.

6. 3. 2. Operational file retention periods may be extended when:

6. 3. 2. 1. the operational file is required for operational training purposes,

6. 3. 2. 1. 1. The file must be stripped of all personal information.

6. 3. 2. 2. the information could lead to the development of criminal intelligence,

6. 3. 2. 3. the information is required for specific research purposes, and

6. 3. 2. 4. an extension is identified in IMM ch. 1.1, sec. 9., Retention and Disposition.

6. 3. 3. For retention extensions identified under sec. 6.3.2., the lead investigator must include a detailed justification when submitting an extension request to the IMFS.

6. 3. 3. 1. When approved by the IMFS, the extension request must be filed in the operational file.

6. 4. External RCMP Operational Systems

6. 4. 1. Lead investigators must ensure that associated operational files that they have created and that are held in an RCMP external operational system are purged upon the expiry of the retention period of the core operational system primary operational file, or

when advised by an IMFS responsible for the management of those specific operational files in that division.

EXCEPTION: CPIC and National Sex Offender Registry (NSOR) files.

6. 4. 1. 1. During the final operational file disposition review, when an RCMP external operational system is identified as a contributor (i.e. when other groups contributed to an operational file and placed their information in an external operational system for the same case), the IMFS is responsible for advising operational file lead investigators or lead investigative units of the anticipated purge of the core operational system's primary operational file.

6. 4. 1. 1. 1. When discussing an anticipated purge, the IMFS and the lead investigator or lead investigative unit must communicate by email.

6. 4. 1. 1. 1. 1. The IMFS must classify the emails according to IMM App. 2-1-1, Primary 1466, under "Records lists, finding aids, indices and registers of files" and proceed with the purge of the core operational system's primary operational file.

6. 4. 1. 1. 1. 2. The emails may be bulk filed.

6. 4. 1. 2. Once advised by an IMFS, the lead investigator / delegate must ensure the purge occurs in the external operational system.

6. 5. Destruction of Fingerprints and Photographs

6. 5. 1. Only an IMFS or an IM manager's delegate can destroy fingerprints and photographs before the expiration of the retention period of the associated operational file when court-ordered to do so, or upon request from the individual wanting the destruction of their fingerprints or photographs, as long as the criteria under OM ch. 19.8., sec. 4., Certificate of Conviction are met.

6. 5. 1. 1. Third-party requests can be processed if the individual's signature and consent are included with the request.

6. 5. 1. 2. The associated operational file's lead investigator or their supervisor must advise the local IMFS when approval for destruction has been granted.

6. 5. 2. Documentation created during this process, and leading to the approval of the destruction of fingerprints and photographs, must be located on the operational file associated to the request.

6. 5. 3. Documentation created during this process, and resulting in a refusal from the Officer in Charge, Criminal Operations / delegate to destroy, must be classified using IMM App. 2-1-1, Primary 1466, under "Services offered to the general public."

6. 6. Disposition of Exhibits

6. 6. 1. Exhibits cannot be sent to AMS.

6. 6. 2. Exhibits must be disposed of when disposition is court-ordered.

6. 6. 2. 1. A copy of the court order must be placed on the associated operational file.

6. 6. 3. Unless a court order for disposition is received, biological exhibits and exhibits produced and filed in court as evidence must be kept for the same length of time as their associated operational file.

6. 6. 3. 1. The lead investigator must obtain a judicial authorization to dispose of exhibits produced and filed in court as evidence.

6. 6. 4. At the discretion of the lead investigator, exhibits gathered during an investigation can be disposed of, or returned to their rightful owner, when no longer required for further investigation or for court purposes.

6. 6. 4. 1. Permission to dispose of an exhibit may be required as per OM ch. 22.3.

6. 6. 5. Biological exhibits cannot be disposed of without judicial authorization for unsolved occurrences with the operational codes listed in sec. 6.6.5.1., Homicide Operational Codes to sec. 6.6.5.5., Missing Person Operational Codes.

6. 6. 5. 1. Homicide Operational Codes

6. 6. 5. 1. 1. Murder, 1st degree;

6. 6. 5. 1. 2. Murder, 2nd degree;

6. 6. 5. 1. 3. Manslaughter with firearm;

6. 6. 5. 1. 4. Manslaughter without firearm;

6. 6. 5. 1. 5. Manslaughter - Failure to safeguard opening in ice/land excavation causing death;

6. 6. 5. 1. 6. Infanticide;

6. 6. 5. 1. 7. Attempted murder with restricted/prohibited firearm/with a firearm for criminal organization;

6. 6. 5. 1. 8. Attempted murder with firearm; or

6. 6. 5. 1. 9. Attempted murder without firearm.

6. 6. 5. 2. Sexual Assault Operational Codes

6. 6. 5. 2. 1. Aggravated sexual assault with restricted/prohibited firearm/with a firearm for criminal organization,

6. 6. 5. 2. 2. Aggravated sexual assault with firearm,

6. 6. 5. 2. 3. Aggravated sexual assault without firearm,

6. 6. 5. 2. 4. Sexual assault with restricted/prohibited firearm/with a firearm for criminal organization,

6. 6. 5. 2. 5. Sexual assault with a firearm,

6. 6. 5. 2. 6. Sexual assault with other weapon/causing bodily harm/threats to a third party/with accomplice,

6. 6. 5. 2. 7. Sexual assault,

6. 6. 5. 2. 8. Sexual exploitation of young people,

6. 6. 5. 2. 9. Sexual exploitation of person with disability, or

6. 6. 5. 2. 10. Sexual interference.

6. 6. 5. 3. Acts of Terrorism Operational Codes

6. 6. 5. 3. 1. Hoax - Terrorist activity causing bodily harm,

6. 6. 5. 3. 2. Hoax - Terrorist activity,

6. 6. 5. 3. 3. Hoax - Terrorist activity causing death,

6. 6. 5. 3. 4. Criminal act by terrorists - External organization,

6. 6. 5. 3. 5. Criminal act by terrorists - Individual files,

6. 6. 5. 3. 6. Criminal act by terrorists - Extract Assessment files,

6. 6. 5. 3. 7. Criminal act by terrorists - Internal organization,

6. 6. 5. 3. 8. Criminal act by terrorists - Possess arms and explosives,

6. 6. 5. 3. 9. Criminal act by terrorists - Protests/demonstrations/marches, or

6. 6. 5. 3. 10. Criminal act by terrorists - Training camps and communes.

6. 6. 5. 4. Abduction Operational Codes

6. 6. 5. 4. 1. Kidnapping with restricted/prohibited firearm/with a firearm for criminal organization,

6. 6. 5. 4. 2. Kidnapping with firearm,

6. 6. 5. 4. 3. Kidnapping without firearm,

6. 6. 5. 4. 4. Abduction of a person under 14,

6. 6. 5. 4. 5. Abduction of a person under 16,

6. 6. 5. 4. 6. Removal of child from Canada under 18 years,

6. 6. 5. 4. 7. Abduction - Contravening a custody order, or

6. 6. 5. 4. 8. Abduction - Under 14 by lawful caregiver.

6. 6. 5. 5. Missing Person Operational Codes

6. 6. 5. 5. 1. Person Reported Missing.

6. 6. 6. Original operational recorded media containing multiple operational files can only be disposed of once all associated exhibits are destroyed.

7. Project Code Names

7. 1. Employees must provide a list of potential project code names to the divisional IM manager / delegate for approval.

7. 1. 1. Discretion must be used when suggesting names, since they may have negative connotations or slang interpretation if they appear in the media.

7. 1. 2. Once all of the names on the list have been used, a new list must be submitted.

7. 2. Only the divisional IM manager / delegate can approve the use of a project code name from the suggested list.

7. 3. The next project code name on the approved list must be used, unless it reveals details about the project.

7. 4. Project code names must consist of a single word beginning with the division's letter.

7. 4. 1. For National Headquarters, the letter "S" will be used for national security projects, and the letter "N" for all other projects.

7. 4. 2. For National division, the letter "A" will be used for all projects.

7. 5. Project code names must not be reused or repeated in any sequence.

EXAMPLES:

1. NateI, NateII, NateIII;

2. Smith4You, Smith2You, Smith8You;

3. Y2K, Y2000; and

4. VegasVacation, VacationVegas.

7. 6. The project code names list must be developed using:

7. 6. 1. words from a dictionary or thesaurus in one of the following languages:

7. 6. 1. 1. English,

7. 6. 1. 2. French,

7. 6. 1. 3. Italian,

7. 6. 1. 4. Spanish, or

7. 6. 1. 5. Portuguese.

7. 6. 2. proper names and surnames from a telephone directory or baby name book; or

7. 6. 3. a combination of numbers and words, names, and surnames.

EXAMPLES:

1. BlueBlitz,

2. GreenFrog,

3. BirthdayCake,

4. Dancing4excercise,

5. Carrie8Chocolate,

6. DarkChocolate80,

7. SingALong,

8. GreenApple,

9. Back2You, and

10. Back2School.

7. 7. The divisional IM manager / delegate must retain an index of project code names within their division.

7. 7. 1. This index must identify:

7. 7. 1. 1. names that are approved and available for use;

7. 7. 1. 2. names that were denied, with justification as to why they were denied; and

7. 7. 1. 3. names that were selected, and the unit that used them.

8. Consequences

8. 1. Non-compliance with this policy will result in actions as identified in IMM ch. 1.1., sec. 11., Consequences of Non-Compliance.

References

- *Identification of Criminals Act*
- IMM ch. 1.2., Information Management Roles and Responsibilities
- Individualized Instructional Module (IIM) for Administrative/Operations Records
- IIM for Archival Disposition & Practices
- IIM for PIRS Sequential Records
- *Library and Archives of Canada Act*
- OM ch. 5.10., In-Car Video System
- OM ch. 24.1., Interviews/Statements: Suspect/Accused/Witness

Date Modified: 2021-01-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - App. 2-3-1 General Archival Selection Criteria

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Directive Amended: 2018-05-16

1. Transfer to the Archives Management Section records that:

1. 1. involve **well-known/high-profile individuals**;

1. 2. document unusual or high-profile cases including those attracting **national media attention/high-profile cases**;

1. 3. are used as **test cases for the Canadian Charter of Rights and Freedoms** or that were **referred to the Supreme Court of Canada**;

1. 4. involve disputes over Aboriginal **hunting or fishing rights, or native protests/demonstrations over land claims**;

1. 5. document the use of **exceptional or new techniques, methods, or technology by police**;

1. 6. **led to a change in policy or major procedures, or established a precedent within the RCMP**;

1. 7. document the activities of individuals whose cases **led to the creation of significant case law or legal precedents**;

1. 8. document a **significant internal RCMP dispute** (division vs. detachment or National Headquarters and division over the way an investigation was handled);

1. 9. document the **unique conditions found in Canada's northern regions**;

1. 10. deal with **environmental issues**; and

1. 11. deal with criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including**:

1. 11. 1. subjects who control subordinates in a criminal organization;

1. 11. 2. subjects contributing to the growth of a criminal organizations;

1. 11. 3. individuals testifying against organized crime members, where witness protection was offered;

1. 11. 4. joint force intelligence probes of major organized crime figures;

1. 11. 5. ethnically-based organized crime groups;

1. 11. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;

1. 11. 7. major crimes against Canada or Canadians;

1. 11. 8. international intelligence probes; and

1. 11. 9. substantive information on white supremacist groups and local militia.

Back to App. 2-3-1 Back to chapter

Date Modified: 2018-05-16

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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IMM - App. 2-3-1 Operational Information Classification and Retention Structure

New Chapter: 2016-09-22

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Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

IMM - App. 2-3-1 Retention Exceptions

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Directive Amended: 2018-05-16

Primary Operational Codes

- *Access to Information & Privacy Act* (ATIP) Requests
- Canadian Police Information Centre (CPIC) Entries
- Child Exploitation Tracking System (CETS)
- Dangerous/Long-Term Offenders
- Disclosure to Investigative Bodies under sections 8(2)(e) and 8(2)(f) of the *Privacy Act*
- Exhibits
- Biological
- Legal Moratorium on Destruction
- Operational Recorded Media
- Prisoner Fingerprints and Photographs
- Prohibition Orders
- Sentence/Period of Incarceration
- Violent Crime Linkage Analysis System (ViCLAS) Booklets

Access to Information & Privacy Act (ATIP) Requests

Description	Retention
Disclosed Information	Two years from the date of disclosure or the prescribed retention period, whichever is longer

Canadian Police Information Centre (CPIC) Entries

Description	Retention
Operational files with associated CPIC entry	2 months from the expiration date of the entry or the prescribed retention period, whichever is longer

Child Exploitation Tracking System (CETS)

Description	Retention
Information held within CETS	Indefinitely
Operational files with associated information in CETS	100 years
Operational assistance files with associated information in CETS	See: Assistance to Canadian Federal Department/Agency or Assistance to Canadian Police (non-RCMP) Agency

Dangerous/Long-Term Offenders

See Dangerous/Long-Term Offender.

Disclosure to Investigative Bodies under sections 8(2)(e) and 8(2)(f) of the *Privacy Act*

Description	Retention
Disclosed Information	2 years from the date of disclosure or the prescribed retention period, whichever is longer

Exhibits

All exhibits except biological

Description	Retention
Rightful owner known	Returned as soon as possible
Rightful owner relinquishes claim	Disposed of as soon as possible based on local disposition methods
Rightful owner unknown	Disposed of as soon as possible based on local disposition methods
Disposition identified by court order	30 days

Biological

Description	Retention
Disposition identified by court order for biological exhibits collected at scene	30 days
No match on bodily substances obtained for deoxyribonucleic acid (DNA) analysis	Destroy immediately

Individual is acquitted of the designated offence and any other offence in respect of the same transaction	Destroy immediately
Positive DNA match against samples taken from a crime scene and bodily substances obtained for DNA analysis	1 year after the individual is discharged at the preliminary hearing, the charge has been dismissed or withdrawn; or proceedings have been stayed, unless a new charge is laid within 1 year
Court orders that the bodily substances obtained for DNA analysis and their respective results not be destroyed	Retain as directed or 100 years if ordered to retain indefinitely

Legal Moratorium on Destruction

Description	Retention
A moratorium on destruction has been received by the Department of Justice	A legal destruction hold must be kept on all information resources pertaining to the topic of litigation until such a time as the legal team has deemed the information resources of no further use. This hold applies regardless of the prescribed retention period. Unless requested specifically by the legal team at the Department of Justice for review, IM functional specialists must keep information resources identified in their division. For a list of current moratoriums, see Moratoriums.

Operational Recorded Media

Description	Retention
Recorded media containing multiple operational files	See Exhibits
Recorded media containing a single operational file	Retain as identified by the court order
Recorded media not associated to an operational file containing personal information	Two years
Recorded media not associated to an operational file and does not contain personal information	30 days

Prisoner Fingerprints and Photographs

Description	Retention

Fingerprints and photographs on the operational file	Destroy when request for destruction is approved

Prohibition Orders

See Canadian Police Information Centre (CPIC) Entries.

Sentence/Period of Incarceration

Description	Retention
Operational files with sentences	The longest sentence imposed or the prescribed retention period, whichever is longer

Violent Crime Linkage Analysis System (ViCLAS) Booklets

Description	Retention
Operational files with associated ViCLAS booklets	70 years

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Date Modified: 2018-05-16

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IMM - App. 2-3-1 Operational Codes

New Chapter: 2016-09-22

Legend

Operational Code:	The Operational Code is assigned to identify the different operational investigations, the administration of individuals who have been involved in investigations, and the management of RCMP intelligence within the operational classification structure, e.g. Assault on Police Officer
Criminal Code:	Section of the *Criminal Code of Canada*, if applicable, e.g. Making Counterfeit Money is under section *"449"* of the **Criminal Code**.
UCR Code:	UCR stands for Uniform Crime Reporting Code, a numeric incident code that is entered in the RCMP's Police Reporting and Occurrence System (PROS), e.g. the **UCR Code** for Criminal Intelligence – Drugs is: *"8610.0060."*
Previous OSR Code:	Operational Statistics Reporting Code (OSR) in the Police Information Retrieval System (PIRS).
Personal Information Bank:	RCMP-specific Personal Information Banks are descriptions of personal information maintained by the RCMP about individuals, in support of specific programs and activities, including but not limited to, individuals implicated in, connected with, and the subject of, criminal investigations, e.g. the **Personal Information Bank** for Making Counterfeit Money is: *"CMP/GRC PPU 005, Operational Case Records"*
Mandatory ViCLAS:	Whether the file information must be entered in the Violent Crime Linkage Analysis System (ViCLAS), a national database for tracking violent offenders and the offenses they commit, i.e. **Mandatory ViCLAS** for Murder 2nd Degree is: *"Yes"*, and **Mandatory ViCLAS** for Obstruct Justice is: *"No"*.
Type and Retention Period:	**Type:** Different types of folders that could exist, e.g. the **Type** for Public Mischief is: *"Operational."* **Retention Period**: Minimum period of time that the operational information must be retained, e.g. the **Retention Period** for Public Mischief is: *"5 years."*
Notes:	

	Notes on how to use the operational code, e.g. the **Note** for Theft of Car is: "*If two or more motor vehicles are stolen from the same location, except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident for each motor vehicle stolen.*"
Archival Constraints:	Files meeting these archival constraints must be transferred to National Headquarters, ATTN: Archives Management Section, e.g. the **Archival Constraint** for Criminal Breach of Trust is: "*In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section: Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.*"
Effective From:	Date the operational code is available for use, e.g. the **Effective Date** for Criminal Harassment is: "*1994-11-01.*"

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

#

Operational Code: *911 Act* - Offences Only
UCR Code: 7300.0110
Previous OSR Code: AG20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. To score false/abandoned 911 calls and other offences/investigations, pursuant to the provincial/territorial 911 Act.
2. Do not score this code in "J," "K", "B", and "M" divisions. Those divisions are to use "False/Abandoned 911 Call – 'J', 'K', 'B', and 'M' divisions only", unless it is a Sec. 372(1), *Criminal Code* investigation/offence.
2.1. Sec. 372(1), *Criminal Code* offences are classified as "False Messages by Radio/Phone/Letter" in all divisions.
Effective From: 1999-06-01

General Criteria	Exceptions

Operational Code: *911 Act* - Other Activities
UCR Code: 8840.0341
Previous OSR Code: AG20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 2 years
Effective From: 1999-06-01

General Criteria	Exceptions

A

Operational Code: Abandon Child
Criminal Code: 218
UCR Code: 1630.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Abandoned Vehicles
UCR Code: 8550.0020
Previous OSR Code: AJ56
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Abduction - Contravening a Custody Order
Criminal Code: 282(1)
UCR Code: 1550.0010
Previous OSR Code: AA69
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Abduction - Under 14 by Lawful Caregiver
Criminal Code: 283(1)
UCR Code: 1560.0010
Previous OSR Code: AA70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Abduction of a Person Under 14
Criminal Code: 281
UCR Code: 1530.0010
Previous OSR Code: AA67
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Abduction of a Person Under 16
Criminal Code: 280(1)
UCR Code: 1540.0010
Previous OSR Code: AA68
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Accept/Obtain Bribe by Other Public Official
Criminal Code: 120
UCR Code: 3730.0013
Previous OSR Code: AC63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Accept/Obtain Bribe by Peace Officer
Criminal Code: 120
UCR Code: 3730.0010
Previous OSR Code: AC63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Accept/Offer Bribe - Judicial Officer/Member of Parliament (MP)/Member of the Legislative Assembly (MLA)
Criminal Code: 119(1)
UCR Code: 3730.0030
Previous OSR Code: AC62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Accessory After the Fact to Murder
Criminal Code: 240
UCR Code: 1630.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Acknowledge Instrument in False Name
Criminal Code: 405
UCR Code: 2160.0500
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Administering Noxious Thing
Criminal Code: 245
UCR Code: 1480.0010
Previous OSR Code: AA51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: *Advance Payment for Crops Act*- Other Activities
UCR Code: 8840.0046
Previous OSR Code: AF37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years

Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 1987-08-18

General Criteria	Exceptions

Operational Code: Advertise Reward and Immunity
Criminal Code: 143
UCR Code: 3730.0230
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Advertising Sexual Services
Criminal Code: 286.4(ab)
UCR Code: 1740.0000
Previous UCR Code: 3160.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Advertise to Sell/Deal Counterfeit Money/Tokens
Criminal Code: 460 (1)
UCR Code: 3420.0070
Previous OSR Code: AC24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Advocate/Promote Genocide
Criminal Code: 318(1)
UCR Code: 3550.0010
Previous OSR Code: AC61

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Advocating or promoting commission of terrorism offences
Criminal Code: 83.221
UCR Code: 3718.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

- substantive information on a major international terrorist figure, who is to be a threat to Canada or Canadians; or
- contribute to the opening of a criminal investigation file, resulting in the successful prosecution of someone who has carried out a major terrorist activity against another country. xxx

Effective From: 2015-07-18

General Criteria	Exceptions

Operational Code: *Aeronautics Act* - Offences Only
UCR Code: 6900.0020
Previous OSR Code: AF01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Operational file (Aircraft accident/loss of life): 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Aeronautics Act* - Other Activities
UCR Code: 8840.0051
Previous OSR Code: AF01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Aggravated Assault
Criminal Code: 268 (2)
UCR Code: 1410.0010
Previous OSR Code: AA46
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome".
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Aggravated Assault on Other Peace/Public Officer
Criminal Code: 270.02
UCR Code: 1462.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-7-13

General Criteria	Exceptions

Operational Code: Aggravated Assault on Police Officer
Criminal Code: 270.02
UCR Code: 1462.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Aggravated offence in relation to living on the avails of prostitution of a person under the age of eighteen years
Criminal Code: 212(2.1)
UCR Code: 1410.0020
Previous OSR Code: AC02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome"
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Aggravated Sexual Assault with Firearm
Criminal Code: 273(2)
UCR Code: 1310.0010
Previous OSR Code: AA41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Aggravated Sexual Assault with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 273(2)(a)
UCR Code: 1310.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.

Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Aggravated Sexual Assault without Firearm
Criminal Code: 273(b)
UCR Code: 1310.0020
Previous OSR Code: AA41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.

Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Alter/Destroy/Remove a Vehicle Identification Number (VIN)
Criminal Code: 353.1(4)
UCR Code: 2178.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Anal Intercourse
Criminal Code: 159(1)
UCR Code: 1375.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Animal Calls
UCR Code: 8550.0040
Previous OSR Code: AJ52
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Animal Pedigree Act* - Offences Only
UCR Code: 6900.0030
Previous OSR Code: AE90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Animal Pedigree Act* - Other Activities
UCR Code: 8840.0056
Previous OSR Code: AE90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Application for Dangerous Offender
See: Dangerous/Long Term Offender

General Criteria	Exceptions

Operational Code: Apply/Remove Distinguishing Marks without Authority
Criminal Code: 417(1)
UCR Code: 3790.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arrange Sexual Offence Against a Child
Criminal Code: 172.2
UCR Code: 1370.0015
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 2012-08-09

General Criteria	Exceptions

Operational Code: Arson - By Negligence
Criminal Code: 436(1)
UCR Code: 2110.0040
Previous OSR Code: AC23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected/investigated are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the

completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones or stitches; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - Damage to Property
Criminal Code: 434
UCR Code: 2110.0010
Previous OSR Code: AC23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected/investigated are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson – Disregard for Human Life
Criminal Code: 433
UCR Code: 1629.0010
Previous OSR Code: AC23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or

stitches); or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - For Fraudulent Purposes
Criminal Code: 435(1)
UCR Code: 2110.0030
Previous OSR Code: AC23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected or investigated, are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches); or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - Own Property
Criminal Code: 434.1
UCR Code: 2110.0020
Previous OSR Code: AC23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected or investigated, are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches); or

3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assault
Criminal Code: 266
UCR Code: 1430.0010
Previous OSR Code: AA44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome".
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault on Other Peace/Public Officer
Criminal Code: 270(2)
UCR Code: 1460.0020
Previous OSR Code: AA26 and AA50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault on Other Peace/Public Officer with Weapon/Causing Bodily Harm
Criminal Code: 270.01
UCR Code: 1461.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Assault on Police Officer
Criminal Code: 270(2)
UCR Code: 1460.0010
Previous OSR Code: AA25 and AA49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault on Police Officer with Weapon/Causing Bodily Harm
Criminal Code: 270.01
UCR Code: 1461.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Assault on Someone Assisting Peace/Public Officer
Criminal Code: 270(2)
UCR Code: 1460.0030
Previous OSR Code: AA50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault to Prevent Seizure of Lands or Goods or Rescue from Seizure
Criminal Code: 270(2)
UCR Code: 1460.0050
Previous OSR Code: AA49 and AA50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault to Resist or Prevent Arrest
Criminal Code: 270(2)
UCR Code: 1460.0040
Previous OSR Code: AA49 and AA50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault with Weapon or Causing Bodily Harm
Criminal Code: 267
UCR Code: 1420.0010
Previous OSR Code: AA45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome".
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assist Alien Enemy/Omit to Prevent Treason
Criminal Code: 50(2)
UCR Code: 3710.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assist Deserter
Criminal Code: 54
UCR Code: 3710.0140
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assist Prisoner of War to Escape
Criminal Code: 148
UCR Code: 3730.0260
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assistance to Canadian Federal Department/Agency
UCR Code: 8545.0010
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.5.
1. 1. Do not forward assistance files classified as Disclosure to Firearms Officer.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Canadian Police (non-RCMP) Agency
UCR Code: 8545.0040
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.5.

1. 1. Do not forward assistance files classified as Disclosure to Firearms Officer.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.

Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Canadian Provincial/Territorial Department/Agency
UCR Code: 8545.0020
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.5.
1. 1. Do not forward assistance files classified as Disclosure to Firearms Officer.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Federal Bureau of Investigation (FBI)
UCR Code: 8545.0070
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Foreign (Except US) Police Agency
UCR Code: 8545.0080
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Foreign INTERPOL Offices
UCR Code: 8545.0090
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role; e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to General Public
UCR Code: 8545.0130
Previous OSR Code: AJ46
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assistance to Non-Government Canadian Agency
UCR Code: 8545.0030
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.5.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Non-PROS Exempt Bank Occurrence
UCR Code: 8545.0140
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.
Effective From: 2010-01-01

General Criteria	Exceptions

Operational Code: Assistance to RCMP Agency BC Prime/N.S. Halifax County Versadex
UCR Code: 8545.0120
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile

homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to RCMP PIRS Agency
UCR Code: 8545.0100
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to RCMP SCIS or Secure PROS
UCR Code: 8545.0110
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.

Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to US non-Police Agency
UCR Code: 8545.0050
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to US Police Agency except Federal Bureau of Investigation (FBI)
UCR Code: 8545.0060
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Attack Premises, Accommodation or Transport of United Nations Personnel
Criminal Code: 431.1
UCR Code: 2170.0050
Previous OSR Code: AC28 and AC29
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Attack Premises, Residence or Transport of Internationally Protected Person
Criminal Code: 431
UCR Code: 2170.0040
Previous OSR Code: AC28 and AC229
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Dual Procedure
Criminal Code: 463(d)
UCR Code: 3830.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Less Than 14 years
Criminal Code: 463(b)
UCR Code: 3830.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Life Imprisonment
Criminal Code: 463(a)
UCR Code: 3830.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Summary Conviction
Criminal Code: 463(c)
UCR Code: 3830.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempted Murder with Firearm
Criminal Code: 239(1)(a.1)
UCR Code: 1210.0010

Previous OSR Code: AA05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Containing details on the state of mind of the suspect, e.g. psychiatric reports, medical, or detailed reports on family, education, or employment background, including previous criminal activity;
2. An unusual amount of violence – especially involving use of alcohol and/or drugs – occurred during commission of the offence; or
3. One file from each division every 5 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempted Murder with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 239(1)(a)
UCR Code: 1210.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Containing details on the state of mind of the suspect, e.g. psychiatric reports, medical, or detailed reports on family, education, or employment background, including previous criminal activity;
2. An unusual amount of violence – especially involving use of alcohol and/or drugs – occurred during commission of the offence; or
3. One file from each division every 5 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Attempted Murder without Firearm
Criminal Code: 239(1)(b)
UCR Code: 1210.0020
Previous OSR Code: AA05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Containing details on the state of mind of the suspect, e.g. psychiatric reports, medical, or detailed reports on family, education, or employment background, including previous criminal activity;
2. An unusual amount of violence – especially involving use of alcohol and/or drugs – occurred during commission of the offence; or
3. One file from each division every 5 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Audit of Property - Terrorism
Criminal Code: 83.12(1)
UCR Code: 3712.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Automated Licence Plate Recognition (ALPR) Program
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Positive hits: 2 years, or the same retention period as the associated operational file, whichever is longer.
Negative hits: Destroy immediately.
Effective From: 2013-04-01

General Criteria	Exceptions

Operational Code: Aviculture Inspections
UCR Code: 8570.0020
Previous OSR Code: DK16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

B

Operational Code: *Bank Act* - Offences Only
UCR Code: 6900.0040
Previous OSR Code: AF02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bank Act*– Other Activities
UCR Code: 8840.0061
Previous OSR Code: AF02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Other Activities
UCR Code: 8840.0006
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Applicants/Trustees
UCR Code: 8500.0020
Previous OSR Code: AJ08

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Corporate - Offences
UCR Code: 6100.0010
Previous OSR Code: AE05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Corporate Background Checks (Trustees)
UCR Code: 8500.0015
Previous OSR Code: AJ08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act*- Personal - Offences
UCR Code: 6100.0020
Previous OSR Code: AE15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act*- Personal Background Checks (Trustees)
UCR Code: 8500.0025
Previous OSR Code: AJ08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bawdy House - Inmate/Found in/Having Charge Of
Criminal Code: 210(2)
UCR Code: 3110.0020
Previous OSR Code: AC01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bawdy House - Keeper
Criminal Code: 210(1)
UCR Code: 3110.0010
Previous OSR Code: AC01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Being Unlawfully at Large
Criminal Code: 145(1)(b)
UCR Code: 3480.0010
Previous OSR Code: AC45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Being Unlawfully in a Dwelling House
Criminal Code: 349(1)
UCR Code: 2120.0050
Previous OSR Code: AB02

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. Can only be used when the location of the offence is one of the following: Commercial dwelling unit, Dwelling unit, or Residence - single home, house.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bestiality - Commit
Criminal Code: 160(1)
UCR Code: 1380.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Bestiality - Compels Another
Criminal Code: 160(2)
UCR Code: 1380.0020
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Bestiality - In the Presence of, or Incite Child Under 16
Criminal Code: 160(3)
UCR Code: 1380.0030
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Bet/Pool/Sell/Book-Making - Second Offence
Criminal Code: 202(2)(b)
UCR Code: 3230.0013
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bet/Pool/Sell/Book-Making - Third Offence
Criminal Code: 202(2)(c)
UCR Code: 3230.0016
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bet/Pool/Sell/Book-Making - First Offence
Criminal Code: 202(2)(a)
UCR Code: 3230.0010
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bigamy
Criminal Code: 291(1)
UCR Code: 3770.0120
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bills of Exchange Act* - Other Activities
UCR Code: 8840.0066
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Blasphemous Libel
Criminal Code: 296(1)
UCR Code: 3770.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Long Term Supervision Order
Criminal Code: 753.3(1)
UCR Code: 3520.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Order Prohibiting Ownership/Custody of Animals or Birds
Criminal Code: 447.1
UCR Code: 3810.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Peace
UCR Code: 8550.0140
Previous OSR Code: AC99
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2000-08-01

General Criteria	Exceptions

Operational Code: Breach of Prohibition Order (No Contact with Under 16)
Criminal Code: 161(4)
UCR Code: 3520.0031
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Prohibition order (involvement in authority over the property of another)
Criminal Code: 380.2(4)
UCR Code: 3520.0033
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-08-01

General Criteria	Exceptions

Operational Code: Breach of Prohibition order (use of internet or digital network)
Criminal Code: 162.2
UCR Code: 3520.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-08-01

General Criteria	Exceptions

Operational Code: Breach of Recognizance - Other
Criminal Code: 811
UCR Code: 3410.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Recognizance (Terrorism)
Criminal Code: 811
UCR Code: 3410.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Recognizance to Keep the Peace
Criminal Code: 811
UCR Code: 3410.0025
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2004-05-27

General Criteria	Exceptions

Operational Code: Breach of Trust by a Public Official
Criminal Code: 122
UCR Code: 3730.0020
Previous OSR Code: AC67
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Break and Enter to Steal Firearm
Criminal Code: 98(1)
UCR Code: 2121.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. To be used when the intent is to steal a firearm, or when a firearm is stolen as a result of the break in. This offence applies to a residence, a business, or other place.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Break and Enter to Steal Firearm from a Motor Vehicle
Criminal Code: 98(1)
UCR Code: 2125.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. To be used when the intent is to steal a firearm, or when a firearm is stolen as a result of the

break in. For the purpose of this section, a motor vehicle is considered a place that can be broken into.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Break and Enter – Business
Criminal Code: 348(1)
UCR Code: 2120.0010
Previous OSR Code: AB01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. Can only be used in conjunction with the following location types: Bank/financial institution, Bar/Restaurant, Car dealership, Convenience store, Corrections Institution, Gas Station, Homeless Shelter/Mission, Hospital, Other commercial places, Other non-commercial/corporate places, Religious Institution, Schools during supervised and non-supervised hours, or Universities/colleges.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Break and Enter – Cottage or Seasonal Residence
Criminal Code: 348(1)
UCR Code: 2120.0030
Previous OSR Code: AB04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. Can only be used in conjunction with the following location type: Residence – single home, house.
Effective From: 1983-05-24

General Criteria	Exceptions

Operational Code: Break and Enter – Other
Criminal Code: 348(1)
UCR Code: 2120.0040
Previous OSR Code: AB03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Notes:
1. Can only be used in conjunction with the following location types: Construction site, Private property structure, Subway/Subway station, or Other public transportation and connected facilities.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Break and Enter – Residence
Criminal Code: 348(1)
UCR Code: 2120.0020
Previous OSR Code: AB02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. Can only be used in conjunction with the following location types: Commercial dwelling unit, Dwelling unit, or Residence - single home, house.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bring Stolen Property into Canada
Criminal Code: 357
UCR Code: 2150.0040
Previous OSR Code: AB45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Broker Reduction of Stock by Selling for Own Account
Criminal Code: 384
UCR Code: 2160.0370
Previous OSR Code: AB66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Build/Maintain/Keep a Cockpit
Criminal Code: 447
UCR Code: 3810.0140
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Buy/Receive Military Stores
Criminal Code: 420(1)
UCR Code: 3790.0080
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

C

Operational Code: *Canada Elections Act* - Offences Only
UCR Code: 6900.0070
Previous OSR Code: AF03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Election results were broadcast before the polls closed;
2. Violations deemed serious by the Commissioner of Canada Elections; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Elections Act* - Other Activities
UCR Code: 8840.0071
Previous OSR Code: AF03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Health Act* - Offences Only
UCR Code: 6250.0010
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Health Act* - Other Activities
UCR Code: 8840.0021
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Other Activities
UCR Code: 8840.0076
Previous OSR Code: AF40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Other Traffic Offences (Except Parking)
UCR Code: 6900.0085
Previous OSR Code: AF40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Parking Offences
UCR Code: 6900.0083
Previous OSR Code: AF40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Other Offences (Except Traffic)
UCR Code: 6900.0080
Previous OSR Code: AF40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada Pension Act* - Offences Only
UCR Code: 6900.0090
Previous OSR Code: AF34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Canada Pension Act* - Other Activities
UCR Code: 8840.0081

Previous OSR Code: AF34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Collision Regulations* (Vessels)
UCR Code: 6200.0020
Previous OSR Code: AE38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Operational file (Injuries/death): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1995-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Small Fishing Vessel Inspection Regulations* - Offences Only
UCR Code: 6200.0030
Previous OSR Code: AE06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Small Vessel Regulations* - Offences Only
UCR Code: 6200.0040
Previous OSR Code: AE06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* – Other Activities
UCR Code: 8840.0016
Previous OSR Code: AE06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) – *Vessel Operation Restriction Regulations*
UCR Code: 6200.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2008-04-17

General Criteria	Exceptions

Operational Code: *Canada Small Business Financing Act* – Offences Only
UCR Code: 6900.0100
Previous OSR Code: AF25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: *Canada Small Business Financing Act*– Other Activities
UCR Code: 8840.0086
Previous OSR Code: AF25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: *Canada Student Financial Assistance Act*
UCR Code: 6900.0110
Previous OSR Code: AF20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Student Financial Assistance Act* – Other Activities
UCR Code: 8840.0091
Previous OSR Code: AF20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Student Loans Act* – Offences Only
UCR Code: 6900.0120
Previous OSR Code: AF20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Student Loans Act* – Other Activities
UCR Code: 8840.0096
Previous OSR Code: AF20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Transportation Act* – Offences Only
UCR Code: 6900.0130
Previous OSR Code: AE39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-01-01

General Criteria	Exceptions

Operational Code: *Canada Transportation Act* – Other Activities
UCR Code: 8840.0101
Previous OSR Code: AE39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-01-01

General Criteria	Exceptions

Operational Code: Canadian Anti-Fraud Centre (CAFC) – Entries
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Entry: See appropriate operational file type
System data: 20 years from date of entry
Archival Constraints:
Effective From: 2016-09-22

General Criteria	Exceptions

Operational Code: *Canadian Environmental Protection Act* (CEPA) – Offences Only
UCR Code: 6900.0170
Previous OSR Code: AF43 and AF44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. To be used when the CEPA offender is a corporation or a business
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1995-06-01

General Criteria	Exceptions

Operational Code: *Canadian Environmental Protection Act* (CEPA) – Other Activities
UCR Code: 8840.0106
Previous OSR Code: AF43 and AF44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-06-01

General Criteria	Exceptions

Operational Code: *Canadian Human Rights Act* – Offences Only
UCR Code: 6900.0180
Previous OSR Code: AF13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Harassment or discrimination was founded and led to the prosecution of the perpetrators.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canadian Human Rights Act* - Other Activities
UCR Code: 8840.0111
Previous OSR Code: AF13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Cancellation of Occurrence
UCR Code: 8999.9999
Info Bank: N/A
Mandatory ViCLAS: No
Type and Retention Period:
Cancelled occurrence: 2 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Careless Use of a Firearm
Criminal Code: 86(1)
UCR Code: 3720.0010
Previous OSR Code: AC10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1982-12-01

General Criteria	Exceptions

Operational Code: Carrying Concealed Weapon
Criminal Code: 90(2)
UCR Code: 3375.0040
Previous OSR Code: AC08 and C13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Carrying Weapon/Prohibited Device/Ammunition in Public Meeting
Criminal Code: 89(2)
UCR Code: 3375.0030
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Causing Animals or Birds Unnecessary Suffering
Criminal Code: 445.1
UCR Code: 3810.0110
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Causing Damage or Injury to Animals or Birds
Criminal Code: 446
UCR Code: 3810.0111

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-04-17

General Criteria	Exceptions

Operational Code: Cheating at Play
Criminal Code: 209
UCR Code: 3230.0080
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Checkstop
UCR Code: 9960.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2010-01-01

General Criteria	Exceptions

Operational Code: Child Pornography - Accessing
Criminal Code: 163.1(4.1)
UCR Code: 3455.0070
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Exports
Criminal Code: 163.1(3)
UCR Code: 3455.0040
Previous OSR Code: AC40

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Imports
Criminal Code: 163.1(3)
UCR Code: 3455.0030
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Possession
Criminal Code: 163.1(4)
UCR Code: 3455.0060
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Possession for the Purpose of Distribution or Sale
Criminal Code: 163.1(3)
UCR Code: 3455.0050
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Possession for the Purpose of Publication
Criminal Code: 163.1(2)

UCR Code: 3455.0015
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Print/Publish/Makes
Criminal Code: 163.1(2)
UCR Code: 3455.0010
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Transmits, Makes Available, Distributes or Sells
Criminal Code: 163.1(3)
UCR Code: 3455.0020
Previous OSR Code: AC40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: *Child Welfare Act* - Offences Only
UCR Code: 7300.0010
Previous OSR Code: AG01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Extensive details on family background, especially if sexual or physical abuse is suspected.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Child Welfare Act* - Other Activities
UCR Code: 8840.0291
Previous OSR Code: AG01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Citizenship Act* - Offences Only
UCR Code: 6900.0160
Previous OSR Code: AF04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Clipping/Uttering Clipped Coin
Criminal Code: 455
UCR Code: 3820.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Code of Conduct (Part IV)
See Part IV, *RCMP Act*.

General Criteria	Exceptions

Operational Code: Commission of Offence for Terrorist Group
Criminal Code: 83.2
UCR Code: 3715.0010
Previous OSR Code: AC61

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Commit Offence for Criminal Organization
Criminal Code: 467.12(1)
UCR Code: 3841.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Betting House: Found in/Owner
Criminal Code: 201(2)
UCR Code: 3210.0020
Previous OSR Code: AC04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Gaming House: Found in/Owner
Criminal Code: 201(2)
UCR Code: 3220.0020
Previous OSR Code: AC04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Nuisance - Cause Injury
Criminal Code: 180(1)

UCR Code: 3740.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Nuisance - Endanger Life
Criminal Code: 180(1)
UCR Code: 3740.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Competition Act*- Offences Only
UCR Code: 6350.0010
Previous OSR Code: AF05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Communicating for the purpose of offering or providing sexual services for consideration while being visible to a school, daycare or playground
Criminal Code: 213(1.1)
UCR Code: 3140.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Communicating with anyone for the purpose of obtaining sexual services
Criminal Code: 286.1(1)
UCR Code: 1711.0010
Previous UCR Code: 3145.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Communicating with anyone under 18 years for the purpose of obtaining sexual services
Criminal Code: 286.1(2)
UCR Code: 1712.0010
Previous UCR Code: 3146.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: *Competition Act* - Other Activities
UCR Code: 8840.0031
Previous OSR Code: AF05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Compounding Indictable Offence
Criminal Code: 141(1)
UCR Code: 3730.0210
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Conceal Dead Body of Child at Birth
Criminal Code: 243
UCR Code: 1630.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Conspiracy to Commit Murder
Criminal Code: 465(1)(a)
UCR Code: 1220.0010
Previous OSR Code: AC64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Conspire to Commit Indictable Offence
Criminal Code: 465(1)(c)
UCR Code: 3830.0080
Previous OSR Code: AC64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Conspire to Commit Summary Conviction Offence
Criminal Code: 465(1)(d)
UCR Code: 3830.0090
Previous OSR Code: AC64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Conspire to Prosecute
Criminal Code: 465(1)(b)
UCR Code: 3830.0070
Previous OSR Code: AC64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Contempt: Fail to Attend Court
Criminal Code: 708(2)
UCR Code: 3890.0170
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Controlled Drugs & Substance Act* (CDSA) - Other Activities
UCR Code: 8840.0001
Previous OSR Code: AD98
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: *Controlled Drugs and Substances Act* (CDSA) - Section 46 Only
UCR Code: 6900.0140
Previous OSR Code: AD98
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Convey Inside Information with Risk for Purchase/Sale of Security
Criminal Code: 382.1(2)
UCR Code: 2160.0352
Previous OSR Code: AB66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Convey Instruments for Coining Out of Mint
Criminal Code: 459
UCR Code: 3820.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Coroner's Act* - Offences Only
UCR Code: 7300.0020
Previous OSR Code: AG02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Death of individual(s) while in RCMP custody; or
2. Incidents in which there is some question regarding whether or not the death is homicide, but where there is insufficient evidence to open a homicide file.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Coroner's Act* - Sudden Death/Other Activities
UCR Code: 8840.0297
Previous OSR Code: AG02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file (Body/remains identified): 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Corrections and Conditional Release Act* - Offences Only (Including Parole Violations)
UCR Code: 6900.0195
Previous OSR Code: AF17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Corrections and Conditional Release Act* - Other Activities
UCR Code: 8840.0121
Previous OSR Code: AF17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Corrupt Municipal Official
Criminal Code: 123(1)
UCR Code: 3730.0040
Previous OSR Code: AC62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Corrupting Children in the Home
Criminal Code: 172(1)
UCR Code: 1365.0010
Previous OSR Code: AC37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Corrupting Morals
Criminal Code: 163
UCR Code: 3460.0010
Previous OSR Code: AC37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Corruption of Foreign Public Officials Act* - Offences Only
UCR Code: 6900.0611
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Corruptly Taking Rewards
Criminal Code: 142
UCR Code: 3730.0220
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counsel, or Aid and Abet Person to Commit Suicide - Cause Death
Criminal Code: 241
UCR Code: 1160.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counsel/Aid/Abet Person to Commit Suicide
Criminal Code: 241
UCR Code: 1630.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counselling to Commit Offence Not Committed - Indictable
Criminal Code: 464(a)
UCR Code: 3830.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counselling to Commit Offence Not Committed - Summary Conviction
Criminal Code: 464(b)
UCR Code: 3830.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counterfeit Money: Buy/Possess/Import
Criminal Code: 450
UCR Code: 3420.0020
Previous OSR Code: AC24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counterfeiting: Make/Sell/Possess Instrument
Criminal Code: 458
UCR Code: 3820.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Crime Prevention
UCR Code: 8830.0010
Previous OSR Code: "B" codes
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Crime prevention: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Crimes Against Humanity and War Crimes Act* - Offences Only
UCR Code: 6900.0200
Previous OSR Code: AC50 and AC51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1988-01-01

General Criteria	Exceptions

Operational Code: *Crimes Against Humanity and War Crimes Act* - Other Activities
UCR Code: 8840.0126
Previous OSR Code: AC50 and AC51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1988-01-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - External Organization
UCR Code: 8600.0010
Previous OSR Code: FL08
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Extract Assessment Files
UCR Code: 8600.0020
Previous OSR Code: FL02
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Individual Files
UCR Code: 8600.0030
Previous OSR Code: FL03
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Internal Organization
UCR Code: 8600.0040
Previous OSR Code: FL07
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.

Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Possess Arms and Explosives
UCR Code: 8600.0050
Previous OSR Code: FL05
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Protest/Demonstrations/Marches
UCR Code: 8600.0060
Previous OSR Code: FL04
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Training Camps and Communes
UCR Code: 8600.0070
Previous OSR Code: FL06
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Breach of Contract
Criminal Code: 422(1)
UCR Code: 3790.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Breach of Trust
Criminal Code: 336
UCR Code: 2160.0020
Previous OSR Code: AB62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Criminal Harassment
Criminal Code: 264
UCR Code: 1625.0010
Previous OSR Code: AC41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for a sexual purpose
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Bankruptcies
UCR Code: 8610.0020
Previous OSR Code: FL42
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.

Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Commercial Stills
UCR Code: 8610.0030
Previous OSR Code: FL38
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Corruption
UCR Code: 8610.0040
Previous OSR Code: FL39
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Counterfeiting
UCR Code: 8610.0050
Previous OSR Code: FL36
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Drugs
UCR Code: 8610.0060
Previous OSR Code: FL32
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Environmental Crime
UCR Code: 8610.0070
Previous OSR Code: FL50
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1995-01-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Fraud
UCR Code: 8610.0080
Previous OSR Code: FL41
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Gambling
UCR Code: 8610.0090
Previous OSR Code: FL33
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:

1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Income Tax
UCR Code: 8610.0100
Previous OSR Code: FL48
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Intellectual Property Rights (IPR)
UCR Code: 8610.0240
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Legitimate Business - Organized Crime
UCR Code: 8610.0110
Previous OSR Code: FL44
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Loan Sharking
UCR Code: 8610.0120
Previous OSR Code: FL43

Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Major Racketeers
UCR Code: 8610.0130
Previous OSR Code: FL31
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Major Theft - Bonds/Securities
UCR Code: 8610.0140
Previous OSR Code: FL40
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Major Theft of Merchandise
UCR Code: 8610.0150
Previous OSR Code: FL46
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Merchandise Smuggling
UCR Code: 8610.0160
Previous OSR Code: FL49
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Not Otherwise Specified
UCR Code: 8610.0230
Previous OSR Code: FL60
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – People Smuggled
UCR Code: 8610.0010
Previous OSR Code: FL47
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Persons of Interest
UCR Code: 8610.0170
Previous OSR Code: FL28
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No

Type and Retention Period:
Intelligence: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Persons Wanted/Italian Law
UCR Code: 8610.0180
Previous OSR Code: FL30
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Pornography
UCR Code: 8610.0190
Previous OSR Code: FL45
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Prostitution
UCR Code: 8610.0200
Previous OSR Code: FL37
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Protection/Extortion
UCR Code: 8610.0210
Previous OSR Code: FL34
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence – Stock Frauds
UCR Code: 8610.0220
Previous OSR Code: FL35
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Interest Rates
Criminal Code: 347(1)
UCR Code: 3780.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Bodily Harm
Criminal Code: 221
UCR Code: 1470.0010
Previous OSR Code: AT13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Bodily Harm While Street Racing
Criminal Code: 249.3
UCR Code: 9420.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Death While Street Racing
Criminal Code: 249.2
UCR Code: 9410.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Death with Firearm
Criminal Code: 220(a)
UCR Code: 1150.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Death without Firearm
Criminal Code: 220(b)
UCR Code: 1150.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Criminal Records Act* - Offences Only
UCR Code: 6900.0210
Previous OSR Code: AF07
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Critical Infrastructure - Suspicious Incident
UCR Code: 8550.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Cross Border Currency Reporting (Part II) *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (PCMLTFA) - Offences Only
UCR Code: 6900.0580
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Cultural Property Export and Import Act* - Other Activities
UCR Code: 8840.0136
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Cultural Property Export and Import Act* - Offences Only
UCR Code: 6900.0215
Previous OSR Code: AE11, AE51, AE52 and AE53
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Property having a high monetary value, i.e. over $1 million dollars, and/or heritage value in Canada or abroad.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Customs Act* – Misdescription – Offences Only
UCR Code: 6300.0010
Previous OSR Code: AE26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Non Report (Persons) – Offences Only
UCR Code: 6300.0020
Previous OSR Code: AE27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Offences Not Otherwise Specified
UCR Code: 6300.0100
Previous OSR Code: AE30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Other Activities
UCR Code: 8840.0026
Previous OSR Code: AE28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Possession – Offences Only
UCR Code: 6300.0030
Previous OSR Code: AE28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Regulations – Offences Only
UCR Code: 6300.0050
Previous OSR Code: AE29
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Running the Port – Offences Only
UCR Code: 6300.0060
Previous OSR Code: AE32
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Customs Act* – Smuggling – Offences Only
UCR Code: 6300.0070
Previous OSR Code: AE21
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* – Undervaluation – Offences Only
UCR Code: 6300.0090
Previous OSR Code: AE25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

D

Operational Code: Damage, Destroy or Alter Election Document
Criminal Code: 377(1)
UCR Code: 2160.0310
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Damage, Destroy or Falsify Registers
Criminal Code: 377(1)
UCR Code: 2160.0313
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Dangerous Driving – Provincial/Territorial
UCR Code: 9520.0010
Previous OSR Code: AT33
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Dangerous/Long Term Offender
Criminal Code: 753
UCR Code: 8500.0055
Previous OSR Code: DK56
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Application denied: 8 years
Application approved: Duration of long-term supervision order (See Archival Constraints 3 and 4)
Notes:
1. All associated operational files must have their retention periods extended to the end of the calendar year plus 8 years, unless their current retention period is longer. See ch. 2.3., sec. 4.7.3.2.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Substantive details on the offender;
2. Psychiatric assessments;
3. Suspect is designated as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
4. All associated operational files contributing to the designation of a dangerous offender.
Effective From: 1983-07-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Boat/Vessel/Aircraft
Criminal Code: 249(2)
UCR Code: 9130.0020
Previous OSR Code: AT66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Boat/Vessel/Aircraft/Railway Causing Bodily Harm
Criminal Code: 249(3)
UCR Code: 9120.0020
Previous OSR Code: AT64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 249(4)
UCR Code: 9110.0020
Previous OSR Code: AT62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle
Criminal Code: 249(2)
UCR Code: 9130.0010
Previous OSR Code: AT65
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Bodily Harm
Criminal Code: 249(3)
UCR Code: 9120.0010
Previous OSR Code: AT63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Bodily Harm While Being Pursued By Police
Criminal Code: 249.1(4)(a)
UCR Code: 9132.0010
Previous OSR Code: AT63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Bodily Harm While Street Racing
Criminal Code: 249.4(3)
UCR Code: 9440.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Death
Criminal Code: 249(4)
UCR Code: 9110.0010
Previous OSR Code: AT61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Death While Being Pursued By Police
Criminal Code: 249.1(4)(b)
UCR Code: 9131.0010
Previous OSR Code: AT61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Death While Street Racing
Criminal Code: 249.4(4)
UCR Code: 9430.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle While Street Racing
Criminal Code: 249.4(2)
UCR Code: 9450.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Deal/Negotiate/Solicit Offices/Appointments
Criminal Code: 125
UCR Code: 3730.0080
Previous OSR Code: AC62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Dealer Dealing In Lumber without Consent
Criminal Code: 339(2)
UCR Code: 3780.0080
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Deface Coin/Utter Defaced Coin
Criminal Code: 456
UCR Code: 3820.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Defamatory Libel - Publish
Criminal Code: 301
UCR Code: 3770.0170
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Defence Production Act* - Offences Only
UCR Code: 6900.0560
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Defraud Creditors by Being Privy to Falsification of Books and Documents
Criminal Code: 397(2)
UCR Code: 2160.0055
Previous OSR Code: AB63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Defraud Creditors: Dispose/Receive Property
Criminal Code: 392
UCR Code: 2160.0090
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Demonstrations/Protests
UCR Code: 8640.0040
Previous OSR Code: DK52
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Destroy, Cancel, or Conceal Documents of Title
Criminal Code: 340
UCR Code: 3780.0090
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Destroying Firearm/Fail to Report
Criminal Code: 106(2)
UCR Code: 3390.0020
Previous OSR Code: AC10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Disarming a Police Officer
Criminal Code: 270.1(1)
UCR Code: 1460.0060
Previous OSR Code: AA49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Disarming Other Peace Officer
Criminal Code: 270.1(1)

UCR Code: 1460.0070
Previous OSR Code: AA50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Discharge Air Gun or Air Pistol with Intent
Criminal Code: 244.1
UCR Code: 1450.0020
Previous OSR Code: AA48
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Discharge Firearm while Being Reckless
Criminal Code: 244.2(3)
UCR Code: 1450.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Discharge Firearm with Intent
Criminal Code: 244
UCR Code: 1450.0010
Previous OSR Code: AA48
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Discharge Firearm with Intent with Restricted/Prohibited Firearm/for Criminal Organization
Criminal Code: 244(2)(a)
UCR Code: 1450.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Code of Conduct (Member)
See Part IV, *RCMP Act*.

General Criteria	Exceptions

Operational Code: Disclosure of Jury Proceedings when Jury Absent From Courtroom
Criminal Code: 649
UCR Code: 3890.0150
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disclosure of PIRS Occurrences to Firearms Officer
UCR Code: 8550.0014
Previous OSR Code: AJ64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. For disclosure of non-PIRS files, see App. 2-3-1, Retention Exceptions.
Effective From: 2000-10-01

General Criteria	Exceptions

Operational Code: Disclosure of Property - Terrorism
Criminal Code: 83.12(1)
UCR Code: 3712.0020
Previous OSR Code: AC61

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disclosure to Firearms Officer

- For PIRS files see Disclosure of PIRS Occurrences to Firearms Officer
- For non-PIRS files see App. 2-3-1, Retention Exceptions.

General Criteria	Exceptions

Operational Code: Disguised with Intent to Commit Offence
Criminal Code: 351(2)
UCR Code: 3780.0025
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disobeying an Act of Parliament
Criminal Code: 126
UCR Code: 3730.0090
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disobeying Order of Court
Criminal Code: 127(1)
UCR Code: 3730.0110
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Distribution intimate image without consent
Criminal Code: 162.1(1)
UCR Code: 1390.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Disturbing the Peace
Criminal Code: 175(1)
UCR Code: 3430.0010
Previous OSR Code: AC34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: DNA Databank - Convicted Offenders Index (COI)
Info Bank: CMP/GRC PPU 005
Type and Retention Period:
Stored Bodily Substances: 100 years
Stored bodily substances (Order/authorization for the collection is set aside): Destroy immediately
Stored bodily substances (Individual acquitted of every designated offence): Destroy immediately
Stored bodily substances (Individual discharged absolutely and not subject to another order/authorization): 1 year
Stored bodily substances (Individual discharged conditionally and not subject to another order/authorization): 3 years
Stored bodily substances (Young Person): Destroy when the occurrence is destroyed, sealed or transmitted to Library and Archives Canada
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *DNA Identification Act* - Offences Only
UCR Code: 6900.0220
Previous OSR Code: AF49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2000-07-01

General Criteria	Exceptions

Operational Code: *DNA Identification Act* - Other Activities
UCR Code: 8840.0141
Previous OSR Code: AF49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2000-07-01

General Criteria	Exceptions

Operational Code: DNA Order - Unlawful use of bodily substance samples/Results of analysis
Criminal Code: 487.08(4)
UCR Code: 3890.0090
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: DNA Warrant - Unlawful use of bodily substance samples/Results of analysis
Criminal Code: 487.08(3)
UCR Code: 3890.0080
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *Dog Act* - Offences Only
UCR Code: 7300.0030

Previous OSR Code: AG14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: *Dog Act* - Other Activities
UCR Code: 8840.0301
Previous OSR Code: AG14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule I 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0030
Previous OSR Code: AD97
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule II 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0040
Previous OSR Code: AD97

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. Document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule III 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0050
Previous OSR Code: AD97
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule IV 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0060
Previous OSR Code: AD97
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Drawing/Execute Document without Authorization, so as to Defraud
Criminal Code: 374
UCR Code: 2160.0280
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Driver Permit Recoveries - Provincial/Territorial
UCR Code: 9915.0010
Previous OSR Code: AT37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Driver's Licence Suspensions - By Police
UCR Code: 9910.0030
Previous OSR Code: AT38

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Driver's Licence Examinations
UCR Code: 8560.0010
Previous OSR Code: DK06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Driving While Disqualified or Licence Suspension - Provincial/Territorial
UCR Code: 9530.0010
Previous OSR Code: AT34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Driving While Disqualified/Prohibited
Criminal Code: 259(4)
UCR Code: 9320.0010
Previous OSR Code: AT78
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Driving without Due Care or Attention - Provincial/Territorial
UCR Code: 9520.0020
Previous OSR Code: AT35
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Dueling
Criminal Code: 71
UCR Code: 3710.0230
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

E

Operational Code: Employee Selling Defective Stores to Her Majesty
Criminal Code: 418(2)
UCR Code: 3790.0065
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Employment Insurance Act* - Offences Only
UCR Code: 6900.0230
Previous OSR Code: AF21
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Employment Insurance Act* - Other Activities
UCR Code: 8840.0146
Previous OSR Code: AF21
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Endanger Safety of Aircraft/Airport
Criminal Code: 77
UCR Code: 3710.0280
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Endangering Safety of Ship or Fixed Platform
Criminal Code: 78.1(2)
UCR Code: 3710.0295
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Energy Administration Act* - Offences Only
UCR Code: 6900.0240
Previous OSR Code: AE13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, ie. forests,

especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Energy Administration Act* - Other Activities
UCR Code: 8840.0151
Previous OSR Code: AE13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files documenting environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Files depicting serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: Escape and Being at Large without Excuse
Criminal Code: 145(1)
UCR Code: 3440.0010
Previous OSR Code: AC44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Laundering Proceeds of Crime - Offences Only
UCR Code: 6400.0045
Previous OSR Code: AE36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Offences Not Otherwise Specified
UCR Code: 6400.0050
Previous OSR Code: AE03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Other Activities
UCR Code: 8840.0036
Previous OSR Code: AE03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession of Proceeds of Crime - Offences Only
UCR Code: 6400.0040
Previous OSR Code: AE36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession Unstamped Tobacco Products - Offences Only
UCR Code: 6400.0031
Previous OSR Code: AE19
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession/Importation of Tobacco Manufacturing Equipment - Offences Only
UCR Code: 6400.0034
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-06-18

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession/Sale Raw Leaf Tobacco - Offences Only
UCR Code: 6400.0033
Previous OSR Code: AE18
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Sale Unstamped Tobacco Products - Offences Only
UCR Code: 6400.0032
Previous OSR Code: AE19
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Spirit Possession & Sales - Offences Only
UCR Code: 6400.0010
Previous OSR Code: AE17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Still Possession & Distillation - Offences Only
UCR Code: 6400.0020

Previous OSR Code: AE16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Offences Only
UCR Code: 6900.0250
Previous OSR Code: AE09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Excise Tax Act*- Other Activities
UCR Code: 8840.0156
Previous OSR Code: AE09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Explosives Act*- Magazine Inspections
UCR Code: 8570.0010
Previous OSR Code: DK17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosive/Dangerous Substances Causing Death, Bodily Harm, or Endangers Life
Criminal Code: 81(2)(a)
UCR Code: 1628.0010

Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Explosives Act* - Offences Only
UCR Code: 6900.0260
Previous OSR Code: AF08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Explosives Act* - Other Activities
UCR Code: 8840.0161
Previous OSR Code: AF08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives Onboard Aircraft
Criminal Code: 78(1)
UCR Code: 3310.0010
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives: Make/Possess/Control
Criminal Code: 82(1)
UCR Code: 3310.0030
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives: Make/Possess/Control for Criminal Organization
Criminal Code: 82(2)
UCR Code: 3310.0040
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or

4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives: Use/Possess with Intent to Damage/Destroy Property
Criminal Code: 81(2)(b)
UCR Code: 3310.0020
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Export and Import Permits Act* – Offences Only
UCR Code: 6900.0270
Previous OSR Code: AE41 and AE43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Export and Import Permits Act* – Other Activities
UCR Code: 8840.0166
Previous OSR Code: AE41 and AE43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Export and Import of Rough Diamonds Act* – Offences Only
UCR Code: 6900.0570
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Exposure of Genital Organs to Person Under 16 Years
Criminal Code: 173(2)
UCR Code: 3450.0021
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adults who report being victimized when they were children.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Extortion by Libel
Criminal Code: 302(3)
UCR Code: 3770.0180
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Extortion with Firearm
Criminal Code: 346(1.1)
UCR Code: 1620.0010
Previous OSR Code: AC39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Large sums of money, i.e. over $1 million, are being extorted from the victim(s);
2. Extensive background on the suspect is given, including past criminal activities and psychiatric problems; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Extortion with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 346(1.1)(a)
UCR Code: 1620.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Large sums of money, i.e. over $1 million, are being extorted from the victim(s);
2. Extensive background on the suspect is given, including past criminal activities and psychiatric problems; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Extortion without Firearm
Criminal Code: 346(1.1)(b)
UCR Code: 1620.0020
Previous OSR Code: AC39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Large sums of money, i.e. over $1 million, are being extorted from the victim(s);
2. Extensive background on the suspect is given, including past criminal activities and psychiatric problems; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Extradition Act*
UCR Code: 8500.0070
Previous OSR Code: AF09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

F

Operational Code: Fabricating Evidence
Criminal Code: 137
UCR Code: 3730.0170
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Facilitate Terrorist Activity
Criminal Code: 83.19(1)
UCR Code: 3714.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Attend Court
Criminal Code: 145(2)
UCR Code: 3510.0010
Previous OSR Code: AC43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1985-01-01

General Criteria	Exceptions

Operational Code: Fail to Comply Probation Order
Criminal Code: 733.1(1)
UCR Code: 3520.0010
Previous OSR Code: AC46
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: Fail to Comply with an Undertaking
Criminal Code: 145 (5.1)
UCR Code: 3410.0017
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2004-06-15

General Criteria	Exceptions

Operational Code: Fail to Comply with Exhibit Release Order
Criminal Code: 605(2)
UCR Code: 3890.0140
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply With Order Restricting Publication of Evidence at Preliminary
Criminal Code: 539(3)
UCR Code: 3890.0110
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply with Production Order
Criminal Code: 487.017
UCR Code: 3890.0190
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2004-01-01

General Criteria	Exceptions

Operational Code: Fail to Comply With Publication Ban on Identity of Complainant/Witnesses or Justice Participant
Criminal Code: 486.6
UCR Code: 3890.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply with Publishing Ban on Show Cause Hearing
Criminal Code: 517(2)
UCR Code: 3890.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply/Appear - Appearance Notice/Promise to Appear (PTA)/Recognizance before Officer in charge (I/C)
Criminal Code: 145(5)
UCR Code: 3410.0016

Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply/Appear - Summons
Criminal Code: 145(4)
UCR Code: 3410.0013
Previous OSR Code: AC43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Record/Produce the Sale Transaction of Auto Master Key
Criminal Code: 353(4)
UCR Code: 3780.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Stop or Remain at Accident Scene - Provincial/Territorial
UCR Code: 9510.0010
Previous OSR Code: AT32
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail/Refuse to Enter Into Recognizance
Criminal Code: 810(3)(b)

UCR Code: 3410.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failing to Report Losing or Finding Firearm
Criminal Code: 105(2)
UCR Code: 3390.0010
Previous OSR Code: AC10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Failure to Comply With Condition of Undertaking or Recognizance/Direction in Remand Order
Criminal Code: 145(3)
UCR Code: 3410.0010
Previous OSR Code: AC43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure to Comply With Order or Summons (DNA Sample)
Criminal Code: 487.0552
UCR Code: 3890.0220
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2007-06-22

General Criteria	Exceptions

Operational Code: Failure to Provide Necessaries
Criminal Code: 215(3)
UCR Code: 3770.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure to Safeguard Opening in Ice/Land Excavation
Criminal Code: 263(3)(c)
UCR Code: 3770.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure to Safeguard Opening in Ice/Land Excavation Causing Bodily Harm
Criminal Code: 263(3)(b)
UCR Code: 1440.0020
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Failure to Stop or Remain - Person Dies
Criminal Code: 252(1.3)
UCR Code: 9311.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Failure to Stop or Remain - Person Injured
Criminal Code: 252(1.2)
UCR Code: 9312.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Failure to Stop or Remain - Property Damage
Criminal Code: 252(1.1)
UCR Code: 9313.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Failure to Watch Person Towed While Operating a Vessel
Criminal Code: 250(1)
UCR Code: 9330.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure/Refusal of Approved Screening Device - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9240.0021
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal of Approved Screening Device - Death
Criminal Code: 254(5)
UCR Code: 9240.0022
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal of Approved Screening Device
Criminal Code: 254(5)
UCR Code: 9240.0020
Previous OSR Code: AT42
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Alcohol) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9240.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Alcohol) - Death
Criminal Code: 254(5)
UCR Code: 9240.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Alcohol)
Criminal Code: 254(5)
UCR Code: 9240.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Drug) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9245.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Drug) - Death
Criminal Code: 254(5)
UCR Code: 9245.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Drug)
Criminal Code: 254(5)
UCR Code: 9245.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Alcohol) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9250.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Alcohol) - Death
Criminal Code: 254(5)
UCR Code: 9250.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Alcohol)
Criminal Code: 254(5)
UCR Code: 9250.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Drug) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9255.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Drug) - Death
Criminal Code: 254(5)
UCR Code: 9255.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Drug)
Criminal Code: 254(5)
UCR Code: 9255.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Breath Sample - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9240.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Breath Sample - Death
Criminal Code: 254(5)
UCR Code: 9240.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Breath Sample
Criminal Code: 254(5)

UCR Code: 9240.0010
Previous OSR Code: AT75
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Oral Fluid/Urine Sample - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9245.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Oral Fluid/Urine Sample - Death
Criminal Code: 254(5)
UCR Code: 9245.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Oral Fluid/Urine Sample
Criminal Code: 254(5)
UCR Code: 9245.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Submit to Evaluation - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9245.0021

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Submit to Evaluation - Death
Criminal Code: 254(5)
UCR Code: 9245.0022
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Submit to Evaluation
Criminal Code: 254(5)
UCR Code: 9245.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: False/Abandoned 911 Call - "J", "K", "B", and "M" divisions only
UCR Code: 8550.0170
Previous OSR Code: AG20 and AJ44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. To score false/abandoned 911 calls in "J,", "K", "B", and "M" divisions only, where there is no provincial/territorial offence for false/abandoned 911 calls.
2. Other divisions score "911 Act - Offences Only" for provincial/territorial 911 Act offence.
2. 1. Sec. 372(1) *Criminal Code* offences are classified as "False messages by radio/phone/letter" in all divisions.
Effective From: 1999-07-01

General Criteria	Exceptions

Operational Code: False Alarms
UCR Code: 8550.0050
Previous OSR Code: AJ54
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Communication Endangering Safe Navigation
Criminal Code: 78.1(3)
UCR Code: 3710.0300
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Fire Alarm
Criminal Code: 437
UCR Code: 3810.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Messages by Radio/Phone/Letter
Criminal Code: 372(1)
UCR Code: 2160.0275
Previous UCR Code: 2160.0270
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: False Pretences Greater Than $5000
Criminal Code: 362(2)(a)
UCR Code: 2160.0030
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Pretences Less Than or Equal to $5000
Criminal Code: 362(2)(b)
UCR Code: 2160.0035
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Prospectus with Intent
Criminal Code: 400
UCR Code: 2160.0120
Previous OSR Code: AB66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: False Return by Public Officer: Sum/Balance
Criminal Code: 399
UCR Code: 2160.0470
Previous OSR Code: AB63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: False Statement for Financial Gain
Criminal Code: 362(3)
UCR Code: 2160.0215
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Statement in Under Oath/Solemn Affirmation
Criminal Code: 134(1)
UCR Code: 3730.0150
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Statement to Procure Passport
Criminal Code: 57(2)(a)
UCR Code: 3710.0050
Previous OSR Code: AC53
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Statements or Reports: Loss, Theft, or Destruction of Weapons/Firearm
Criminal Code: 107(2)
UCR Code: 3390.0030
Previous OSR Code: AC10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Falsely Claiming Royal Warrant
Criminal Code: 413
UCR Code: 2160.0560
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Falsify Books and Documents/Privy to Commission
Criminal Code: 397(1)
UCR Code: 2160.0050
Previous OSR Code: AB63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Falsify Employment Record
Criminal Code: 398
UCR Code: 2160.0460
Previous OSR Code: AB63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Family Orders & Agreements Enforcement Assistance Act* – Other Activities
UCR Code: 8840.0171
Previous OSR Code: AF45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-01-01

General Criteria	Exceptions

Operational Code: *Family Orders and Agreements Enforcement Assistance Act* – Offences Only
UCR Code: 6900.0290
Previous OSR Code: AF45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-01-01

General Criteria	Exceptions

Operational Code: *Family Relations Act* – Offences Only
UCR Code: 7300.0040
Previous OSR Code: AG03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Family Relations Act* – Other Activities
UCR Code: 8840.0306
Previous OSR Code: AG03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fasten Vessel to Signal/Buoy
Criminal Code: 439(1)
UCR Code: 3810.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Operational Code:
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fingerprints Taken for the General Public
UCR Code: 8550.0015
Previous OSR Code: AJ58
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: *Fire Prevention Act* – Offences Only
UCR Code: 7300.0050
Previous OSR Code: AG13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: *Fire Prevention Act* - Other Activities
UCR Code: 8840.0311
Previous OSR Code: AG13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Firearm Dealer Inspections
UCR Code: 8570.0040
Previous OSR Code: DK18
Info Bank: CMP/GRC PPU 035
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Firearms Act* - Offences only
UCR Code: 6550.0010
Previous OSR Code: AF47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *Firearms Act* - Other Activities
UCR Code: 8840.0391
Previous OSR Code: AF47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Note:
1. This code is used to record the receipt of firearms, weapons, and ammunition voluntarily turned in by the general public to police for disposal. Do not use this code to record those firearms, ammunition, or weapons ordered forfeit by the Court upon conviction for offences contrary to the *Criminal Code*, the *Firearms Act*, or other legislation.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Firearms Officer – Disclosure

- For PIRS files, see Disclosure of PIRS Occurrences to Firearms Officer.
- For non-PIRS files, see Retention Exception in App. 2-3-1.

General Criteria	Exceptions

Operational Code: *Fisheries Act* – Offences Only
UCR Code: 6900.0320
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Fisheries Act* – Other Activities
UCR Code: 8840.0176
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Fisheries Improvement Loans Act* – Other Activities
UCR Code: 8840.0181
Previous OSR Code: AF24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Forcible Confinement
Criminal Code: 279(2)
UCR Code: 1516.0010
Previous OSR Code: AC38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for sexual purposes
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Forcible Entry
Criminal Code: 73
UCR Code: 3710.0240
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Foreign conviction – Fail to Comply with Obligation to Advise a Police Service
Criminal Code: 490.0312
UCR Code: 3890.0182
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-15

General Criteria	Exceptions

Operational Code: Forgery
Criminal Code: 367
UCR Code: 2160.0060
Previous OSR Code: AB60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Forging a Passport/Deal/Cause to Deal
Criminal Code: 57(1)
UCR Code: 3710.0020
Previous OSR Code: AC53
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud (Money/Property/Security) Greater Than $5000
Criminal Code: 380(1)(a)
UCR Code: 2160.0070
Previous OSR Code: AB58
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Fraud (Money/Property/Security) Less Than or Equal to $5000
Criminal Code: 380(1)(b)
UCR Code: 2160.0075
Previous OSR Code: AB58
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Fraud Affecting Public Market
Criminal Code: 380(2)
UCR Code: 2160.0330
Previous OSR Code: AB66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Fraud in Relation to Mines/Oil Wells
Criminal Code: 396(1)
UCR Code: 2160.0450
Previous OSR Code: AC61

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud in Relation to Valuable Minerals
Criminal Code: 394(5)
UCR Code: 2160.0440
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud through Mails
Criminal Code: 381
UCR Code: 2160.0340
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud, Bribery in Not Paying Proper Fare
Criminal Code: 393(2)
UCR Code: 2160.0432

Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud, Fails to Collect Proper Fare
Criminal Code: 393(1)
UCR Code: 2160.0430
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud, Obtaining Transportation
Criminal Code: 393(3)
UCR Code: 2160.0434
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Frauds upon Government
Criminal Code: 121(3)

UCR Code: 3730.0060
Previous OSR Code: AC62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Fraudulent Gaming in Stocks/Merchandise
Criminal Code: 383(1)
UCR Code: 2160.0360
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Concealment
Criminal Code: 341
UCR Code: 2160.0170
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Concealment of Title Documents
Criminal Code: 385(1)
UCR Code: 2160.0380
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Disposal of Goods on Which Money Advanced
Criminal Code: 389(1)
UCR Code: 2160.0410
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Manipulation of Stock Exchange Transaction
Criminal Code: 382
UCR Code: 2160.0350
Previous OSR Code: AB66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Fraudulent Receipts under the *Bank Act*
Criminal Code: 390
UCR Code: 2160.0420
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Register Title
Criminal Code: 386
UCR Code: 2160.0390
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Sale of Real Property
Criminal Code: 387
UCR Code: 2160.0400
Previous OSR Code: AB57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Fraudulent Use of Certificate of Citizenship
Criminal Code: 58(1)
UCR Code: 3710.0010
Previous OSR Code: AC54
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Fraudulent/Misleading Receipt: Give/Accept
Criminal Code: 388
UCR Code: 2160.0180
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Alter/Deface/Counterfeit a Cattle Brand
Criminal Code: 338(1)
UCR Code: 3780.0065
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Redirecting Mail
Criminal Code: 356(1)(c)
UCR Code: 2150.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Fraudulently Take Lumber/Alter Mark
Criminal Code: 339(1)
UCR Code: 3780.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Take/Hold/Keep/Purchase/Sell Cattle Found Astray
Criminal Code: 338(1)
UCR Code: 3780.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Use/Possess Counterfeit Stamps
Criminal Code: 376(1)
UCR Code: 2160.0300
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Freezing of Property - Terrorism
Criminal Code: 83.12(1)
UCR Code: 3712.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2003/01/01

General Criteria	Exceptions

Operational Code: *Fuel Oil Tax Act* - Offences Only
UCR Code: 7300.0060
Previous OSR Code: AG04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Fuel Oil Tax Act* - Other Activities
UCR Code: 8840.0316
Previous OSR Code: AG04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

G

Operational Code: Give/Offer Bribe to Other Public Official
Criminal Code: 120
UCR Code: 3730.0018
Previous OSR Code: AC63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Give/Offer Bribe to Peace Officer
Criminal Code: 120
UCR Code: 3730.0016
Previous OSR Code: AC63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Giving Contradictory Evidence
Criminal Code: 136(1)
UCR Code: 3730.0160
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Government Property Traffic Act*- Other Activities
UCR Code: 8840.0186
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Government Property Traffic Act*- Other Traffic
UCR Code: 6900.0355
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Government Property Traffic Act* - Parking Offences
UCR Code: 6900.0357
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file/Assistance file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

H

Operational Code: Harassing Phone Calls
Criminal Code: 372(3)
UCR Code: 1626.0040
Previous OSR Code: 1626.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for a sexual purpose
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Harbour/Conceal Person Who Carried Out Terrorist Activity with Maximum Penalty of Life in Prison
Criminal Code: 83.23(1)(a)
UCR Code: 3725.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Harbour/Conceal Person Who Carried Out Terrorist Activity with Maximum Penalty of 10 Years in Prison
Criminal Code: 83.23(1)(b)
UCR Code: 3726.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management

Section.
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Harbour/Conceal Person Who is Likely to Carry out Terrorist Activity
Criminal Code: 83.23(2)
UCR Code: 3727.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: *Harbours Commission Act*- Offences Only
UCR Code: 6900.0360
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Harbours Commission Act* - Other Activities
UCR Code: 8840.0191
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: High Treason (Kill Her Majesty)
Criminal Code: 47(1)
UCR Code: 1160.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: High Treason - Against Canada
Criminal Code: 47(1)
UCR Code: 3710.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: High Treason - Attempt to Kill or Cause Bodily Harm to Her Majesty
Criminal Code: 47(1)
UCR Code: 1630.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Hijacking
Criminal Code: 76
UCR Code: 3710.0270
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Hoax - Terrorist Activity
Criminal Code: 83.231(2)(ab)
UCR Code: 3717.0010
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Hoax - Terrorist Activity Causing Bodily Harm
Criminal Code: 83.231(3)(ab)
UCR Code: 1440.0060
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Hoax - Terrorist Activity Causing Death
Criminal Code: 83.231(4)
UCR Code: 1160.0060
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Hostage Taking with Firearm
Criminal Code: 279.1(2)
UCR Code: 1520.0010
Previous OSR Code: AC38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Hostage Taking with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 279.1(2)(a)
UCR Code: 1520.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Hostage Taking without Firearm
Criminal Code: 279.1(2)(b)
UCR Code: 1520.0020
Previous OSR Code: AC38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Notes:
1. Incidents of strangers approaching children and trying to lure them into their vehicle should be classified as attempted kidnapping.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Household owner permitting sexual activity prohibited by the Criminal Code from a person under 16 years
Criminal Code: 171(a)
UCR Code: 1369.0010
Previous UCR Code: 3167.0010, 3168.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Human Sources
UCR Code: 8750.0020
Previous OSR Code: AJ09
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Individual file: Until the individual reaches 70 years of age and there has been 6 years of inactivity or 6 years after the date of death of the individual.
Archival Constraint: In addition to App. 2-3-1, General Archival Selection Criteria, transfer records meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. The role of the source was crucial in the conviction of a prominent organized crime figure;
2. The role of the source was crucial in the dissolution of a large organized crime network or notorious gang;
3. The role of the source was crucial in solving a case which received national media attention;
4. The role of the source was crucial in solving a case involving national security; or
5. The relationship between the source and the RCMP received national media attention.
Effective From: 1982-04-15

General Criteria	Exceptions

I

Operational Code: Identity Fraud
Criminal Code: 403
UCR Code: 2166.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Identity Theft
Criminal Code: 402.2(1)
UCR Code: 2165.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Illegal Possession or Trafficking in Government Documents
Criminal Code: 56.1(4)
UCR Code: 2165.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Other Activities
UCR Code: 8840.0041
Previous OSR Code: AE70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Aid & Abet
UCR Code: 6500.0010
Previous OSR Code: AE64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Counselling False Statement
UCR Code: 6500.0020

Previous OSR Code: AE75
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Disembarking Persons at Sea
UCR Code: 6500.0030
Previous OSR Code: AE74
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Enter by False Means
UCR Code: 6500.0040
Previous OSR Code: AE62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Illegal Import/Export of Documents
UCR Code: 6500.0060
Previous OSR Code: AE77

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-09-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Offences, Immigration Officers
UCR Code: 6500.0080
Previous OSR Code: AE68
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Organizing Entry Group of 10 or More People into Canada
UCR Code: 6530.0010
Previous OSR Code: AE73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Organizing Entry into Canada – Less than 10 People
UCR Code: 6520.0010
Previous OSR Code: AE72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Other Offences
UCR Code: 6500.0140
Previous OSR Code: AE65
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Possession of Proceeds of Crime
UCR Code: 6500.0070
Previous OSR Code: AE93
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-07-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Regulation Offences
UCR Code: 6500.0110
Previous OSR Code: AE71
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Responsibilities of Transport Companies
UCR Code: 6500.0120
Previous OSR Code: AE76
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Trafficking Persons
UCR Code: 6510.0010
Previous OSR Code: AE92
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-07-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Unauthorized Employment
UCR Code: 6500.0130
Previous OSR Code: AE67
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Criminal Screening (Europe)
UCR Code: 8500.0045

Previous OSR Code: AE78
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-04-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Criminal Screening (Asia)
UCR Code: 8500.0035
Previous OSR Code: AE79
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-04-01

General Criteria	Exceptions

Operational Code: Immoral Theatrical Performance
Criminal Code: 167
UCR Code: 3460.0015
Previous OSR Code: AC37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Impaired Care or Control (by a Drug) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)
UCR Code: 9235.0040
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Care or Control (by a Drug) of Motor Vehicle
Criminal Code: 253(1)(a)
UCR Code: 9235.0030

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Care or Control (by Alcohol) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)
UCR Code: 9230.0040
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Care or Control (by Alcohol) of Motor Vehicle
Criminal Code: 253(1)(a)
UCR Code: 9230.0030
Previous OSR Code:
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Care or Control over 80 milligrams (mg) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(b)
UCR Code: 9230.0060
Previous OSR Code: AT73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Impaired Care or Control over 80 milligrams (mg) of Motor Vehicle
Criminal Code: 253(1)(b)

UCR Code: 9230.0050
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)
UCR Code: 9235.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Boat/Vessel/Railway/Aircraft Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9225.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 255(3)
UCR Code: 9215.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Motor Vehicle
Criminal Code: 253(1)(a)

UCR Code: 9235.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Motor Vehicle Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9225.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Motor Vehicle Causing Death
Criminal Code: 255(3)
UCR Code: 9215.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by Alcohol) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)
UCR Code: 9230.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by Alcohol) of Boat/Vessel/Railway/Aircraft Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9220.0020

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by Alcohol) of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 255(3)
UCR Code: 9210.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by Alcohol) of Motor Vehicle
Criminal Code: 253(1)(a)
UCR Code: 9230.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by Alcohol) of Motor Vehicle Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9220.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by Alcohol) of Motor Vehicle Causing Death
Criminal Code: 255(3)
UCR Code: 9210.0010
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation over 80 milligrams (mg) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(b)
UCR Code: 9230.0020
Previous OSR Code: AT73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Impaired Operation over 80 milligrams (mg) of Boat/Vessel/Railway/Aircraft Causing Bodily Harm
Criminal Code: 255(2.1)
UCR Code: 9220.0040
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation over 80 milligrams (mg) of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 255(3.1)
UCR Code: 9210.0040
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation over 80 milligrams (mg) of Motor Vehicle
Criminal Code: 253(1)(b)
UCR Code: 9230.0015

Previous OSR Code: AT72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Impaired Operation over 80 milligrams (mg) of Motor Vehicle Causing Bodily Harm
Criminal Code: 255(2.1)
UCR Code: 9220.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation over 80 milligrams (mg) of Motor Vehicle Causing Death
Criminal Code: 255(3.1)
UCR Code: 9210.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impede Person Saving Own or Other Life
Criminal Code: 262
UCR Code: 3770.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Import/Export/Manufacture/Promote/Sell Instrument/Literature - Drug Use - 1st Offence

Criminal Code: 462.2(a)
UCR Code: 3890.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Import/Export/Manufacture/Promote/Sell Instrument/Literature - Drug Use - 2nd Offence
Criminal Code: 462.2(b)
UCR Code: 3890.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule I: Cocaine 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4320.0010
Previous OSR Code: AD06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule I: Heroin 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4310.0010
Previous OSR Code: AD03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule I: Methamphetamine (Crystal Meth) 6 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4350.0010
Previous OSR Code: AD50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule I: Other 6(1), *Controlled Drugs and Substances Act* (CDSA)

UCR Code: 4330.0010
Previous OSR Code: AD50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule II: Cannabis (Marihuana) 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0010
Previous OSR Code: AD24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule II: Cannabis Resin 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0020
Previous OSR Code: AD78

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule II: Other 6(1), *Controlled Drugs and Substances Act* (CDSA)
PROS Code: 4340.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule III: Methylenedioxyamphetamine (MDA) (Ecstasy) 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4360.0010
Previous OSR Code: AD82
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule III: Other 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0030
Previous OSR Code: AD82
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule IV: 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0050
Previous OSR Code: AD86
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule V: 6(1),*Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0070
PIRS Code: AD87
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation – Schedule VI: 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0090
Previous OSR Code: AD86
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importing/Exporting of Weapons Knowing Unauthorized
Criminal Code: 103(2)
UCR Code: 3380.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Incest
Criminal Code: 155(2)
UCR Code: 1360.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if not familial or there are unique/extensive behaviours. See OM App. 36-1-1.
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while he/she was a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Incite Mutiny: Seduce/Incite
Criminal Code: 53
UCR Code: 3710.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Income Tax Act* – Other Activities
UCR Code: 8840.0011
Previous OSR Code: AF14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Income Tax Act* – Other Offences
UCR Code: 6150.0020
Previous OSR Code: AF14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Income Tax Act* – Tax Program Offences Only
UCR Code: 6150.0010
Previous OSR Code: AF33
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Indecent Act
Criminal Code: 173(1)
UCR Code: 3450.0010
Previous OSR Code: AC36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adults who report being victimized when they were children.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Indecent Phone Calls
Criminal Code: 372(2)
UCR Code: 1626.0030
Previous UCR Code: 1626.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Indecently Interfere With Dead Body
Criminal Code: 182
UCR Code: 3740.0080
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Indian Act* – Band Bylaws – Offences Only
UCR Code: 6900.0382
Previous OSR Code: AF29
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Possible illegal, corrupt, or questionable activities by Band Council members or other reserve members.
Effective From: 1986-03-01

General Criteria	Exceptions

Operational Code: *Indian Act* – Other Activities
UCR Code: 8840.0196
Previous OSR Code: AF27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1983-05-24

General Criteria	Exceptions

Operational Code: *Indian Act* – Other Offences
UCR Code: 6900.0380
Previous OSR Code: AF27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Possible illegal, corrupt, or questionable activities by Band Council members or other reserve members.
Effective From: 1983-05-24

General Criteria	Exceptions

Operational Code: Infanticide
Criminal Code: 233, 237
UCR Code: 1140.0010
Previous OSR Code: AA04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides, where a

homicide cannot be established, are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981/05/01

General Criteria	Exceptions

Operational Code: Influence Municipal Official
Criminal Code: 123(2)
UCR Code: 3730.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Information Files
UCR Code: 8535.0010
Previous OSR Code: "I" codes
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Information (No Operational file resulted): 2 years
Information (Intelligence): 10 years. See OM ch. 47.3., sec. 7.
Effective From: 2003-01-01

General Criteria	Exceptions

Information Requests – Canadian Security Intelligence Service (CSIS) – Not Otherwise Specified
UCR Code: 8620.0130
Previous OSR Code: FS43
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: Injure or Endanger Cattle
Criminal Code: 444
UCR Code: 3810.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Injure or Endanger Other Animals – Not Cattle
Criminal Code: 445
UCR Code: 3810.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Instruct to Carry Out Terrorist Activity
Criminal Code: 83.22(1)
UCR Code: 3715.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Instruct to Commit Offence for Criminal Organization
Criminal Code: 467.13(1)
UCR Code: 3840.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-1

General Criteria	Exceptions

Operational Code: Instructing to Carry Out Activity for Terrorist Group
Criminal Code: 83.21(1)
UCR Code: 3715.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – *Copyright Act* – Clothing and Accessories Offences
UCR Code: 6900.0192
Previous OSR Code: AF06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – *Copyright Act*– Music, Video, Software and Literary Works Offences
UCR Code: 6900.0191
Previous OSR Code: AF06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – *Copyright Act* – Other Activities
UCR Code: 8840.0116
Previous OSR Code: AF06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – *Copyright Act* – Other Commodities Offences
UCR Code: 6900.0194
Previous OSR Code: AF06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – *Copyright Act* – Pharmaceutical Offences
UCR Code: 6900.0193
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Deface, Conceal, Remove Trademark
Criminal Code: 410(a)
UCR Code: 2160.0510
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Fill Bottle or Siphon without Consent
Criminal Code: 410(b)
UCR Code: 2160.0515
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Forging a Real Trademark
Criminal Code: 406
UCR Code: 2160.0520
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Fraud (Intellectual Property Only) Greater than $5,000
Criminal Code: 380(1)(a)
UCR Code: 2160.0551
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Fraud (Intellectual Property Only) Less than $5,000
Criminal Code: 380(1)(b)
UCR Code: 2160.0552
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Make, Possess or Dispose of Instrument for Forging Trade Mark
Criminal Code: 409
UCR Code: 2160.0540
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Passing Off Wares or Services
Criminal Code: 408
UCR Code: 2160.0530
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) – Sale of Used Goods without Disclosure
Criminal Code: 411
UCR Code: 2160.0550
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intent to Alarm/Harm Queen/Break Public Peace
Criminal Code: 49
UCR Code: 3710.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intent to Defraud by Uttering Fraudulent/Outdated Coins
Criminal Code: 453
UCR Code: 3420.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intent to Defraud: Telegram in False Name
Criminal Code: 371
UCR Code: 2160.0265
Previous UCR Code: 2160.0260
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Interception of Private Communication
Criminal Code: 184(1)
UCR Code: 3750.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interception of Radio-based Telephone Communications
Criminal Code: 184.5(1)
UCR Code: 3750.0015
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere with Boundary Line
Criminal Code: 442
UCR Code: 3810.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere With Saving of Wreck
Criminal Code: 438(2)
UCR Code: 3810.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere With Saving of Wrecked Vessel
Criminal Code: 438(1)
UCR Code: 3810.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere with Transport to Endanger Safety
Criminal Code: 248
UCR Code: 1480.0040
Previous OSR Code: AA51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Interfering with International Boundary Marks
Criminal Code: 443(1)
UCR Code: 3810.0025
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intimidate Parliament/Legislatures of Provinces
Criminal Code: 51
UCR Code: 3710.0110

Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intimidation
Criminal Code: 423(1)
UCR Code: 1622.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intimidation of Justice System Participant or a Journalist
Criminal Code: 423.1(3)
UCR Code: 1621.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Intoxicated Persons Detention Act* - Other Activities - "B", "D", and "J" divisions only
UCR Code: 8840.0321
Previous OSR Code: AG05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Investigator's Notes
Info Bank: CMP/GRC PPU 005
Type and Retention Period:
Notes: Retain on the associated operational file
Notebooks: 20 years after the member is struck off strength (SOS)
Effective From: 2016-09-22

General Criteria	Exceptions

Operational Code: Invitation to Sexual Touching
Criminal Code: 152
UCR Code: 1350.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while he/she was a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Issue False or Unauthorized Certificates/Extracts
Criminal Code: 378
UCR Code: 2160.0320
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Issue/Sell Trading Stamps
Criminal Code: 427(1)

UCR Code: 3790.0090
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Items Lost/Found - Except Passports
UCR Code: 8550.0060
Previous OSR Code: AJ49
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. For lost/found passports, see Guidelines for the handling of lost, stolen and found passports and travel documents .
2. For found property, see divisional policies.
Effective From: 1981-05-01

General Criteria	Exceptions

K

Operational Code: Keeping Common Betting House
Criminal Code: 201(1)
UCR Code: 3210.0010
Previous OSR Code: AC04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Keeping Common Gaming House
Criminal Code: 201(1)
UCR Code: 3220.0010
Previous OSR Code: AC05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Kidnapping with Firearm
Criminal Code: 279(1.1)(a)
UCR Code: 1515.0010
Previous OSR Code: AC38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Kidnapping with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 279(1.1)(a)
UCR Code: 1515.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Kidnapping without Firearm
Criminal Code: 279(1.1)(b)
UCR Code: 1515.0020
Previous OSR Code: AC38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Killing Unborn Child in Act of Birth
Criminal Code: 238(1)
UCR Code: 1160.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all records where the RCMP is responsible for the investigation to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

L

Operational Code: Laundering the Proceeds of Crime
Criminal Code: 462.31(2)
UCR Code: 3825.0010
Previous OSR Code: AC72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-01-01

General Criteria	Exceptions

Operational Code: Leave Canada to Participate in Activity of a Terrorist Group
Criminal Code: 83.181
UCR Code: 3721.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Leave Canada to Facilitate Terrorist Activity
Criminal Code: 83.191
UCR Code: 3722.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Leave Canada to Commit an Offence for a Terrorist Group
Criminal Code: 83.201
UCR Code: 3723.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Leave Canada to Commit an Offence that is a Terrorist Activity
Criminal Code: 83.202
UCR Code: 3724.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Letter Writers/Talkers Nonsensical
UCR Code: 8550.0016
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 2004-07-26

General Criteria	Exceptions

Operational Code: *Liquor Act* (Provincial/Territorial) - Offences Only
UCR Code: 7100.0012
Previous OSR Code: AG06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Liquor Act* (Provincial/Territorial) - Other Activities
UCR Code: 8840.0281
Previous OSR Code: AG06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Litter Act* - Offences Only
UCR Code: 7300.0080
Previous OSR Code: AG07
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Litter Act* - Other Activities
UCR Code: 8840.0326
Previous OSR Code: AG07
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lobbyists Registration Act* - Offences Only
UCR Code: 6900.0385
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lobbyists Registration Act* - Other Activities
UCR Code: 8840.0201
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Lotteries/Games of Chance Offences
Criminal Code: 206(1)
UCR Code: 3230.0040
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Lotteries/Games of Chance: Buy, Take, Receive Lot, Ticket or Device
Criminal Code: 206(4)
UCR Code: 3230.0050
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lottery Permit Act* - Offences Only
UCR Code: 7300.0090
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lottery Permit Act* - Other Activities
UCR Code: 8840.0331
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Lottery Scheme: Unauthorized Activity
Criminal Code: 207(3)(a)
UCR Code: 3230.0060
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Luring Minors over Internet for Sexual Purposes
Criminal Code: 172.1(2)
UCR Code: 1370.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Adult victim reports incest or sexual abuse while he/she was a minor resulting in imposition of a sentence in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.

Effective From: 2002-06-04

General Criteria	Exceptions

M

Operational Code: Mailing Obscene Matter
Criminal Code: 168
UCR Code: 3460.0017
Previous OSR Code: AC37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Major Events - Category A (See PRPM ch. 8.)
UCR Code: 8640.0080
Previous OSR Code: EN45
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category B (See PRPM ch. 8.)
UCR Code: 8640.0090
Previous OSR Code: EN45
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category C - Other (See PRPM ch. 8.)
UCR Code: 8640.0100
Previous OSR Code: EN45
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category D (See PRPM ch. 8.)
UCR Code: 8640.0020
Previous OSR Code: EN45
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category E (See PRPM ch. 8.)
UCR Code: 8640.0030
Previous OSR Code: EN45
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Royal Family
UCR Code: 8640.0010
Previous OSR Code: EN35
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents; or
2. All files which deal with visits of the reigning monarch that were handled by the RCMP.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make Available Property/Services for Terrorist Activity
Criminal Code: 83.03
UCR Code: 3711.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Make or Possess Public Seal
Criminal Code: 369
UCR Code: 2160.0246
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make or Possess Revenue Paper
Criminal Code: 369
UCR Code: 2160.0240
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make, Deal or Possess Instruments for Forging Credit Card
Criminal Code: 342.01(1)(b)
UCR Code: 2160.0190
Previous OSR Code: AB54
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make, Deal or Possess Instruments Used to Copy Credit Card Data
Criminal Code: 342.01(1)(a)
UCR Code: 2160.0191
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Make/Possess/Use Copy of Canada Post Mailbox Key with Intent
Criminal Code: 356(1)(a.1)
UCR Code: 2150.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Make/Print/Publish Likeness of Note/Security
Criminal Code: 457(3)
UCR Code: 3820.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make/Sell/Possess Instrument for the Making of Forged Document
Criminal Code: 368.1
UCR Code: 2160.0161
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Make Sexually Explicit Material Available to Child
Criminal Code: 171.1
UCR Code: 1367.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Notes:
1. This code can be used only when the purpose is to facilitate the commission of a sexual offence or abduction if the victim is under the age of 14.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while he/she was a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 2012-08-09

General Criteria	Exceptions

Operational Code: Makes/Sells/Possesses/Uses/Affixes Counterfeit Marks
Criminal Code: 376(2)
UCR Code: 2160.0305
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Making Counterfeit Money
Criminal Code: 449
UCR Code: 3420.0010
Previous OSR Code: AC24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manslaughter - Failure to Safeguard Opening in Ice/Land Excavation Causing Death
Criminal Code: 263(3)(a)
UCR Code: 1130.0020
Previous OSR Code: AA03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides – where a homicide cannot be established – are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manslaughter with Firearm
Criminal Code: 232(1)(2), 234, 236(a)
UCR Code: 1130.0010
Previous OSR Code: AA03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years

Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides – where a homicide cannot be established – are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manslaughter without Firearm
Criminal Code: 232(1)(2), 234, 236(b)
UCR Code: 1130.0015
Previous OSR Code: AA03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides – where a homicide cannot be established – are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established; or
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manufacture/Alter/Assemble Automatic Firearms
Criminal Code: 102(2)
UCR Code: 3365.0040
Previous OSR Code: AC09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Marriage Contrary to Law
Criminal Code: 295
UCR Code: 3770.0150
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Material benefit from sexual services (living off the avails)
Criminal Code: 286.2(1)
UCR Code: 1721.0010
Previous UCR Code: 3150.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Material benefit from sexual services under 18 years (living off the avails)
Criminal Code: 286.2(2)
UCR Code: 1722.0010
Previous UCR Code: 3151.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Mental Health Act - Offences Only
UCR Code: 7300.0100
Previous OSR Code: AG08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Mental Health Act - Other Activities
UCR Code: 8840.0336
Previous OSR Code: AG08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Migratory Bird - Kill Permit
UCR Code: 8560.0020
Previous OSR Code: DK04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Migrant Birds Convention Act, 1994* - Offences Only
UCR Code: 6900.0390
Previous OSR Code: AF73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-04-01

General Criteria	Exceptions

Operational Code: *Migrant Birds Convention Act, 1994* - Other Activities
UCR Code: 8840.0206
Previous OSR Code: AF73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-04-01

General Criteria	Exceptions

Operational Code: Mischief - Damage to, or Obstruct Enjoyment of Property
Criminal Code: 430(3) and (4)
UCR Code: 2170.0070
Previous OSR Code: AC28 and AC29
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Mischief - Data (Includes Trojan Horses, Worms and Viruses)
Criminal Code: 430(5)
UCR Code: 2170.0030
Previous OSR Code: AC66 and AC68
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Note:
1. In addition to activities described in the relevant *Criminal Code* section, this code will include the introduction or use of a computer program with a self-multiplying component that attaches itself to executable program code or operation system commands, and spreads from system to system, performing illicit functions. Such a program is described as malicious code, and includes but is not limited to computer viruses, Trojan horses, and worms.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-14

General Criteria	Exceptions

Operational Code: Mischief relating to war memorials
Criminal Code: 430(4.11)
UCR Code: 2177.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

- high-profile cases;
- Charter of Rights or Supreme Court cases;
- cases involving Aboriginal rights;

- exceptional resources or techniques used by police;
- cases leading to changes in policy, major procedures or setting precedent;
- a dispute within the force over the handling of an investigation,
- unique conditions in Canada's north; or
- cases dealing with environmental issues.

Effective From: 2014-06-19

General Criteria	Exceptions

Operational Code: Mischief to a Testamentary Instrument
Criminal Code: 430(3)
UCR Code: 2170.0080
Previous OSR Code: AC28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Mischief to Cultural Property
Criminal Code: 430(4.2)
UCR Code: 2175.0010
Previous UCR Code: 2170.0060
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-06-09

General Criteria	Exceptions

Operational Code: Mischief to Religious Property Motivated by Hate
Criminal Code: 430(4.1)
UCR Code: 2176.0010
Previous OSR Code: AC28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. Use this code only if the mischief is motivated by bias, prejudice, or hate based on religion, race, colour, or national or ethnic origin.
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Mischief - Causing Danger to Life
Criminal Code: 430(2)
UCR Code: 1630.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Misconduct of Peace Officer or Coroner in Executing Process
Criminal Code: 128
UCR Code: 3730.0120
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Missing Persons
See Person Reported Missing

General Criteria	Exceptions

Operational Code: Misuse Application for Federal Employment
Criminal Code: 672.37(3)
UCR Code: 3890.0160
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Misuse of Trading Stamps by Dealer
Criminal Code: 427(2)

UCR Code: 3790.0095
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Motor Vehicle Act* - Other Activities (Except Traffic Warnings)
UCR Code: 8840.0386
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2004-08-05

General Criteria	Exceptions

Operational Code: Motor Vehicle Insurance Coverage Violations - Provincial/Territorial
UCR Code: 9900.0050
Previous OSR Code: AT48
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Moving Traffic - Intersection Related Violations - Provincial/Territorial
UCR Code: 9900.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Moving Traffic - Speeding Violations - Provincial/Territorial
UCR Code: 9900.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Municipal Bylaws - Other
UCR Code: 9955.0010
Previous OSR Code: AH01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files documenting efforts by the police to improve community service and police response to community needs.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Municipal Bylaws - Traffic
UCR Code: 9950.0010
Previous OSR Code: AT43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Murder 1st Degree
Criminal Code: 229(a-c), 230, 231(2)(3)(4a-c)(5), 235(1)
UCR Code: 1110.0010
Previous OSR Code: AA01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides – where a homicide cannot be established – are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management

Section
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Murder 2nd Degree
Criminal Code: 229, 231(7), 235(1)
UCR Code: 1120.0010
Previous OSR Code: AA02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides – where a homicide cannot be established – are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 1981-05-01

General Criteria	Exceptions

N

Operational Code: *National Defence Act* - Offences only
UCR Code: 6560.0010
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *National Energy Board Act* - Offences Only
UCR Code: 6900.0400
Previous OSR Code: AE12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *National Energy Board Act* - Other Activities
UCR Code: 8840.0211
Previous OSR Code: AE12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *National Housing Act* - Offences Only
UCR Code: 6900.0410
Previous OSR Code: AF16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *National Housing Act* - Other Activities
UCR Code: 8840.0216
Previous OSR Code: AF16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: National Security: Covert Unlawful Act - Organization(s)
UCR Code: 8620.0100
Previous OSR Code: FS33
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 15 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Covert Unlawful Act - Person(s)
UCR Code: 8620.0090
Previous OSR Code: FS32
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Espionage/Sabotage - Organizations
UCR Code: 8620.0020
Previous OSR Code: FS03
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 15 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Espionage/Sabotage - Persons
UCR Code: 8620.0010
Previous OSR Code: FS02
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Foreign Influenced Threats to Persons - Organization(s)
UCR Code: 8620.0050

Previous OSR Code: FS13
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 15 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Foreign Influenced Threats to Persons - Person(s)
UCR Code: 8620.0040
Previous OSR Code: FS12
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Security Assessments
UCR Code: 8620.0110
Previous OSR Code: AJ38
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1984-07-01

General Criteria	Exceptions

Operational Code: National Security: Threat Assessments - General
UCR Code: 8620.0060
Previous OSR Code: FS21
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Threat or Use of Violence by Organization(s)
UCR Code: 8620.0080
Previous OSR Code: FS23
Info Bank: CMP/GRC PPU 025

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Threat or Use of Violence by Person(s)
UCR Code: 8620.0070
Previous OSR Code: FS22
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Sex Offender Registry (NSOR)
Info Bank: CMP/GRC PPU 095
Type and Retention Period:
Offender files: 100 years or 20 years after the date of death, whichever is longer (Override to 2900-01-01 pending archival review)
Offender files (Individual receives a stay of proceedings for which no further proceedings are taken within one year): 1 year
Notes:
1. Open a separate file for each registered offender using:
1. 1. The structure: NSOR - Offender ID
1. 2. Form 1632 from the Retail Products Catalogue
Effective From: 2004-12-15

General Criteria	Exceptions

Operational Code: Neglect by Peace Officer to Suppress Riot
Criminal Code: 69
UCR Code: 3710.0210
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Neglect to Obtain Assistance in Childbirth
Criminal Code: 242
UCR Code: 1160.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Non-Moving Traffic - Occupant Restraint/Seatbelt Violations - Provincial/Territorial
UCR Code: 9900.0010
Previous OSR Code: AT36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Non-Smokers Health Act* - Offences Only
UCR Code: 6900.0420
Previous OSR Code: AF41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Non-Smokers Health Act* - Other Activities
UCR Code: 8840.0221
Previous OSR Code: AF41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: Notebooks
See Investigator's Notes

General Criteria	Exceptions

Operational Code: *Nuclear Safety and Control Act* - Offences Only
UCR Code: 6900.0600
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Nudity - Public Property/Private Property
Criminal Code: 174(1)
UCR Code: 3450.0030
Previous OSR Code: AC36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adults who report being victimized when they were children.
Effective From: 1981-05-01

General Criteria	Exceptions

O

Operational Code: Obstruct Justice
Criminal Code: 139(1)
UCR Code: 3730.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obstruct Justice by Other Means
Criminal Code: 139(2)
UCR Code: 3730.0190
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obstruct Officiating Clergy
Criminal Code: 176(1)
UCR Code: 3740.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain by Instrument Based on Forged Document
Criminal Code: 375
UCR Code: 2160.0290
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Carriage by False Billing
Criminal Code: 401(1)
UCR Code: 2160.0480
Previous OSR Code: AB55

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Credit by Fraud
Criminal Code: 362(3)
UCR Code: 2160.0210
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Execution of Security by Fraud
Criminal Code: 363
UCR Code: 2160.0100
Previous OSR Code: AB56
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Obtain Food/Lodging by Fraud – Cheque
Criminal Code: 364(1)
UCR Code: 2160.0220

Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Food/Lodging by Fraud
Criminal Code: 364(1)
UCR Code: 2160.0040
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Occupant Injuring Building
Criminal Code: 441
UCR Code: 3810.0090
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Off-Road Vehicle Act* - Offences Only
UCR Code: 7300.0120
Previous OSR Code: AG18
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Off-Road Vehicle Act* - Other Activities
UCR Code: 8840.0346
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Off-Road Vehicle Collision - Fatal
UCR Code: 9940.0010
Previous OSR Code: AT01 and AT05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Off-Road Vehicle Collision - Non-Fatal Injury
UCR Code: 9940.0020
Previous OSR Code: AT05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Off-Road Vehicle Collision - Property Damage
UCR Code: 9940.0030
Previous OSR Code: AT05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offences by Employers
Criminal Code: 425
UCR Code: 3790.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offences in Relation to Wreck
Criminal Code: 415
UCR Code: 3790.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offences Relating to Affidavits
Criminal Code: 138
UCR Code: 3730.0180
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offender Management
UCR Code: 8500.0110
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years (Override to 2900-01-01 pending archival review)
Effective From: 2012-01-01

General Criteria	Exceptions

Operational Code: Offensive Weapon Onboard Aircraft
Criminal Code: 78(1)
UCR Code: 3375.0020
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Old Age Security Act* - Offences Only
UCR Code: 6900.0430
Previous OSR Code: AF18
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Old Age Security Act* - Other Activities
UCR Code: 8840.0226
Previous OSR Code: AF18
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Omits to Assist Peace or Public Officer
Criminal Code: 129
UCR Code: 3470.0030
Previous OSR Code: AC35

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operating an Unsafe Aircraft
Criminal Code: 251(1)(b)
UCR Code: 9330.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operating an Unseaworthy Vessel
Criminal Code: 251(1)(a)
UCR Code: 9330.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operating Unsafe Railway Equipment
Criminal Code: 251(1)
UCR Code: 9330.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operation Impact
UCR Code: 9960.0015

Previous OSR Code: DK27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1994-09-01

General Criteria	Exceptions

Operational Code: Operation of Motor Vehicle While Being Pursued By Police
Criminal Code: 249.1(2)
UCR Code: 9133.0010
Previous OSR Code: AT65
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Order-in-Council Appointment Enquiries
UCR Code: 8620.0140
Previous OSR Code: AJ39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1984-07-01

General Criteria	Exceptions

Operational Code: Other *Canada Shipping Act* Offences
UCR Code: 6200.0050
Previous OSR Code: AE06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Federal Statutes (Not Otherwise Specified) - Offences Only (Excluding traffic)
UCR Code: 6900.1000

Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Federal Statutes (not Otherwise Specified) - Other Activities
UCR Code: 8840.0276
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Inspections (Except Protective)
UCR Code: 8570.0050
Previous OSR Code: DK30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Moving Traffic Violations - Provincial/Territorial
UCR Code: 9900.0040
Previous OSR Code: AT35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Non-Moving Traffic - Provincial/Territorial
UCR Code: 9900.0070
Previous OSR Code: AT36
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Permit Issue (Federal)
UCR Code: 8560.0030
Previous OSR Code: DK14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-01-01

General Criteria	Exceptions

Operational Code: Other Permit Issue (Provincial/Territorial)
UCR Code: 8560.0040
Previous OSR Code: DK14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-01-01

General Criteria	Exceptions

Operational Code: Other Provincial/Territorial Statutes (Not Otherwise Specified) - Offences Only
UCR Code: 7300.0900
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities
UCR Code: 8840.0381
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Theft Over $5000
Criminal Code: 334(a)
UCR Code: 2130.0005
Previous OSR Code: AB26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Theft Under $5000
Criminal Code: 334(b)
UCR Code: 2140.0011
Previous OSR Code: AB37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Traffic - Federal (Except Parking)
UCR Code: 9905.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2006-11-30

General Criteria	Exceptions

Operational Code: Overcoming Resistance to the Commission of an Indictable Offence
Criminal Code: 246
UCR Code: 1480.0020
Previous OSR Code: AA51
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

P

Operational Code: Parent/guardian procuring sexual activity from a person under 18 years
Criminal Code: 170
UCR Code: 1368.0010
Previous UCR Code: 3165.0010, 3166.0021, 3120.0011, 3120.0010, 3120.0021, 3120.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Pari-mutual Provisions - Fail to Comply
Criminal Code: 204(10)
UCR Code: 3230.0030
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Parking Offences - Provincial/Territorial
UCR Code: 9900.0060
Previous OSR Code: AT44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Participate in Activities of Criminal Organization
Criminal Code: 467.11(1)
UCR Code: 3842.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Participate or Contribute to Activity of Terrorist Group
Criminal Code: 83.18(1)
UCR Code: 3713.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Participation in Lottery Scheme
Criminal Code: 207(3)(b)
UCR Code: 3230.0070
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Passports Lost/Found (excluding Canadian passports lost in Canada) See Guidelines for the handling of lost, stolen and found passports and travel documents.
UCR Code: 8550.0071
Previous OSR Code: AJ49
Info Bank: CMP/GRC PPU 040
Mandatory ViCLAS: No
Type and Retention Period:
Passports (Lost/stolen): 5 years after the date reported lost/stolen, until the passport has been located, until the passport has expired, or 2 years after the date of the last piece of correspondence, whichever is longer
Passports (Found): Expiration of the passport

Notes:
1. For found property, see divisional policies.
Effective From: 2014-04-01

General Criteria	Exceptions

Operational Code: Peace Bond
UCR Code: 8550.0121
Previous OSR Code: AC98
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2000-08-01

General Criteria	Exceptions

Operational Code: Peace Officer Assistance to Canadian Security Intelligence Service (CSIS) - Not Otherwise Specified
UCR Code: 8620.0120
Previous OSR Code: FS42
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: Peace Officer Permitting Escape
Criminal Code: 147
UCR Code: 3730.0255
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Perjury
Criminal Code: 132
UCR Code: 3730.0140
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Permit or Assist Escape
Criminal Code: 146
UCR Code: 3730.0240
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Person Reported Missing
UCR Code: 8550.0080
Previous OSR Code: AJ48
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: Yes, when foul play is suspected.
Operational Code:
Type and Retention Period:
Operational file: 2 years
Notes:
1. To be used when requested to find a person and return them, or permit them to return, to their normal residence. This includes runaways and persons suffering from mental or physical affliction that preclude or impede them from returning to their residence, as well as lost hunters, small children, and those whose disappearance is unusual.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files which document jurisdictional dispute or cooperation, i.e. between police forces, between different levels of the RCMP, and those cases which were investigated in cooperation with other agencies, e.g. the Canadian Security Intelligence Service (CSIS), Canadian Forces, and the Federal Bureau of Investigation (FBI);
2. Ten files each from "G" & "M" division every 10 years, coordinated by Divisional HQ; or
3. One file from each division every 3 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Personating a Peace Officer
Criminal Code: 130

UCR Code: 3730.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Personation at Examination
Criminal Code: 404
UCR Code: 2160.0490
Previous OSR Code: AB59
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Persuade/Aid/Harbour RCMP Deserter
Criminal Code: 56
UCR Code: 3710.0150
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Photobooks (Prisoner Photographs/Photo Mug Book)
Type and Retention Period:
Photograph: 5 years from the date the photograph was taken
Photograph (Individual discharged absolutely): 1 year
Photograph (Individual discharged conditionally): 3 years
Photograph (Young Person): Upon expiration of the period of access
Notes:
1. A copy of the photographs must be retained on the operational file.
2. For sequential photograph pack, i.e. photo line-up, see App. 2-3-1, Retention Exceptions – Exhibits.

General Criteria	Exceptions

Operational Code: Piracy
Criminal Code: 74(2)
UCR Code: 3710.0250
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Piratical Acts
Criminal Code: 75
UCR Code: 3710.0260
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Place Bet on Behalf of Another – First Offence
Criminal Code: 203(d)
UCR Code: 3230.0020
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Place Bet on Behalf of Another – Second Offence
Criminal Code: 203(e)
UCR C ode: 3230.0023
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Place Bet on Behalf of Another - Third Offence
Criminal C ode: 203(f)
UCR C ode: 3230.0026
Previous OSR Code: AC06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Pointing a Firearm
Criminal Code: 87(2)
UCR C ode: 1457.0010
Previous OSR C ode: AC07
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1998-12-01

General Criteria	Exceptions

Operational C ode: Police Certificates/Letters
UCR C ode: 8550.0005
Previous OSR Code: AJ58
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Polygamy
Criminal Code: 293(1)
UCR Code: 3770.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess Break-in Instruments
Criminal C ode: 351(1)
UCR C ode: 3780.0020
Previous OSR C ode: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess Instrument to Break Money Devices
Criminal C ode: 352
UCR C ode: 3780.0040
Previous OSR C ode: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess/Deposit/Throw/Inject Offensive Volatile Substance
Criminal C ode: 178
UCR C ode: 3740.0040
Previous OSR C ode: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess/Sell/Buy Intercepting Devices
Criminal C ode: 191(1)
UCR C ode: 3750.0020
Previous OSR C ode: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Cocaine 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4120.0010
Previous OSR Code: AD04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Heroin 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4110.0010
Previous OSR Code: AD01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Methamphetamine (Crystal Meth) 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4150.0010
Previous OSR Code: AD48
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Other 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0010
Previous OSR Code: AD48
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana) More Than 30 Grams 4(1), *Controlled Drugs and Substances Act* (CDSA)

UCR Code: 4140.0010
Previous OSR Code: AD22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana) Resin More Than 1 Gram 4 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0020
Previous OSR Code: AD22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-04-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana)/Derivatives 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0030
Previous OSR Code: AD22

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana)/Synthetic Preparations 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0040
Previous OSR Code: AD22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession – Schedule III: Methylenedioxyamphetamine (MDA)(Ecstasy) 4 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4160.0010
Previous OSR Code: AD55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession – Schedule III: Other 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0020
Previous OSR Code: AD80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession – Schedule VIII: Cannabis (Marihuana) – 30 grams or less 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0050
Previous OSR Code: AD40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession - Schedule VIII: Cannabis (Marihuana) Resin - 1 gram or less 4 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0060
Previous OSR Code: AD43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Cocaine 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4320.0020
Previous OSR Code: AD06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Heroin 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4310.0020
Previous OSR Code: AD03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Methamphetamine (Crystal Meth) 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4350.0020
Previous OSR Code: AD50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst

those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Other 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0020
Previous OSR Code: AD50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule II: Cannabis 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0040
PIRS Code: AD24 and AD78
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;

1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule III: Methylenedioxyamphetamine (MDA) (Ecstasy) 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4360.0020
Previous OSR Code: AD82
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule III: Other 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0040
Previous OSR Code: AD82
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice

(DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule IV 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0060
Previous OSR Code: AD86
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule V 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0080
PIRS Code: AD87
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT),

Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule VI 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0100
Previous OSR Code: AD88
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule I: Cocaine 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4220.0020
Previous OSR Code: AD05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule I: Heroin 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4210.0020
Previous OSR Code: AD02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule I: Methamphetamine (Crystal Meth) 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4250.0020
Previous OSR Code: AD49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule I: Other 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0020
Previous OSR Code: AD49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule II: Cannabis 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0020
Previous OSR Code: AD44, AD45, AD46 and AD47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule III: Methylenedioxyamphetamine (MDA) (Ecstasy) 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4260.0020
Previous OSR Code: AD56
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule III: Other 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0040
Previous OSR Code: AD81
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule IV 5(2), *Controlled Drugs and Substances Act* (CDSA)

UCR Code: 4230.0060
Previous OSR Code: AD85
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking – Schedule VII: Cannabis 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0040
Previous OSR Code: AD44 and AD45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession of Device to Obtain Computer Service
Criminal Code: 342.2(1)
UCR Code: 2160.0570
Previous OSR Code: AB55

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of a Firearm When Knowing Possession Unauthorized - First Offence
Criminal Code: 92(3)(a)
UCR Code: 3375.0060
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of a Firearm When Knowing Possession Unauthorized - Second offence
Criminal Code: 92(3)(b)
UCR Code: 3375.0063
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;

3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of a Firearm When Knowing Possession Unauthorized - Third Offence
Criminal Code: 92(3)(c)
UCR Code: 3375.0066
Previous OSR Code: AC08**Info Bank:** CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Device to Obtain Telecom Services
Criminal Code: 327(1)
UCR Code: 2140.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Firearm with Tampered Serial Number
Criminal Code: 108(2)
UCR Code: 3390.0050
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal weapons used by organized crime.
Effective From: 1982-12-01

General Criteria	Exceptions

Operational Code: Possession of Firearm/Weapon/Device/Ammunition at Unauthorized Place
Criminal Code: 93(2)
UCR Code: 3375.0070
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Firearm/Weapon/Device/Ammunition in Motor Vehicle
Criminal Code: 94(2)
UCR Code: 3375.0080
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Forged Passport
Criminal Code: 57(3)
UCR Code: 3710.0060
Previous OSR Code: AC53
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Gold/Silver Filing/Clipping/Bullion/Dust Obtained From Lightening Coin
Criminal Code: 451
UCR Code: 3420.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Incendiary Material
Criminal Code: 436.1
UCR Code: 2110.0050
Previous OSR Code: AC23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Serious injury or loss of life occurred; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Matter Stolen From Mail
Criminal Code: 356(1)
UCR Code: 2150.0030

Previous OSR Code: AB26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Property Obtained by Crime for the Purpose of Trafficking Less Than or Equal to $5,000
Criminal Code: 355.4
UCR Code: 2155.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Possession of Property Obtained by Crime for the Purpose of Trafficking over $5,000
Criminal Code: 355.4
UCR Code: 2152.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Possession of property obtained by crime less than or equal $5000
Criminal Code: 354(1)(a)
UCR Code: 2156.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Possession of property obtained by crime over $5000
Criminal Code: 354(1)(a)

UCR Code: 2153.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Possession of Restricted Firearm/Prohibited Weapon with Ammunition without Licence/Registration
Criminal Code: 95(2)
UCR Code: 3375.0090
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Weapon for Dangerous Purpose
Criminal Code: 88(2)
UCR Code: 3375.0010
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Weapon Obtained by Crime
Criminal Code: 96(2)
UCR Code: 3375.0100
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession/Production/Selling/Importation of Anything Used to Produce or Traffic in Schedule I: Methamphetamine (Crystal Meth) 7.1(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4590.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 2011-06-23

General Criteria	Exceptions

Operational Code: Possession/Production/Selling/Importation of anything used to produce or traffic in Schedule III: Methylenedioxyamphetamine (MDA) (Ecstasy) 7.1(1), *Controlled Drugs*

and Substances Act (CDSA)
UCR Code: 4590.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 2011-06-23

General Criteria	Exceptions

Operational Code: *Prairie Grain Advance Payments Act* – Other Activities
UCR Code: 8840.0231
Previous OSR Code: AF38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Precious Metals Marking Act* – Other Activities
UCR Code: 8840.0236
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Pretend Practice of Witchcraft/Sorcery
Criminal Code: 365
UCR Code: 2160.0230
Previous OSR Code: AB55

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Print/Tender Counterfeit Proclamation
Criminal Code: 370
UCR Code: 2160.0250
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Prison Breach
Criminal Code: 144
UCR Code: 3440.0020
Previous OSR Code: AC44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Prisoner Log Record Books/Prisoner Reports
Info Bank: CMP/GRC PPU 005
Type and Retention Period:
Logbook (Not related to an occurrence): 2 years after last entry
Prisoner Report Form C-13-1 (Related to an occurrence): Upon conclusion of the occurrence

General Criteria	Exceptions

Operational Code: Prisoners for Non-PROS Agencies – Escorted
UCR Code: 8550.0150
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Prisoners for Non-PROS Agencies – Held
UCR Code: 8550.0160
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Prize Fight: Engage in/Encourage/Promote
Criminal Code: 83(1)
UCR Code: 3710.0320
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Procuring Feigned Marriage
Criminal Code: 292(1)
UCR Code: 3770.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Procuring Miscarriage
Criminal Code: 287(1)
UCR Code: 3770.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Procuring sexual services
Criminal Code: 286.3(1)
UCR Code: 1731.0010
Previous UCR Code: 3155.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Procuring sexual services from a person under 18 years
Criminal Code: 286.3(2)
UCR Code: 1732.0010
Previous UCR Code: 3156.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Produce/Sell/Possess Fraudulent Slugs/Tokens
Criminal Code: 454
UCR Code: 3420.0060
Previous OSR Code: AC24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Production – Schedule I: Cocaine 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4420.0010
Previous OSR Code: AD33
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production – Schedule I: Heroin 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4410.0010
Previous OSR Code: AD32
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production – Schedule I: Methamphetamine (Crystal Meth) 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4450.0010
Previous OSR Code: AD34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production – Schedule I: Other 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4430.0010
Previous OSR Code: AD34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule II: Cannabis (Marihuana) 7(1), *Controlled Drugs and Substances Act* (CDSA)

UCR Code: 4440.0010
Previous OSR Code: AD25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Production – Schedule II: Cannabis (Other) 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4440.0020
Previous OSR Code: AD35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production – Schedule III: Methylenedioxyamphetamine (MDA)(Ecstasy) 7 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4460.0010
Previous OSR Code: AD37

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule III: Other 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4430.0020
Previous OSR Code: AD37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production – Schedule IV: 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4430.0030
Previous OSR Code: AD39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Prohibited Publication of Complainant's Sexual Activity
Criminal Code: 276.3 (2)
UCR Code: 3770.0080
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Prohibited Publication of Personal Information Records
Criminal Code: 278.9 (2)
UCR Code: 3770.0090
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Property Check
UCR Code: 8550.0090
Previous OSR Code: AC51
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Provide/Collect Property for Terrorist Activity
Criminal Code: 83.02
UCR Code: 3711.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Provincial/Territorial Environmental Legislation - Offences Only
UCR Code: 7300.0130
Previous OSR Code: AG19
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1991-05-27

General Criteria	Exceptions

Operational Code: Provincial/Territorial Environmental Legislation - Other Activities
UCR Code: 8840.0351
Previous OSR Code: AG19
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding

wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1991-05-27

General Criteria	Exceptions

Operational Code: Provincial/Territorial Wildlife Act - Offences Only
UCR Code: 7300.0140
Previous OSR Code: AG09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Provincial/Territorial Wildlife Act - Other Activities
UCR Code: 8840.0356
Previous OSR Code: AG09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Public Complaints
See Part VII, *RCMP Act*

General Criteria	Exceptions

Operational Code: Public Incitement of Hatred
Criminal Code: 319(1)
UCR Code: 3560.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Public Mischief
Criminal Code: 140(2)
UCR Code: 3730.0200
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is a false allegation of a sexual assault or attempted murder
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Public Servant Fail/Refuse to Deliver Property
Criminal Code: 337
UCR Code: 3780.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Publication of Confession/Admission Tendered as Evidence in Preliminary Inquiry
Criminal Code: 542(2)
UCR Code: 3890.0120
Previous OSR Code: AC61

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Publish Information about Search Warrant without Consent
Criminal Code: 487.2(1)
UCR Code: 3890.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Publish Libel Known to be False
Criminal Code: 300
UCR Code: 3770.0160
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Purchase/Sale of Security Using Inside Information
Criminal Code: 382.1(1)
UCR Code: 2160.0351
Previous OSR Code: AB66
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

R

Operational Code: *Radiocommunications Act* - Offences Only
UCR Code: 6900.0460
Previous OSR Code: AF26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1983-03-01

General Criteria	Exceptions

Operational Code: *Radiocommunications Act* - Other Activities
UCR Code: 8840.0241
Previous OSR Code: AF26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1983-03-01

General Criteria	Exceptions

Operational Code: Recruitment of Member by a criminal organization
Criminal Code: 467.111
UCR Code: 3843.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files that document the following criteria to National Headquarters, ATTN: Archives Management Section:

- an individual whose criminal activities have been documented by police forces over an extended period of time, whose activities cross provincial or national boundaries, and who has been involved in criminal activities involving large sums of money;
- records that generate or contribute to the opening of a criminal investigation record, resulting in the successful prosecution of a major organized crime figure; and
- cases that led to successful prosecutions based on legislation that provides for the confiscation of all assets from the proceeds of enterprise crime.

Effective From: 2014-06-19

General Criteria	Exceptions

Operational Code: Refugees Convention
UCR Code: 8500.0040
Previous OSR Code: AF32
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Leaders of religious or terrorist groups.
Effective From: 1987-03-01

General Criteria	Exceptions

Operational Code: *Regional Development Incentives Act* - Other Activities
UCR Code: 8840.0246
Previous OSR Code: AF35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Remains - Human or Skeletal
See Murder 1st Degree, Murder 2nd Degree, Manslaughter with Firearm, Manslaughter without Firearm, Manslaughter - Failure to Safeguard Opening in Ice/Land Excavation Causing Death, Infanticide, *Coroner's Act* - Sudden Death/Other Activities

General Criteria	Exceptions

Operational Code: Removal of Child from Canada Under 18 Years
Criminal Code: 273.3(2)
UCR Code: 1545.0010
Previous OSR Code: AA67
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Adult victim reports incest or sexual abuse while he/she was a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.

Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Remove Natural Bar Necessary to Harbour
Criminal Code: 440
UCR Code: 3810.0080
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Request to Locate Individual
UCR Code: 8550.0101
Previous OSR Code: AJ47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. This code is to be used when requested to locate a person, who is not missing, but for whom a request to locate has been received, normally to convey important information to the person, who would have no objection to being located, and who is not suffering from any mental problems that would impair judgment.
2. This code is normally used for tourist alerts and persons travelling legitimately.
3. It is not to be used for runaways, as they are presumed to not want to be located.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Rescue From or Assist Escape
Criminal Code: 147
UCR Code: 3730.0250
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Resists or Obstructs Lawful Execution Process
Criminal Code: 129
UCR Code: 3470.0040
Previous OSR Code: AC35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Resists/Obstructs Peace Officer
Criminal Code: 129
UCR Code: 3470.0010
Previous OSR Code: AC35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Resists/Obstructs Public Officer
Criminal Code: 129
UCR Code: 3470.0020
Previous OSR Code: AC35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Restriction on Publication While Jury Separate
Criminal Code: 648(2)
UCR Code: 3890.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Riot
Criminal Code: 65
UCR Code: 3710.0180
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Riot Proclamation: Oppose/Hinder/Fail to Depart/Disperse
Criminal Code: 68
UCR Code: 3710.0200
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Roadside Suspensions - Alcohol Related - No Grounds to Charge
UCR Code: 9910.0010
Previous OSR Code: AT45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 3 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Roadside Suspensions - Drug Related - No Grounds to Charge
UCR Code: 9910.0015
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 3 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - Other Offences
Criminal Code: 344(b)
UCR Code: 1610.0030
Previous OSR Code: AA34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - Stop Mail with Intent
Criminal Code: 345
UCR Code: 1610.0040
Previous OSR Code: AA36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - with Firearm
Criminal Code: 344
UCR Code: 1610.0010
Previous OSR Code: AA34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - with Other Offensive Weapon
Criminal Code: 344
UCR Code: 1610.0020
Previous OSR Code: AA34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery to Steal Firearm
Criminal Code: 98.1
UCR Code: 1611.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Robbery with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 344(1)(a)

UCR Code: 1610.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: *RCMP Act* – Part IV
UCR Code: 8500.0080
Previous OSR Code: RV01, RV02, RV11 and RV12
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One divisional HQ file per year that documents a complaint and how the RCMP resolved it.
Effective From: 1988-07-01

General Criteria	Exceptions

Operational Code: *RCMP Act* – Part VII, Public Complaints
UCR Code: 8500.0090
Previous OSR Code: RV34, RV35, RV37 and RV38
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One divisional HQ file per year that documents a complaint and how the RCMP resolved it.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *RCMP Act* - Sections 48 and 49, Offences
UCR Code: 6900.0485
Previous OSR Code: AF50

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One divisional HQ file per year that documents a complaint and how the RCMP resolved it.
Effective From: 1981-05-01

General Criteria	Exceptions

S

Operational Code: Sabotage: Canada/Other Country
Criminal Code: 52(1)
UCR Code: 3710.0120
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Secret Commissions
Criminal Code: 426(3)
UCR Code: 3790.0035
Previous OSR Code: AB65
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Securities Act (Provincial/Territorial) - Offences Only
UCR Code: 7200.0010
Previous OSR Code: AG10

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Securities Act (Provincial/Territorial) - Other Activities
UCR Code: 8840.0286
Previous OSR Code: AG10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Commodities
UCR Code: 8580.0010
Previous OSR Code: AJ77
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Franchise
UCR Code: 8580.0020
Previous OSR Code: AJ76
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Insurance
UCR Code: 8580.0030
Previous OSR Code: AJ75
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Mortgage Broker
UCR Code: 8580.0040
Previous OSR Code: AJ74
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Other
UCR Code: 8580.0080
Previous OSR Code: AJ78
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Provincial/Territorial - Personal
UCR Code: 8580.0060
Previous OSR Code: AJ71
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Provincial/Territorial Corporate
UCR Code: 8580.0050
Previous OSR Code: AJ72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Securities Fraud Information Centre (SFIC) Applications - Real Estate
UCR Code: 8580.0070
Previous OSR Code: AJ73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1983-04-01

General Criteria	Exceptions

Operational Code: Sedition - Military forces
Criminal Code: 62(1)
UCR Code: 3710.0170
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Sedition
Criminal Code: 61
UCR Code: 3710.0160
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Seizing Control of Ship or Fixed Platform
Criminal Code: 78.1(1)
UCR Code: 3710.0290
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Selective Traffic Enforcement Program (STEP)
UCR Code: 9960.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Sell Defective Stores to Her Majesty
Criminal Code: 418(1)
UCR Code: 3790.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Sell/Possess/Buy Auto Master Key
Criminal Code: 353(1)
UCR Code: 3780.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Selling/Purchasing Offices
Criminal Code: 124
UCR Code: 3730.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Selling, etc. of tobacco products and raw leaf tobacco
Criminal Code: 121.1
Operational Code: 3730.0265
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period
Operational file: 5 years
Effective From: 2014-11-06

General Criteria	Exceptions

Operational Code: Sequential Photograph Pack (Photo line-up)
See App. 2-3-1, Retention Exceptions – Exhibits.

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Compliance Checks
UCR Code: 8500.0100
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override disposition date to 2900-01-01)
Effective From: 2006-11-30

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Fail to Comply with Order to Register
Criminal Code: 490.031
UCR Code: 3890.0180
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Provide False or Misleading Information
Criminal Code: 490.0311
UCR Code: 3890.0181
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2008-09-12

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Offender files
See National Sex Offender Registry (NSOR)

General Criteria	Exceptions

Operational Code: Sexual Assault
Criminal Code: 271(1)
UCR Code: 1330.0010
Previous OSR Code: AA43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Assault with a Firearm
Criminal Code: 272(2)
UCR Code: 1320.0010
Previous OSR Code: AA42
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual assault with Other Weapon/Cause Bodily Harm/Threats to a Third Party/with Accomplice
Criminal Code: 272(2)(b)
UCR Code: 1320.0020
Previous OSR Code: AA42
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Assault with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 272(2)(a)
UCR Code: 1320.0009
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, i.e. three or more offences;
2. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Sexual Exploitation of Person with Disability
Criminal Code: 153.1(1)
UCR Code: 1356.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Exploitation of Young Person
Criminal Code: 153(1)
UCR Code: 1355.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Interference
Criminal Code: 151
UCR Code: 1345.0010
Previous OSR Code: AA57
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: SHOCAP - Serious Habitual/Significant Harm Offender Comprehension Action Program
UCR Code: 8500.0050
Previous OSR Code: DK44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 3 years
Effective From: 1996-06-01

General Criteria	Exceptions

Operational Code: SIBS - Security Intelligence Background Section - Law Enforcement Record Checks
UCR Code: 8550.0180
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-01-01

General Criteria	Exceptions

Operational Code: *Special Economic Measures Act* - Offences Only
UCR Code: 6900.0610
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Spread False News Causing Injury or Mischief
Criminal Code: 181
UCR Code: 3740.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Stopping or impeding traffic – sexual services
Criminal Code: 213(1)(ab)
UCR Code: 3141.001
Previous UCR Code: 3130
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Street Checks
Previous OSR Code: AJ40 and AJ41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Street Check (Not related to an operational file): 2 years
Street Check (Related to an operational file): 2 years or the same retention period as the associated operational file whichever is longer
Notes:
1. For street checks related to another operational file, see ch. 2.3., sec. 4.7.12.1.
2. If the street check is linked to multiple operational files, the longest retention period will be applied.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Summary Conviction Act* - Offences Only
UCR Code: 7300.0150
Previous OSR Code: AG11
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Summary Conviction Act* - Other Activities
UCR Code: 8840.0361
Previous OSR Code: AG11
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Supplying Noxious Thing for Abortion
Criminal Code: 288
UCR Code: 3770.0110
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Suspicious Currency Transactions
UCR Code: 8500.0030
Previous OSR Code: AD77
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: Suspicious Person/Vehicle/Property
UCR Code: 8550.0030
Previous OSR Code: AJ53
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: Yes, if sexual in nature

Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

T

Operational Code: Taking Motor Vehicle/Vessel without Consent of Owner
Criminal Code: 335(1)
UCR Code: 2131.0106
Previous OSR Code: AB12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Tampering With Serial Number of Firearm
Criminal Code: 108(2)
UCR Code: 3390.0040
Previous OSR Code: AC10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *Tax Rebate Discounting Act* – Other Activities
UCR Code: 8840.0251
Previous OSR Code: AF36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involving an amount over $1,000,000; or
2. Involving a lengthy, i.e. 1 year or more, investigation.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Taxidermist Inspections
UCR Code: 8570.0030
Previous OSR Code: DK20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft from Mail Over $5000
Criminal Code: 356(1)
UCR Code: 2130.0110
Previous OSR Code: AB26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft From Mail Under $5000
Criminal Code: 356(1)
UCR Code: 2140.0120
Previous OSR Code: AB37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Bicycle Over $5000
Criminal Code: 334(a)

UCR Code: 2130.0051
Previous OSR Code: AB23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of bicycle under or equal to $5000
Criminal Code: 334(b)
UCR Code: 2140.0051
Previous OSR Code: AB34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Car
Criminal Code: 333.1(1)
UCR Code: 2131.0100
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location, except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Cattle Over $5000
Criminal Code: 338(2)
UCR Code: 2130.0100
Previous OSR Code: AB26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Cattle Under $5000
Criminal Code: 338(2)
UCR Code: 2140.0110
Previous OSR Code: AB37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Electric/Gas/Telecommunication Service Over $5000
Criminal Code: 334(a)
UCR Code: 2130.0080
Previous OSR Code: AB68
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. To be used to report a theft of electricity/gas/telecommunication from a service provider.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1996-03-01

General Criteria	Exceptions

Operational Code: Theft of Electric/Gas/Telecommunication Service Under or Equal to $5000
Criminal Code: 334(b)
UCR Code: 2140.0080
Previous OSR Code: AB67
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. To be used to report a theft of electricity/gas/telecommunication from a service provider.
Effective From: 1988-10-01

General Criteria	Exceptions

Operational Code: Theft of Minivan
Criminal Code: 333.1(1)
UCR Code: 2131.0102
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics – CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Motorcycle
Criminal Code: 333.1(1)
UCR Code: 2131.0104
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics – CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Other Motor Vehicle
Criminal Code: 333.1(1)
UCR Code: 2131.0105
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics – CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Sport Utility Vehicle (SUV)
Criminal Code: 333.1(1)
UCR Code: 2131.0103
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics – CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Truck
Criminal Code: 333.1(1)
UCR Code: 2131.0101
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics – CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft Over $5000 – Shoplifting
Criminal Code: 334(a)
UCR Code: 2133.0010
Previous OSR Code: AB25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft Over $5000 From a Motor Vehicle
Criminal Code: 334(a)
UCR Code: 2132.0011
Previous OSR Code: AB24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft Under or Equal to $5000 – Shoplifting
Criminal Code: 334(b)
UCR Code: 2143.0010
Previous OSR Code: AB36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft Under or Equal to $5000 from a Motor Vehicle
Criminal Code: 334(b)
UCR Code: 2142.0011
Previous OSR Code: AB35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft, Forgery, Misuse of Credit card
Criminal Code: 342(1)
UCR Code: 2160.0150
Previous OSR Code: AB54
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Threat Against United Nations Personnel
Criminal Code: 424.1
UCR Code: 3790.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Threat Assessment
UCR Code: 8500.0120
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2013-12-01

General Criteria	Exceptions

Operational Code: Threat to Internationally Protected Person
Criminal Code: 424
UCR Code: 3790.0030

Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Threaten/Retaliate Against Employee
Criminal Code: 425.1
UCR Code: 3790.0101
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2004-09-15

General Criteria	Exceptions

Operational Code: Threats to Cause Injury/Death/Damage to Property on Ship/Fixed Platform/Navigation Facility
Criminal Code: 78.1(4)
UCR Code: 3710.0310
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Tied Sale
Criminal Code: 165
UCR Code: 3460.0013
Previous OSR Code: AC37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Tobacco Act* – Offences Only
UCR Code: 6900.0520
Previous OSR Code: AF46
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-01-01

General Criteria	Exceptions

Operational Code: *Tobacco Act*– Other Activities
UCR Code: 8840.0256
Previous OSR Code: AF46
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Effective From: 1998-01-01

General Criteria	Exceptions

Tobacco Tax Act – Provincial/Territorial – Offences Only
UCR Code: 7300.0160
Previous OSR Code: AG16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1986-10-01

General Criteria	Exceptions

Tobacco Tax Act – Provincial/Territorial – Other Activities
UCR Code: 8840.0366
Previous OSR Code: AG16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1986-10-01

General Criteria	Exceptions

Operational Code: Torture by or Authorized by Official
Criminal Code: 269.1(1)
UCR Code: 1480.0050
Previous OSR Code: AA51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Towing a Person after Dark While Operating a Vessel
Criminal Code: 250(2)
UCR Code: 9330.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trader Failing to Keep Accounts
Criminal Code: 402
UCR Code: 2160.0110
Previous OSR Code: AB56
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Fatal
UCR Code: 9930.0010
Previous OSR Code: AT01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Non-Fatal Injury
UCR Code: 9930.0020
Previous OSR Code: AT02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Property Damage - Non-Reportable
UCR Code: 9930.0040
Previous OSR Code: AT04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Property Damage - Reportable
UCR Code: 9930.0030
Previous OSR Code: AT03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule I: Cocaine 5(1) - *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4220.0010
Previous OSR Code: AD49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule I: Heroin 5(1) – *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4210.0010
Previous OSR Code: AD49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule I: Methamphetamine (Crystal Meth) 5(1) – *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4250.0010
Previous OSR Code: AD49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule I: Other 5(1) – *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0010
Previous OSR Code: AD49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule II: Cannabis 5(1) – *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0010
Previous OSR Code: AD45, AD45, AD46 and AD47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst

those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule III: Methylenedioxyamphetamine (Ecstasy) 5(1) – *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4260.0010
Previous OSR Code: AD81
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule III: Other 5(1) *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0030
Previous OSR Code: AD81
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;

1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule IV 5(1) *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0050
Previous OSR Code: AD85
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking – Schedule VII: Cannabis 5(1) *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0030
Previous OSR Code: AD44, AD45, AD46 and AD47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs

and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking in Identity Information
Criminal Code: 402.2(2)
UCR Code: 2165.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Trafficking in Persons - Material Benefit
Criminal Code: 279.02
UCR Code: 1525.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Trafficking in Persons - Withholding or Destroying Documents
Criminal Code: 279.03
UCR Code: 1525.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Trafficking in Persons
Criminal Code: 279.01
UCR Code: 1525.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Trafficking in Property Obtained by Crime Less Than or Equal to $5,000
Criminal Code: 355.2
UCR Code: 2155.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Trafficking in Property Obtained by Crime over $5,000
Criminal Code: 355.2
UCR Code: 2152.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Trafficking of a Person under the Age of Eighteen Years
Criminal Code: 279.011
UCR Code: 1525.0015
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2010-06-29

General Criteria	Exceptions

Operational Code: Transport to Bawdy House
Criminal Code: 211
UCR Code: 3110.0030
Previous OSR Code: AC01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Provincial/Territorial - Offences Only
UCR Code: 7300.0170
Previous OSR Code: AG17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Provincial/Territorial - Other Activities
UCR Code: 8840.0371
Previous OSR Code: AG17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Offences Only
UCR Code: 6900.0530
Previous OSR Code: AF72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Other Activities
UCR Code: 8840.0261
Previous OSR Code: AF72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: Trap Causing Bodily Harm
Criminal Code: 247(2)
UCR Code: 1475.0020
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap Causing Death
Criminal Code: 247(5)
UCR Code: 1160.0050
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap in Offence-related Place
Criminal Code: 247(3)
UCR Code: 1475.0030
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap in Offence-related Place Causing Bodily Harm
Criminal Code: 247(4)
UCR Code: 1475.0040
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap Likely to Cause Bodily Harm/Permit Trap
Criminal Code: 247(1)
UCR Code: 1475.0010
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Treason - No State of War - Communicates Information to Another Country
Criminal Code: 47(2)(c)
UCR Code: 3710.0090
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Treason - Overthrows by Force/Conspires to Overthrow by Force the Government of Canada or Conspire to Commit High Treason
Criminal Code: 47(2)(a)
UCR Code: 3710.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Treason - State Of War - Communicates Information to Another Country
Criminal Code: 47(2)(b)

UCR Code: 3710.0080
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Trespass Act* - Provincial/Territorial - Offences Only
UCR Code: 7300.0180
Previous OSR Code: AG15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1985-04-01

General Criteria	Exceptions

Operational Code: *Trespass Act* - Provincial/Territorial - Other Activities
UCR Code: 8840.0376
Previous OSR Code: AG15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1985-04-01

General Criteria	Exceptions

Operational Code: Trespass at Night
Criminal Code: 177
UCR Code: 3490.0010
Previous OSR Code: AC25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for sexual purposes
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

U

Operational Code: Unauthorized Importing/Exporting of Weapons
Criminal Code: 104(2)
UCR Code: 3380.0020
Previous OSR Code: AC09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Unauthorized Possession of a Firearm/Prohibited Weapon or Restricted Weapon
Criminal Code: 91(3)
UCR Code: 3375.0050
Previous OSR Code: AC14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unauthorized Recording of a Movie
Criminal Code: 432(1)
UCR Code: 3700.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2007-06-22

General Criteria	Exceptions

Operational Code: Unauthorized Recording of a Movie for Sale, Rental or Commercial Distribution
Criminal Code: 432(2)
UCR Code: 3700.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2007-06-22

General Criteria	Exceptions

Operational Code: Unauthorized Use of Bodily Substance Sample
Criminal Code: 258.1(1)
UCR Code: 3890.0200
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Unauthorized Use of Computer
Criminal Code: 342.1(1)
UCR Code: 2160.0010
Previous OSR Code: AB65
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Unauthorized entry caused serious harm or damage to the computer system, e.g. compromising the integrity of the data/information in the system.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unauthorized Use of Credit Card Data
Criminal Code: 342(3)
UCR Code: 2160.0155
Previous OSR Code: AB55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unauthorized Use/Disclosure of Test/Analysis Results
Criminal Code: 258.1(2)
UCR Code: 3890.0210
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override disposition date to 2900-01-01)
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Unidentified Bodies
See Murder 1st Degree, Murder 2nd Degree, Manslaughter with Firearm, Manslaughter without Firearm, Manslaughter - Failure to Safeguard Opening in Ice/Land Excavation Causing Death, Infanticide, *Coroner's Act* - Sudden Death/Other Activities

General Criteria	Exceptions

Operational Code: *United Nations Act* - Offences Only
UCR Code: 6900.0590
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Assembly
Criminal Code: 66
UCR Code: 3710.0190
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Military Drilling - Contrary to Order in Council
Criminal Code: 70(3)
UCR Code: 3710.0220
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Solemnization of Marriage
Criminal Code: 294
UCR Code: 3770.0140
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Transactions in Public Stores
Criminal Code: 417(2)
UCR Code: 3790.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Use of Military Uniforms/Certificates
Criminal Code: 419
UCR Code: 3790.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawfully Causing Bodily Harm
Criminal Code: 269
UCR Code: 1440.0010
Previous OSR Code: AA47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Unsafe Storage of Firearms
Criminal Code: 86(2)
UCR Code: 3395.0010
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Use Explosive or Other Lethal Device in Public Place
Criminal Code: 431.2(2)
UCR Code: 1630.0015
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Use/Disclose Information Obtained by Interception Device
Criminal Code: 193(1)
UCR Code: 3750.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Use/Possess Property for Terrorist Activity
Criminal Code: 83.04
UCR Code: 3711.0030
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Explosive/Dangerous Substances in Breach of Duty Causing Death
Criminal Code: 80(a)
UCR Code: 1628.0020
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;

2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Depicting possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Explosive/Dangerous Substances in Breach of Duty Causing Injury
Criminal Code: 80(b)
UCR Code: 1628.0030
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Depicting possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Firearm in the Commission of an Offence
Criminal Code: 85(3)
UCR Code: 1455.0010
Previous OSR Code: AC15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Imitation Firearm in the Commission of an Offence
Criminal Code: 85(3)

UCR Code: 1455.0020
Previous OSR Code: AC15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Utter/Export Counterfeit Money
Criminal Code: 452
UCR Code: 3420.0040
Previous OSR Code: AC24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Utter/Traffick/Possess a Forged Document
Criminal Code: 368(1)
UCR Code: 2160.0160
Previous OSR Code: AB61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Uttering Threats Against a Person
Criminal Code: 264.1(1)(a)
UCR Code: 1627.0010
Previous OSR Code: AC42

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-09-01

General Criteria	Exceptions

Operational Code: Uttering Threats Against Property or an Animal
Criminal Code: 264.1(1)(b)(c)
UCR Code: 3540.0010
Previous OSR Code: AC42
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-09-01

General Criteria	Exceptions

V

Operational Code: Vagrancy
Criminal Code: 179(2)
UCR Code: 3740.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Escorts – National Capital Region
UCR Code: 8640.0110
Previous OSR Code: EN63
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1982-02-26

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Escorts – Non-National Capital Region
UCR Code: 8640.0120
Previous OSR Code: EN64
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1986-03-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Cabinet Ministers and Members of Parliament
UCR Code: 8640.0130
Previous OSR Code: EN65
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1987-03-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Embassies/Diplomatic Missions/Personnel
UCR Code: 8640.0140
Previous OSR Code: EN61
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security – Governor General and Family
UCR Code: 8640.0200
Previous OSR Code: EN36
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Letter Writers/ Talkers Nonsensical
UCR Code: 8640.0180
Previous OSR Code: EN62
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-10-29

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Prime Minister of Canada and family
UCR Code: 8640.0190
Previous OSR Code: EN38
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Cabinet Ministers/MP
UCR Code: 8640.0153
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Governor General of Canada
UCR Code: 8640.0152
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Other Officials
UCR Code: 8640.0155
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Prime Minister of Canada and Family
UCR Code: 8640.0151
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Supreme/Federal/Tax Court Judges

UCR Code: 8640.0154
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Supreme/Federal/Tax Court Judges
UCR Code: 8640.0160
Previous OSR Code: EN66
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1987-03-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Threats - Incidents
UCR Code: 8640.0170
Previous OSR Code: EN60
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Visits - Foreign - Other
UCR Code: 8640.0070
Previous OSR Code: EN43
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Visits – Foreign Heads of State/Government
UCR Code: 8640.0050
Previous OSR Code: EN41
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Visits – Foreign Ministers
UCR Code: 8640.0060
Previous OSR Code: EN42
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Violation of a Proceeds Restraining Order
Criminal Code: 462.33(11)
UCR Code: 3825.0020
Previous OSR Code: AD92
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Voyeurism
Criminal Code: 162 (5)(ab)

UCR Code: 1385.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, i.e. three or more offences; or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in Sec. 753, *Criminal Code*.
Effective From: 2005-01-01

General Criteria	Exceptions

W

General Criteria	Exceptions

Operational Code: Weapons Possession Contrary to Order and Fail to Surrender Authorization
Criminal Code: 117.01(3)
UCR Code: 3370.0010
Previous OSR Code: AC08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Notes:
1. Operational Code 3370.0010 is not to be used for weapons turned in under any amnesty programs, or turned in voluntarily to the unit/detachment by the general public. Use Operational Code 8840.0391 (*Firearms Act* - Other activities) for this purpose.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of weapons during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Weapons Possession for Trafficking
Criminal Code: 100(2)
UCR Code: 3365.0010
Previous OSR Code: AC09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Weapons Prohibition Order
UCR Code: 8500.0060
Previous OSR Code: DK08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Prohibition ordered for a specific period of time: Duration of the prohibition order.
Prohibition ordered for life: Until the individual reaches 100 years of age.
Effective From: 1992-11-18

General Criteria	Exceptions

Operational Code: Weapons Trafficking
Criminal Code: 99(2)
UCR Code: 3365.0020
Previous OSR Code: AC09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Weapons Transfer without Authority
Criminal Code: 101(2)
UCR Code: 3365.0030
Previous OSR Code: AC09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *Weights and Measures Act* – Offences Only
UCR Code: 6900.0540
Previous OSR Code: AF22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Weights and Measures Act* – Other Activities
UCR Code: 8840.0266
Previous OSR Code: AF22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Wellbeing Check
UCR Code: 8550.0190
Previous Operational Code: 8550.0101
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Note:
1. To be used when requested to locate a person, who is not missing, but for whom a request to locate has been received, normally to convey important information to the person, who would have no objection to being located and who is not suffering from any mental problems that would impair judgment. This code is normally used for tourist alerts and persons travelling legitimately. It is not to be used for runaways as they are presumed to not want to be located.
Effective From: 2016-03-01

General Criteria	Exceptions

Operational Code: *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPRIITA) - Offences Only
UCR Code: 6900.0550
Previous OSR Code: AE54, AE55, AE56, AE57 and AE58
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-01-01

General Criteria	Exceptions

Operational Code: *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPRIITA) - Other Activities
UCR Code: 8840.0271
Previous OSR Code: AE54, AE55, AE56, AE57 and AE58
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-01-01

General Criteria	Exceptions

Operational Code: Wilful Acts/Omissions Likely to Cause Mischief
Criminal Code: 430(5.1)
UCR Code: 2170.0020
Previous OSR Code: AC26 and AC27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Wilful Promotion of Hatred
Criminal Code: 319(2)
UCR Code: 3560.0020
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Wilfully Alter/Interfere With Marine Signal/Buoy/Mark
Criminal Code: 439(2)
UCR Code: 3810.0070
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Wilfully Disturb Order or Solemnity
Criminal Code: 176(3)
UCR Code: 3740.0050
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Wilfully Disturb Religious Worship/Meeting
Criminal Code: 176(2)
UCR Code: 3740.0045
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Witness Protection Program
Files that apply to the administration of individuals requiring protection as identified under the *Witness Protection Program Act*: Located in Witness Protection Program Standard Operating Procedures.
Previous UCR Code: 8750.0010 (Effective to: 2014-05-01)
Previous OSR Code: AJ43
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: End of calendar year when the youngest person on the protectee operational file reaches 100 years of age. (Override to 2900-01-01 pending archival review)
Effective From: 1993-02-02

General Criteria	Exceptions

Operational Code: Witness Refusing to be Examined
Criminal Code: 545(1)
UCR Code: 3890.0130
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Woman Procuring Own Miscarriage
Criminal Code: 287(2)
UCR Code: 3770.0100
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Y

General Criteria	Exceptions

Operational Code: *Youth Criminal Justice Act* - Offences Only
UCR Code: 6450.0010
Previous OSR Code: AF48
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type & Retention Period:
Operational file: 5 years
Effective From: 1999-01-01

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Date Modified: 2016-09-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - App. 2-3-1 Operational Codes

Appendix Amended: 2021-01-26

Legend

Operational Code:	The operational code is assigned to identify the different operational investigations, the administration of individuals who have been involved in investigations, and the management of RCMP intelligence within the operational classification structure.
Criminal Code:	Section of the *Criminal Code*, if applicable.
UCR Code:	The Uniform Crime Reporting code, a numeric incident code that is entered in the RCMP's Police Reporting and Occurrence System (PROS).
Previous UCR Code:	The UCR code that was given to the operational code when the operational code was initially created, and that was subsequently modified.
Previous OSR Code:	The Operational Statistics Reporting code (OSR code) in the Police Information Retrieval System (PIRS).
PRIME Code:	The numeric incident code that is entered in the RCMP's Police Records Information Management Environment (PRIME).
Info Bank:	This refers to RCMP-specific personal information banks, which are descriptions of personal information maintained by the RCMP about individuals, in support of specific programs and activities, including but not limited to individuals who are implicated in, connected with, and/or the subject of criminal investigations.
Mandatory ViCLAS:	A "yes" or "no" answer that indicates whether the file information must be entered in the Violent Crime Linkage Analysis System (ViCLAS), a national database for tracking violent offenders and the offences they commit.
Type and Retention Period:	**Type:** Different types of folders that could exist. **Retention Period:** Minimum time period that the operational information must be retained.
Notes:	Notes on how to use the operational code.

Archival Constraints:	Files meeting these criteria must be transferred to National Headquarters, ATTN: Archives Management Section.
Effective From:	The date the operational code is available for use.

[#] [A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X] [Y] [Z]

#

Operational Code: *911 Act* - Offences Only
UCR Code: 7300.0110
Previous OSR Code: AG20
PRIME Code: 7300-24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. To score false/abandoned 911 calls and other offences/investigations, pursuant to the provincial/territorial 911 Act.
2. Do not score this code in "J," "K", "B", and "M" divisions. Those divisions are to use "False/Abandoned 911 Call – 'J', 'K', 'B', and 'M' divisions only", unless it is a *Criminal Code*, subsection 372(1) investigation/offence.
2.1. *Criminal Code*, subsection 372(1) offences are classified as "False Messages by Radio/Phone/Letter" in all divisions.
Effective From: 1999-06-01

General Criteria	Exceptions

Operational Code: *911 Act* - Other Activities
UCR Code: 8840.0341
Previous OSR Code: AG20
PRIME Code: 7300-24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1999-06-01

General Criteria	Exceptions

A

Operational Code: Abandon Child
Criminal Code: 218
UCR Code: 1630.0030
Previous OSR Code: AC61
PRIME Code: 1630-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Abandoned Vehicles
UCR Code: 8550.0020
Previous OSR Code: AJ56
PRIME Code: 8190-11
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Abduction - Contravening a Custody Order
Criminal Code: 282(1)
UCR Code: 1550.0010
Previous OSR Code: AA69
PRIME Code: 1550-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Abduction - Under 14 by Lawful Caregiver
Criminal Code: 283(1)
UCR Code: 1560.0010
Previous OSR Code: AA70
PRIME Code: 1560-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Abduction of a Person Under 14
Criminal Code: 281
UCR Code: 1530.0010
Previous OSR Code: AA67
PRIME Code: 1530-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria , transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Abduction of a Person Under 16
Criminal Code: 280(1)
UCR Code: 1540.0010
Previous OSR Code: AA68
PRIME Code: 1540-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Accept/Obtain Bribe by Other Public Official
Criminal Code: 120
UCR Code: 3730.0013
Previous OSR Code: AC63
PRIME Code: 3730-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Accept/Obtain Bribe by Peace Officer
Criminal Code: 120
UCR Code: 3730.0010
Previous OSR Code: AC63
PRIME Code: 3730-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Accept/Offer Bribe - Judicial Officer/Member of Parliament (MP)/Member of the Legislative Assembly (MLA)
Criminal Code: 119(1)
UCR Code: 3730.0030
Previous OSR Code: AC62
PRIME Code: 3730-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Accessory After the Fact to Murder
Criminal Code: 240
UCR Code: 1630.0040
Previous OSR Code: AC61
PRIME Code: 1630-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Acknowledge Instrument in False Name
Criminal Code: 405
UCR Code: 2160.0500
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Administering Noxious Thing
Criminal Code: 245
UCR Code: 1480.0010
Previous OSR Code: AA51
PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Advertise Reward and Immunity
Criminal Code: 143
UCR Code: 3730.0230
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Advertising Sexual Services
Criminal Code: 286.4(ab)
UCR Code: 1740.0010
Previous UCR Code: 3160.0010
PRIME Code: 1740-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Advertise to Sell/Deal Counterfeit Money/Tokens
Criminal Code: 460 (1)
UCR Code: 3420.0070
Previous OSR Code: AC24
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Advocate/Promote Genocide
Criminal Code: 318(1)
UCR Code: 3550.0010
Previous OSR Code: AC61
PRIME Code: 3550-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Advocating or promoting commission of terrorism offences
Criminal Code : 83.221
UCR Code: 3718.0010
PRIME Code: 3718-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

- substantive information on a major international terrorist figure, who is to be a threat to Canada or Canadians; or
- contribute to the opening of a criminal investigation file, resulting in the successful prosecution of someone who has carried out a major terrorist activity against another country.

Effective From: 2015-07-18

General Criteria	Exceptions

Operational Code: *Aeronautics Act* - Offences Only
UCR Code: 6900.0020
Previous OSR Code: AF01
PRIME Code: 6900-25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Operational file (Aircraft accident/loss of life): 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Aeronautics Act* - Other Activities
UCR Code: 8840.0051
Previous OSR Code: AF01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Aggravated Assault
Criminal Code: 268 (2)
UCR Code: 1410.0010
Previous OSR Code: AA46
PRIME Code: 1410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome".
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Aggravated Assault on Other Peace/Public Officer
Criminal Code: 270.02
UCR Code: 1462.0020
PRIME Code: 1462-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Aggravated Assault on Police Officer
Criminal Code: 270.02
UCR Code: 1462.0010
PRIME Code: 1462-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Aggravated Sexual Assault with Firearm
Criminal Code: 273(2)
UCR Code: 1310.0010
Previous OSR Code: AA41
PRIME Code: 1310-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753,; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Aggravated Sexual Assault with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 273(2)(a)
UCR Code: 1310.0009
PRIME Code: 1310-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria , transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753, ; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Aggravated Sexual Assault without Firearm
Criminal Code: 273(b)
UCR Code: 1310.0020
Previous OSR Code: AA41
PRIME Code: 1310-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Agreement or arrangement - sexual offence against child
Criminal Code: 172.2
UCR Code: 1371.0010
Previous UCR Code: 1370.0015
PRIME Code: 1371-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 2012-08-09

General Criteria	Exceptions

Operational Code: Alter/Destroy/Remove a Vehicle Identification Number (VIN)
Criminal Code: 353.1(4)
UCR Code: 2178.0010
PRIME Code: 2178-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Anal Intercourse
Criminal Code: 159(1)
UCR Code: 1375.0010
Previous OSR Code: AA57
PRIME Code: 1375-0
Info Bank: ☐MP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Animal Calls
UCR Code: 8550.0040
Previous OSR Code: AJ52
PRIME Code: 8190-7
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Animal Pedigree Act* - Offences Only
UCR Code: 6900.0030
Previous OSR Code: AE90
PRIME Code: 6900-24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Animal Pedigree Act* - Other Activities
UCR Code: 8840.0056
Previous OSR Code: AE90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Application for Dangerous Offender
See: Dangerous/Long Term Offender

General Criteria	Exceptions

Operational Code: Apply/Remove Distinguishing Marks without Authority
Criminal Code: 417(1)
UCR Code: 3790.0040
Previous OSR Code: AC61
PRIME Code: 3790-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - By Negligence
Criminal Code: 436(1)
UCR Code: 2110.0040
Previous OSR Code: AC23
PRIME Code: 2110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected/investigated are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones or

stitches; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - Damage to Property
Criminal Code: 434
UCR Code: 2110.0010
Previous OSR Code: AC23
PRIME Code: 2110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected/investigated are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - Disregard for Human Life
Criminal Code: 433
UCR Code: 1629.0010
Previous OSR Code: AC23
PRIME Code: 1629-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Peri/d:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches); or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - For Fraudulent Purposes
Criminal Code: 435(1)
UCR Code: 2110.0030
Previous OSR Code: AC23
PRIME Code: 2110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected or investigated, are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches); or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Arson - Own Property
Criminal Code: 434.1
UCR Code: 2110.0020
Previous OSR Code: AC23
PRIME Code: 2110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Notes:
1. Simple vehicle fires, i.e. no collision, where arson is suspected or investigated, are to be classified only as one of the 2110 offences, unless the provincial/territorial government requires the completion of a traffic collision/accident report.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Loss of life or serious injury occurred, e.g. burns, overnight hospitalization, broken bones, or stitches); or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assault
Criminal Code: 266
UCR Code: 1430.0010
Previous OSR Code: AA44
PRIME Code: 1430-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome".
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault on Other Peace/Public Officer
Criminal Code: 270(2)
UCR Code: 1460.0020
Previous OSR Code: AA26 and AA50
PRIME Code: 1460-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault on Other Peace/Public Officer with Weapon/Causing Bodily Harm
Criminal Code: 270.01
UCR Code: 1461.0020
PRIME Code: 1461-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Assault on Police Officer
Criminal Code: 270(2)
UCR Code: 1460.0010
Previous OSR Code: AA25 and AA49
PRIME Code: 1460-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault on Police Officer with Weapon/Causing Bodily Harm
Criminal Code: 270.01
UCR Code: 1461.0010
PRIME Code: 1461-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Assault on Someone Assisting Peace/Public Officer
Criminal Code: 270(2)
UCR Code: 1460.0030
Previous OSR Code: AA50
PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault to Prevent Seizure of Lands or Goods or Rescue from Seizure
Criminal Code: 270(2)
UCR Code: 1460.0050
Previous OSR Code: AA49 and AA50
PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault to Resist or Prevent Arrest
Criminal Code: 270(2)
UCR Code: 1460.0040
Previous OSR Code: AA49 and AA50
PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assault with Weapon or Causing Bodily Harm
Criminal Code: 267
UCR Code: 1420.0010
Previous OSR Code: AA45
PRIME Code: 1420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of child abuse or spousal assault which results in a jail sentence of at least 2 years plus a day in a federal penitentiary; or
2. Those which make reference to "Battered Wife Syndrome" or "Battered Person Syndrome";.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Assist Alien Enemy/Omit to Prevent Treason
Criminal Code: 50(2)
UCR Code: 3710.0100
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assist Deserter
Criminal Code: 54
UCR Code: 3710.0140
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assist Prisoner of War to Escape
Criminal Code: 148
UCR Code: 3730.0260
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assistance to Canadian Federal Department/Agency
UCR Code: 8545.0010
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.2.
1. 1. Do not forward assistance files classified as Disclosure to Firearms Officer.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Canadian Police (non-RCMP) Agency
UCR Code: 8545.0040
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.2.
1. 1. Do not forward assistance files classified as Disclosure to Firearms Officer.
2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.

Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Canadian Provincial/Territorial Department/Agency
UCR Code: 8545.0020
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.2.
1. 1. Do not forward assistance files classified as Disclosure to Firearms Officer.
2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Federal Bureau of Investigation (FBI)
UCR Code: 8545.0070

Previous OSR Code: Agency collator indicated in field 14
PRIME CODE: 8900-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Note: An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Foreign (Except US) Police Agency
UCR Code: 8545.0080
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Note: An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Foreign INTERPOL Offices
UCR Code: 8545.0090
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years

Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Note: An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role; e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to General Public
UCR Code: 8545.0130
Previous OSR Code: AJ46
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Assistance to Non-Government Canadian Agency
UCR Code: 8545.0030
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. If the RCMP provided assistance to a Canadian department or agency, and the file does not have enduring value to the RCMP, the file will either be transferred to the lead department or agency or destroyed. See ch. 2.3., sec. 6.2.
2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to Non-PROS Exempt Bank Occurrence
UCR Code: 8545.0140
Previous OSR Code: Agency collator indicated in field 14
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:

Assistance file: 5 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.
2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to RCMP Agency BC Prime/N.S. Halifax County Versadex
UCR Code: 8545.0120
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.
2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to RCMP PIRS Agency
UCR Code: 8545.0100
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.

2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to RCMP SCIS or Secure PROS
CR Code: 8545.0110
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Notes:
1. Forward the Assistance file to the RCMP primary investigative unit:
1. 1. **If populating the same occurrence:** Upon completion of the support/assistance.
1. 2. **If populating separate occurrences:** Upon expiration of the retention period.
2. An extension to the retention period is not necessary when a ViCLAS entry is linked to the assistance file.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to US non-Police Agency
UCR Code: 8545.0050
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Assistance to US Police Agency except Federal Bureau of Investigation (FBI)
UCR Code: 8545.0060
Previous OSR Code: Agency collator indicated in field 14
PRIME Code: 8900-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Assistance file: 5 years
Assistance file (RCMP provides assistance on a homicide investigation): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Cases where the RCMP played a major role, e.g. securing and providing evidence, laboratory analysis, polygraph testing, or providing expert testimony in a highly-publicized or high-profile homicide investigation.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Attack premises, residence or transport of internationally protected person
Criminal Code: 431
UCR Code: 1630.0070
Previous UCR Code: 2170.0040
Previous OSR Code: AC28 and AC29
PRIME Code: 1630-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Dual Procedure
Criminal Code: 463(d)
UCR Code: 3830.0040
Previous OSR Code: AC61
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Less Than 14 years
Criminal Code: 463(b)
UCR Code: 3830.0020
Previous OSR Code: AC61
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Life Imprisonment
Criminal Code: 463(a)
UCR Code: 3830.0010
Previous OSR Code: AC61
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempt/Accessory to Offence - Summary Conviction
Criminal Code: 463(c)
UCR Code: 3830.0030
Previous OSR Code: AC61
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempted Murder with Firearm
Criminal Code: 239(1)(a.1)
UCR Code: 1210.0010
Previous OSR Code: AA05
PRIME Code: 1210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Containing details on the state of mind of the suspect, e.g. psychiatric reports, medical, or detailed reports on family, education, or employment background, including previous criminal activity;
2. An unusual amount of violence - especially involving use of alcohol and/or drugs - occurred during commission of the offence; or
3. One file from each division every 5 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Attempted Murder with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 239(1)(a)
UCR Code: 1210.0009
PRIME Code: 1210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Containing details on the state of mind of the suspect, e.g. psychiatric reports, medical, or detailed reports on family, education, or employment background, including previous criminal activity;
2. An unusual amount of violence - especially involving use of alcohol and/or drugs - occurred during commission of the offence; or
3. One file from each division every 5 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Attempted Murder without Firearm
Criminal Code: 239(1)(b)
UCR Code: 1210.0020
Previous OSR Code: AA05
PRIME Code: 1210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Containing details on the state of mind of the suspect, e.g. psychiatric reports, medical, or detailed reports on family, education, or employment background, including previous criminal activity;
2. An unusual amount of violence - especially involving use of alcohol and/or drugs - occurred during commission of the offence; or
3. One file from each division every 5 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Audit of Property - Terrorism
Criminal Code: 83.12(1)
UCR Code: 371r.0030
Previous OSR Code: AC61
PRIME Code: 3712-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Automated Licence Plate Recognition (ALPR) Program
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Positive hits: 2 years, or the same retention period as the associated operational file, whichever is longer.
Negative hits: Destroy immediately.
Effective From: 2013-04-01

General Criteria	Exceptions

Operational Code: Aviculture Inspections
UCR Code: 8570.0020
Previous OSR Code: DK16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

B

Operational Code: *Bank Act* - Offences Only
UCR Code: 6900.0040
Previous OSR Code: AF02
PRIME Code: 6900-26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bank Act* - Other Activities
UCR Code: 8840.0061
Previous OSR Code: AF02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Other Activities
UCR Code: 8840.0006
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Applicants/Trustees
UCR Code: 8500.0020
Previous OSR Code: AJ08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Corporate - Offences
UCR Code: 6100.0010

Previous OSR Code: AE05
PRIME Code: 6100-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Corporate Background Checks (Trustees)
UCR Code: 8500.0015
Previous OSR Code: AJ08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Personal - Offences
UCR Code: 6100.0020
Previous OSR Code: AE15
PRIME Code: 6100-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Bankruptcy and Insolvency Act* - Personal Background Checks (Trustees)
UCR Code: 8500.0025
Previous OSR Code: AJ08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bawdy House - inmate/found in/having charge Of
Criminal Code: 210(2)

UCR Code: 3240.0020
Previous UCR Code: 3110.0020
Previous OSR Code: AC01
PRIME Code: 3240-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bawdy House - Keeper
Criminal Code: 210(1)
UCR Code: 3240.0010
Previous UCR Code: 3110.0010
Previous OSR Code: AC01
PRIME Code: 3240-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Being Unlawfully at Large
Criminal Code: 145(1)(b)
UCR Code: 3480.0010
Previous OSR Code: AC45
PRIME Code: 3480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Being Unlawfully in a Dwelling House
Criminal Code: 349(1)
UCR Code: 2120.0050
Previous OSR Code: AB02
PRIME Code: 2120-2, 2120-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Notes:
1. Can only be used when the location of the offence is one of the following: Commercial dwelling unit, Dwelling unit, or Residence - single home, house.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bestiality - Commit
Criminal Code: 160(1)
UCR Code: 1380.0010
Previous OSR Code: AA57
PRIME Code: 1380-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a Dangerous Sexual Offender or Dangerous Offender as defined in *Criminal Code*, Sec. 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Bestiality - Compels Another
Criminal Code: 160(2)
UCR Code: 1380.0020
Previous OSR Code: AA57
PRIME Code: 1380-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, Sec. 753 .
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Bestiality - In the Presence of, or Incite Child Under 16
Criminal Code: 160(3)
UCR Code: 1381.0010
Previous UCR Code: 1380.0030
Previous OSR Code: AA57
PRIME Code: 1380-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, Sec. 753 .
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Bet/Pool/Sell/Book-Making - Second Offence
Criminal Code: 202(2)(b)
UCR Code: 3230.0013
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bet/Pool/Sell/Book-Making - Third Offence
Criminal Code: 202(2)(c)
UCR Code: 3230.0016
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bet/Pool/Sell/Book-Making - First Offence
Criminal Code: 202(2)(a)
UCR Code: 3230.0010
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bigamy
Criminal Code: 291(1)
UCR Code: 3770.0120
Previous OSR Code: AC61
PRIME Code: 3770-90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Blasphemous Libel
Criminal Code: 296(1)
UCR Code: 3770.0050
Previous OSR Code: AC61
PRIME Code: 3770-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Blood Tribe Conversion (Temporary)
UCR Code: 8700.1000
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Breach of Long Term Supervision Order
Criminal Code: 753.3(1)
UCR Code: 3520.0020
Previous OSR Code: AC61
PRIME Code: 3520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Order Prohibiting Ownership/Custody of Animals or Birds
Criminal Code: 447.1
UCR Code: 3810.0130
Previous OSR Code: AC61
PRIME Code: 3810-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Peace
UCR Code: 8550.0140
Previous OSR Code: AC99
PRIME Code: 8350-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2000-08-01

General Criteria	Exceptions

Operational Code: Breach of Prohibition Order (No Contact with Under 16)
Criminal Code: 161(4)
UCR Code: 3520.0031

Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Prohibition order (involvement in authority over the property of another)
Criminal Code: 380.2(4)
UCR Code: 3520.0033
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-08-01

General Criteria	Exceptions

Operational Code: Breach of Prohibition order (use of internet or digital network)
Criminal Code: 162.2
UCR Code: 3520.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-08-01

General Criteria	Exceptions

Operational Code: Breach of Recognizance - Other
Criminal Code: 811
UCR Code: 3410.0030
Previous OSR Code: AC61
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Recognizance (Terrorism)
Criminal Code: 811
UCR Code: 3410.0040
Previous OSR Code: AC61
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Breach of Recognizance to Keep the Peace
Criminal Code: 811
UCR Code: 3410.0025
Previous OSR Code: AC61
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2004-05-27

General Criteria	Exceptions

Operational Code: Breach of Trust by a Public Officer
Criminal Code: 122
UCR Code: 3730.0020
Previous OSR Code: AC67
PRIME Code: 3730-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Break and Enter to Steal Firearm
Criminal Code: 98(1)
UCR Code: 2121.0010
PRIME Code: 2121-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Notes:
1. To be used when the intent is to steal a firearm, or when a firearm is stolen as a result of the break in. This offence applies to a residence, a business, or other place.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Break and Enter to Steal Firearm from a Motor Vehicle
Criminal Code: 98(1)
UCR Code: 2125.0010
PRIMCE Code: 2125-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. To be used when the intent is to steal a firearm, or when a firearm is stolen as a result of the break in. For the purpose of this section, a motor vehicle is considered a place that can be broken into.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Break and Enter - Business
Criminal Code: 348(1)
UCR Code: 2120.0010
Previous OSR Code: AB01
PRIMCE Code: 2120-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. Can only be used in conjunction with the following location types: Bank/financial institution, Bar/Restaurant, Car dealership, Convenience store, Corrections Institution, Gas Station, Homeless Shelter/Mission, Hospital, Other commercial places, Other non-commercial/corporate places, Religious Institution, Schools during supervised and non-supervised hours, or Universities/colleges.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Break and Enter - Cottage or Seasonal Residence
Criminal Code: 348(1)
UCR Code: 2120.0030
Previous OSR Code: AB04
PRIME Code: 2120-4

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. Can only be used in conjunction with the following location type: Residence - single home, house.
Effective From: 1983-05-24

General Criteria	Exceptions

Operational Code: Break and Enter - Other
Criminal Code: 348(1)
UCR Code: 2120.0040
Previous OSR Code: AB03
PRIME Code: 2120-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. Can only be used in conjunction with the following location types: Construction site, Private property structure, Subway/Subway station, or Other public transportation and connected facilities.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Break and Enter - Residence
Criminal Code: 348(1)
UCR Code: 2120.0020
Previous OSR Code: AB02
PRIME Code: 2120-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Notes:
1. Can only be used in conjunction with the following location types: Commercial dwelling unit, Dwelling unit, or Residence - single home, house.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Bring Stolen Property into Canada
Criminal Code: 357
UCR Code: 2153.0015

Previous UCR Code: 2150.0040
Previous OSR Code: AB45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
□y0e and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Broker Reduction of Stock by Selling for Own Account
Criminal Code: 384
UCR Code: 2160.0370
Previous OSR Code: AB66
PRIME Code: 2160-41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Build/Maintain/Keep a Cockpit
Criminal Code: 447
UCR Code: 3810.0140
Previous OSR Code: AC61
PRIME Code: 3810-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Buy/Receive Military Stores
Criminal Code: 420(1)
UCR Code: 3790.0080
Previous OSR Code: AC61
PRIME Code: 3790-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

C

Operational Code: *Canada Elections Act* - Offences Only
UCR Code: 6900.0070
Previous OSR Code: AF03
PRIME Code: 6900-27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Election results were broadcast before the polls closed;
2. Violations deemed serious by the Commissioner of Canada Elections; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Elections Act* - Other Activities
UCR Code: 8840.0071
Previous OSR Code: AF03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Health Act* - Offences Only
UCR Code: 6250.0010
Previous OSR Code: AF50
PRIME Code: 6250-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Health Act* - Other Activities
UCR Code: 8840.0021
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Other Activities
UCR Code: 8840.0076
Previous OSR Code: AF40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Other Traffic Offences (Except Parking)
UCR Code: 6900.0085
Previous OSR Code: AF40
PRIME Code: 6900-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Parking Offences
UCR Code: 6900.0083
Previous OSR Code: AF40
PRIME Code: 6900-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada National Parks Act* - Other Offences (Except Traffic)
UCR Code: 6900.0080
Previous OSR Code: AF40
PRIME Code: 6900-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Canada Pension Act* - Offences Only
UCR Code: 6900.0090
Previous OSR Code: AF34
PRIME Code: 6900-45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Canada Pension Act* - Other Activities
UCR Code: 8840.0081
Previous OSR Code: AF34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Collision Regulations* (Vessels)
UCR Code: 6200.0020
Previous OSR Code: AE38
PRIME Code: 6200-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Operational file (Injuries/death): 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1995-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Small Fishing Vessel Inspection Regulations* - Offences Only
UCR Code: 6200.0030
Previous OSR Code: AE06
PRIME Code: 6200-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Small Vessel Regulations* - Offences Only
UCR Code: 6200.0040
Previous OSR Code: AE06
PRIME Code: 6200-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* - Other Activities
UCR Code: 8840.0016
Previous OSR Code: AE06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Shipping Act, 2001* (CSA) - *Vessel Operation Restriction Regulations*
UCR Code: 6200.0011
PRIME Code: 6200-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2008-04-17

General Criteria	Exceptions

Operational Code: *Canada Small Business Financing Act* - Offences Only
UCR Code: 6900.0100
Previous OSR Code: AF25
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: *Canada Small Business Financing Act* - Other Activities
UCR Code: 8840.0086
Previous OSR Code: AF25
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: *Canada Student Financial Assistance Act*
UCR Code: 6900.0110
Previous OSR Code: AF20
PRIME Code: 6900-15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Student Financial Assistance Act* - Other Activities
UCR Code: 8840.0091
Previous OSR Code: AF20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Student Loans Act* - Offences Only
UCR Code: 6900.0120
Previous OSR Code: AF20
PRIME Code: 6900-15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Student Loans Act* - Other Activities
UCR Code: 8840.0096
Previous OSR Code: AF20
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canada Transportation Act* - Offences Only
UCR Code: 6900.0130
Previous OSR Code: AE39
PRIME Code: 6900-63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-01-01

General Criteria	Exceptions

Operational Code: *Canada Transportation Act* - Other Activities
UCR Code: 8840.0101
Previous OSR Code: AE39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-01-01

General Criteria	Exceptions

Operational Code: Canadian Anti-Fraud Centre (CAFC) - Entries
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Entry: See appropriate operational file type
System data: 20 years from date of entry
Effective From: 2016-09-22

General Criteria	Exceptions

Operational Code: *Canadian Environmental Protection Act* (CEPA) - Offences Only
UCR Code: 6900.0170
Previous OSR Code: AF43 and AF44
PRIME Code: 6900-70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Notes:
1. To be used when the CEPA offender is a corporation or a business
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1995-06-01

General Criteria	Exceptions

Operational Code: *Canadian Environmental Protection Act* (CEPA) - Other Activities
UCR Code: 8840.0106
Previous OSR Code: AF43 and AF44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-06-01

General Criteria	Exceptions

Operational Code: *Canadian Human Rights Act* - Offences Only
UCR Code: 6900.0180
Previous OSR Code: AF13
PRIME Code: 6900-33
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Harassment or discrimination was founded and led to the prosecution of the perpetrators.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Canadian Human Rights Act* - Other Activities
UCR Code: 8840.0111
Previous OSR Code: AF13
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Cancellation of Occurrence
UCR Code: 8999.9999
Info Bank: N/A
Mandatory ViCLAS: No
Type and Retention Period:
Cancelled occurrence: 2 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Careless Use of a Firearm
Criminal Code: 86(1)
UCR Code: 3720.0010
Previous OSR Code: AC10
PRIME Code: 3720-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1982-12-01

General Criteria	Exceptions

Operational Code: Carrying Concealed Weapon
Criminal Code: 90(2)
UCR Code: 3375.0040
Previous OSR Code: AC08 and AC13
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Carrying Weapon/Prohibited Device/Ammunition in Public Meeting
Criminal Code: 89(2)
UCR Code: 3375.0030
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Causing Animals or Birds Unnecessary Suffering
Criminal Code: 445.1
UCR Code: 3810.0110
Previous OSR Code: AC61
PRIME Code: 3810-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Causing Damage or Injury to Animals or Birds
Criminal Code: 446
UCR Code: 3810.0111

PRIME Code: 3810-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-04-17

General Criteria	Exceptions

Operational Code: Cheating at Play
Criminal Code: 209
UCR Code: 3230.0080
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Checkstop
UCR Code: 9960.0020
PRIME Code: 8120-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2010-01-01

General Criteria	Exceptions

Operational Code: Child Pornography - Accessing
Criminal Code: 163.1(4.1)
UCR Code: 3455.0070
Previous OSR Code: AC40
PRIME Code: 3455-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Exports
Criminal Code: 163.1(3)
UCR Code: 3456.0040
Previous UCR Code: 3455.0040
Previous OSR Code: AC40
PRIME Code: 3456-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Imports
Criminal Code: 163.1(3)
UCR Code: 3456.0030
Previous UCR Code: 3455.0030
Previous OSR Code: AC40
PRIME Code: 3456-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Possession
Criminal Code: 163.1(4)
UCR Code: 3455.0060
Previous OSR Code: AC40
PRIME Code: 3455.10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Possession for the purpose of distribution or sale
Criminal Code: 163.1(3)
UCR Code: 3456.0050
Previous UCR Code: 3455.0050
Previous OSR Code: AC40
PRIME Code: 3456-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Possession for the purpose of publication
Criminal Code: 163.1(2)
UCR Code: 3456.0015
Previous UCR Code: 3455.0015
Previous OSR Code: AC40
PRIME Code: 3456-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Print/publish/makes
Criminal Code: 163.1(2)
UCR Code: 3456.0020
Previous UCR Code: 3455.0010
Previous OSR Code: AC40
PRIME Code: 3456-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Child Pornography - Transmits, makes available, distributes or sells
Criminal Code: 163.1(3)
UCR Code: 3456.0010
Previous UCR Code: 3455.0020
Previous OSR Code: AC40
PRIME Code: 3456-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if unique or extensive behaviours
Type and Retention Period:
Operational file: 20 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: *Child Welfare Act* - Offences Only
UCR Code: 7300.0010
Previous OSR Code : AG01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Extensive details on family background, especially if sexual or physical abuse is suspected.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Child Welfare Act* - Other Activities
UCR Code: 8840.0291
Previous OSR Code: AG01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Citizenship Act* - Offences Only
UCR Code: 6900.0160
Previous OSR Code: AF04
PRIME Code: 6900-28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Clipping/Uttering Clipped Coin
Criminal Code: 455
UCR Code: 3820.0010
Previous OSR Code: AC61
PRIME Code: 3820-0
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Code of Conduct (Part IV)
See *RCMP Act*, Part IV.

General Criteria	Exceptions

Operational Code: Commission of Offence for Terrorist Group
Criminal Code: 83.2
UCR Code: 3715.0010
Previous OSR Code: AC61
PRIME Code: 3715-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Commit Offence for Criminal Organization
Criminal Code: 467.12(1)
UCR Code: 3841.0010
Previous OSR Code: AC61
PRIME Code: 3841-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Betting House: Found in/Owner
Criminal Code: 201(2)
UCR Code: 3210.0020
Previous OSR Code: AC04
PRIME Code: 3210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Gaming House: Found in/Owner
Criminal Code: 201(2)
UCR Code: 3220.0020
Previous OSR Code: AC04
PRIME Code: 3220-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Nuisance - Cause Injury
Criminal Code: 180(1)
UCR Code: 3740.0060
Previous OSR Code: AC61
PRIME Code: 3740-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Common Nuisance - Endanger Life
Criminal Code: 180(1)
UCR Code: 3740.0030
Previous OSR Code: AC61
PRIME Code: 3740-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Competition Act*- Offences Only
UCR Code: 6350.0010

Previous OSR Code: AF05
PRIME Code: 6350-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Communicating to provide sexual services near school, playground, or daycare
Criminal Code: 213(1.1)
UCR Code: 3140.0010
PRIME Code: 3140-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: *Competition Act* - Other Activities
UCR Code: 8840.0031
Previous OSR Code: AF05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
□**perational file:** 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Compounding Indictable Offence
Criminal Code: 141(1)
UCR Code: 3730.0210
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Conceal Dead Body of Child at Birth
Criminal Code: 243
UCR Code: 1630.0060
Previous OSR Code: AC61
PRIME Code: 1630-90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Conspiracy to Commit Murder
Criminal Code: 465(1)(a)
UCR Code: 1220.0010
Previous OSR Code: AC64
PRIME Code: 1220-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Conspire to Commit Indictable Offence
Criminal Code: 465(1)(c)
UCR Code: 3830.0080
Previous OSR Code: AC64
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Conspire to Commit Summary Conviction Offence
Criminal Code: 465(1)(d)
UCR Code: 3830.0090
Previous OSR Code: AC64
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Conspire to Prosecute
Criminal Code: 465(1)(b)
UCR Code: 3830.0070
Previous OSR Code: AC64
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases in which a coded operation/project takes place;
2. Suspect counsels a person to commit murder; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Contempt: Fail to Attend Court
Criminal Code: 708(2)
UCR Code: 3890.0170
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Controlled Drugs & Substance Act* (CDSA) - Other Activities
UCR Code: 8840.0001
Previous OSR Code: AD98
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: *Controlled Drugs and Substances Act* (CDSA) - Section 46 Only
UCR Code: 6900.0140
Previous OSR Code: AD98
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Convey Inside Information with Risk for Purchase/Sale of Security
Criminal Code: 382.1(2)
CR Code: 2160.0352
Previous OSR Code: AB66
PRIME Code: 2160-41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Convey Instruments for Coining Out of Mint
Criminal Code: 459
UCR Code: 3820.0060
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Coroner's Act* - Offences Only
UCR Code: 7300.0020
Previous OSR Code: AG02
PRIME Code: 7300-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Death of individual(s) while in RCMP custody; or
2. Incidents in which there is some question regarding whether or not the death is homicide, but where there is insufficient evidence to open a homicide file.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Coroner's Act* - Sudden Death/Other Activities
UCR Code: 8840.0297
Previous OSR Code: AG02
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file (Body/remains identified): 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Corrections and Conditional Release Act* - Offences Only (Including Parole Violations)
UCR Code: 6900.0195
Previous OSR Code: AF17
PRIME Code: 6900-35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Corrections and Conditional Release Act* - Other Activities
UCR Code: 8840.0121
Previous OSR Code: AF17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Corrupt Municipal Official
Criminal Code: 123(1)
UCR Code: 3730.0040
Previous OSR Code: AC62
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Corrupting Children in the Home
Criminal Code: 172(1)
UCR Code: 1365.0010
Previous OSR Code: AC37
PRIME Code: 1365-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Corrupting Morals
Criminal Code: 163
UCR Code: 3460.0010
Previous OSR Code: AC37
PRIME Code: 3460-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Corruption of Foreign Public Officials Act* - Offences Only
UCR Code: 6900.0611
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Corruptly Taking Rewards
Criminal Code: 142
UCR Code: 3730.0220
Previous OSR Code: AC61
PRIME Code: 3730-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counsel, or Aid and Abet Person to Commit Suicide - Cause Death
Criminal Code: 241
UCR Code: 1160.0030

Previous OSR Code: AC61
PRIME Code: 1160-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counsel/Aid/Abet Person to Commit Suicide
Criminal Code: 241
UCR Code: 1630.0050
Previous OSR Code: AC61
PRIME Code: 1630-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counselling to Commit Offence Not Committed - Indictable
Criminal Code: 464(a)
UCR Code: 3830.0050
Previous OSR Code: AC61
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counselling to Commit Offence Not Committed - Summary Conviction
Criminal Code: 464(b)
UCR Code: 3830.0060
Previous OSR Code: AC61
PRIME Code: 3830-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counterfeit Money: Buy/Possess/Import
Criminal Code: 450
UCR Code: 3420.0020
Previous OSR Code: AC24
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Counterfeiting: Make/Sell/Possess Instrument
Criminal Code: 458
UCR Code: 3820.0050
Previous OSR Code: AC61
PRIME Code: 3820-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Crime Prevention
UCR Code: 8830.0010
Previous OSR Code: "B" codes
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Crime prevention: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Crimes Against Humanity and War Crimes Act* - Offences Only
UCR Code: 6900.0200
Previous OSR Code: AC50 and AC51
PRIME Code: 6900-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1988-01-01

General Criteria	Exceptions

Operational Code: *Crimes Against Humanity and War Crimes Act* - Other Activities
UCR Code: 8840.0126
Previous OSR Code: AC50 and AC51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1988-01-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - External Organization
UCR Code: 8600.0010
Previous OSR Code: FL08
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organization;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Extract Assessment Files
UCR Code: 8600.0020
Previous OSR Code: FL02
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organization;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Individual Files
UCR Code: 8600.0030
Previous OSR Code: FL03
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organization;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically-based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;

1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Internal Organization
UCR Code: 8600.0040
Previous OSR Code: FL07
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. iInternational iIntelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Possess Arms and Explosives
UCR Code: 8600.0050
Previous OSR Code: FL05
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime**

figures, criminal organizations, terrorists, and terrorist organizations, including:
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Protest/Demonstrations/Marches
UCR Code: 8600.0060
Previous OSR Code: FL04
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Act by Terrorists - Training Camps and Communes
UCR Code: 8600.0070
Previous OSR Code: FL06
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No

Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Breach of Contract
Criminal Code: 422(1)
UCR Code: 3790.0020
Previous OSR Code: AC61
PRIME Code: 3790-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Breach of Trust
Criminal Code: 336
UCR Code: 2160.0020
Previous OSR Code: AB62
PRIME Code: 2160-36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Criminal Harassment
Criminal Code: 264
UCR Code: 1625.0010
Previous OSR Code: AC41
PRIME Code: 1625-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for a sexual purpose
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-11-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Bankruptcies
UCR Code: 8610.0020
Previous OSR Code: FL42
PRIME Code: 8450-14
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Commercial Stills
UCR Code: 8610.0030
Previous OSR Code: FL38
PRIME Code: 8450-10
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where wWitness pProtection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Corruption
UCR Code: 8610.0040
Previous OSR Code: FL39
PRIME Code: 8450-11
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;

1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Counterfeiting
UCR Code: 8610.0050
Previous OSR Code: FL36
PRIME Code: 8450-8
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Drugs
UCR Code: 8610.0060
Previous OSR Code: FL32
PRIME Code: 8450-4
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Environmental Crime
UCR Code: 8610.0070
Previous OSR Code: FL50
PRIME Code: 8450-22
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1995-01-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Fraud
UCR Code: 8610.0080
Previous OSR Code: FL41
PRIME Code: 8450-13
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Gambling
UCR Code: 8610.0090
Previous OSR Code: FL33
PRIME Code: 8450-5
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;

1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Income Tax
UCR Code: 8610.0100
Previous OSR Code: FL48
PRIME Code: 8450-20
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Intellectual Property Rights (IPR)
UCR Code: 8610.0240
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Legitimate Business - Organized Crime
UCR Code: 8610.0110
Previous OSR Code: FL44
PRIME Code: 8450-16
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically - based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Loan Sharking
UCR Code: 8610.0120

Previous OSR Code: FL43
PRIME Code: 8450-15
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically - based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Major Rack%beers
UCR Code: 8610.0130
Previous OSR Code: FL31
PRIME Code: 8450-3
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically - based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;

1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Major Theft - Bonds/Securities
UCR Code: 8610.0140
Previous OSR Code: FL40
PRIME Code: 8450-3
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically - based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Major Theft of Merchandise
UCR Code: 8610.0150
Previous OSR Code: FL46
PRIME Code: 8450-18
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically - based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Merchandise Smuggling
UCR Code: 8610.0160
Previous OSR Code: FL49
PRIME Code: 8450-18
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically - based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Not Otherwise Specified
UCR Code: 8610.0230

Previous OSR Code: FL60
PRIME Code: 8450-23
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From : 1982-01-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - People Smuggled
UCR Code: 8610.0010
Previous OSR Code: FL47
PRIME Code: 8450-19
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;

1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Persons of Interest
UCR Code: 8610.0170
Previous OSR Code: FL28
PRIME Code: 8450-1
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file : 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Persons Wanted/Italian Law
UCR Code: 8610.0180
Previous OSR Code: FL30
PRIME Code: 8450-2
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Pornography
UCR Code: 8610.0190
Previous OSR Code: FL45
PRIME Code: 8450-17
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Prostitution
UCR Code: 8610.0200

Previous OSR Code: FL37
PRIME Code: 8450-9
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.
Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Protection/Extortion
UCR Code: 8610.0210
Previous OSR Code: FL34
PRIME Code: 8450-6
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;

1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From : 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Intelligence - Stock Frauds
UCR Code: 8610.0220
Previous OSR Code: FL35
PRIME Code: 8450-7
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Intelligence file: 10 years. See OM ch. 47.3., sec. 7.
Notes:
1. See ch. 2.3., sec. 4.7.5. for special handling for files qualified under the exempt bank.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Criminal intelligence and national security investigations **involving major organized crime figures, criminal organizations, terrorists, and terrorist organizations, including:**
1. 1. subjects who control subordinates in a criminal organization;
1. 2. subjects contributing to the growth of a criminal organizations;
1. 3. individuals testifying against organized crime members, where witness protection was offered;
1. 4. joint force intelligence probes of major organized crime figures;
1. 5. ethnically -based organized crime groups;
1. 6. terrorists or terrorist organizations posing a threat to Canada and Canadians;
1. 7. major crimes against Canada or Canadians;
1. 8. international intelligence probes; and
1. 9. substantive information on white supremacist groups and local militia.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Interest Rates
Criminal Code: 347(1)
UCR Code: 3780.0010
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Bodily Harm
Criminal Code: 221
UCR Code: 1470.0010
Previous OSR Code: AT13
PRIME Code: 1470-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Bodily Harm While Street Racing
Criminal Code: 249.3
UCR Code: 9420.0010
PRIME Code: 9420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Death While Street Racing
Criminal Code: 249.2
UCR Code: 9410.0010
PRIME Code: 9410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Death with Firearm
Criminal Code: 220(a)
UCR Code: 1150.0010
Previous OSR Code: AC61
PRIME Code: 1150-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Criminal Negligence Causing Death without Firearm
Criminal Code: 220(b)
UCR Code: 1150.0020
Previous OSR Code: AC61
PRIME Code: 1150-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Criminal Records Act* - Offences Only
UCR Code: 6900.0210
Previous OSR Code: AF07
PRIME Code: 6900-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Critical Infrastructure - Suspicious Incident
UCR Code: 8550.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Cross Border Currency Reporting (Part II) *Proceeds of Crime (Money Laundering) and Terrorist Financing Act* (PCMLTFA) - Offences Only
UCR Code: 6900.0580
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Cultural Property Export and Import Act* - Other Activities
UCR Code: 8840.0136
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Cultural Property Export and Import Act* - Offences Only
UCR Code: 6900.0215
Previous OSR Code: AE11, AE51, AE52 and AE53
PRIME Code: 6900-67
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Property having a high monetary value, i.e. over $1 million dollars, and/or heritage value in Canada or abroad.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Customs Act* - Misdescription - Offences Only
UCR Code: 6300.0010
Previous OSR Code: AE26
PRIME Code: 6300-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Non Report (Persons) - Offences Only
UCR Code: 6300.0020
Previous OSR Code: AE27
PRIME Code: 6300-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Offences Not Otherwise Specified
UCR Code: 6300.0100
Previous OSR Code: AE30
PRIME Code: 6300-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Other Activities
UCR Code: 8840.0026
Previous OSR Code: AE28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Possession - Offences Only
UCR Code: 6300.0030
Previous OSR Code: AE28
PRIME Code: 6300-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Regulations - Offences Only
UCR Code: 6300.0050
Previous OSR Code: AE29
PRIME Code: 6300-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Running the Port - Offences Only
UCR Code: 6300.0060
Previous OSR Code: AE32
PRIME Code: 6300-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Customs Act* - Smuggling - Offences Only
UCR Code: 6300.0070
Previous OSR Code: AE21
PRIME Code: 6300-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Customs Act* - Undervaluation - Offences Only
UCR Code: 6300.0090
Previous OSR Code: AE25
PRIME Code: 6300-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1986-05-12

General Criteria	Exceptions

D

Operational Code: Damage, Destroy or Alter Election Document
Criminal Code: 377(1)
UCR Code: 2160.0310
Previous OSR Code: AC61
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Damage, Destroy or Falsify Registers
Criminal Code: 377(1)
UCR Code: 2160.0313
Previous OSR Code: AC61
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Dangerous Driving - Provincial/Territorial
UCR Code: 9520.0010
Previous OSR Code: AT33
PRIME Code: 9520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Dangerous/Long Term Offender
Criminal Code: 753
UCR Code: 8500.0055
Previous OSR Code: DK56
PRIME Code: 8250-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Application denied: 8 years
Application approved: Duration of long-term supervision order (See Archival Constraints 3 and 4)
Notes:
1. All associated operational files must have their retention periods extended to the end of the calendar year plus 8 years, unless their current retention period is longer. See ch. 2.3., sec. 4.7.3.2.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Substantive details on the offender;
2. Psychiatric assessments;
3. Suspect is designated as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753; or
4. All associated operational files contributing to the designation of a dangerous offender.
Effective From: 1983-07-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Boat/Vessel/Aircraft
Criminal Code: 249(2)
UCR Code: 9130.0020
Previous OSR Code: AT66
PRIME Code: 9130-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Boat/Vessel/Aircraft/Railway Causing Bodily Harm
Criminal Code: 249(3)

UCR Code: 9120.0020
Previous OSR Code: AT64
PRIME Code: 9120-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 249(4)
UCR Code: 9110.0020
Previous OSR Code: AT62
PRIME Code: 9110-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle
Criminal Code: 249(2)
UCR Code: 9130.0010
Previous OSR Code: AT65
PRIME Code: 9130-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Bodily Harm
Criminal Code: 249(3)
UCR Code: 9120.0010
Previous OSR Code: AT63
PRIME Code: 9120-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Bodily Harm While Being Pursued By Police
Criminal Code: 249.1(4)(a)
UCR Code: 9132.0010
Previous OSR Code: AT63
PRIME Code: 9520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Bodily Harm While Street Racing
Criminal Code: 249.4(3)
UCR Code: 9440.0010
PRIME Code: 9440-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Death
Criminal Code: 249(4)
UCR Code: 9110.0010
Previous OSR Code: AT61
PRIME Code: 9110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Death While Being Pursued By Police
Criminal Code: 249.1(4)(b)
UCR Code: 9131.0010

Previous OSR Code: AT61
PRIME Code: 9131-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle Causing Death While Street Racing
Criminal Code: 249.4(4)
UCR Code: 9430.0010
PRIME Code: 9430-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Dangerous Operation of Motor Vehicle While Street Racing
Criminal Code: 249.4(2)
UCR Code: 9450.0010
PRIME Code: 9450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2006-12-14

General Criteria	Exceptions

Operational Code: Deal/Negotiate/Solicit Offices/Appointments
Criminal Code: 125
UCR Code: 3730.0080
Previous OSR Code: AC62
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Dealer Dealing In Lumber without Consent
Criminal Code: 339(2)
UCR Code: 3780.0080
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Deface Coin/Utter Defaced Coin
Criminal Code: 456
UCR Code: 3820.0020
Previous OSR Code: AC61
PRIME Code: 3820-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Defamatory Libel - Publish
Criminal Code: 301
UCR Code: 3770.0170
Previous OSR Code: AC61
PRIME Code: 3770-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Defence Production Act* - Offences Only
UCR Code: 6900.0560
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Defraud Creditors by Being Privy to Falsification of Books and Documents
Criminal Code: 397(2)
UCR Code: 2160.0055
Previous OSR Code: AB63
PRIME Code: 2160-37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Defraud Creditors: Dispose/Receive Property
Criminal Code: 392
UCR Code: 2160.0090
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Demonstrations/Protests
UCR Code: 8640.0040
Previous OSR Code: DK52
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Destroy, Cancel, or Conceal Documents of Title
Criminal Code: 340
UCR Code: 3780.0090
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Destroying Firearm/Fail to Report
Criminal Code: 106(2)
UCR Code: 3390.0020
Previous OSR Code: AC10
PRIME Code: 3390-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Disarming a Police Officer
Criminal Code: 270.1(1)
UCR Code: 1460.0060
Previous OSR Code: AA49
PRIME Code: 1460-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Disarming Other Peace Officer
Criminal Code: 270.1(1)
UCR Code: 1460.0070
Previous OSR Code: AA50
PRIME Code: 1460-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Discharge Air Gun or Air Pistol with Intent
Criminal Code: 244.1
UCR Code: 1450.0020
Previous OSR Code: AA48
PRIME Code: 1450-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Discharge Firearm while Being Reckless
Criminal Code: 244.2(3)
UCR Code: 1450.0030
PRIME Code: 1450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2009-07-13

General Criteria	Exceptions

Operational Code: Discharge Firearm with Intent
Criminal Code: 244
UCR Code: 1450.0010
Previous OSR Code: AA48
PRIME Code: 1450-0
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Discharge Firearm with Intent with Restricted/Prohibited Firearm/for Criminal Organization
Criminal Code: 244(2)(a)
UCR Code: 1450.0009
PRIME Code: 1450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Code of Conduct (Member)
See *RCMP Act*, Part IV.

General Criteria	Exceptions

Operational Code: Disclosure of Jury Proceedings when Jury Absent From Courtroom
Criminal Code: 649
UCR Code: 3890.0150
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disclosure of PIRS Occurrences to Firearms Officer
UCR Code: 8550.0014
Previous OSR Code: AJ64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:

1. For disclosure of non-PIRS files, see App. 2-3-1, Retention Exceptions.
Effective From: 2000-10-01

General Criteria	Exceptions

Operational Code: Disclosure of Property - Terrorism
Criminal Code: 83.12(1)
UCR Code: 3712.0020
Previous OSR Code: AC61
PRIME Code: 3712-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disclosure to Firearms Officer

- For PIRS files see Disclosure of PIRS Occurrences to Firearms Officer
- For non-PIRS files see App. 2-3-1, Retention Exceptions.

General Criteria	Exceptions

Operational Code: Disguised with Intent to Commit Offence
Criminal Code: 351(2)
UCR Code: 3780.0025
Previous OSR Code: AC61
PRIME Code: 3780-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disobeying an Act of Parliament
Criminal Code: 126
UCR Code: 3730.0090
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Disobeying Order of Court
Criminal Code: 127(1)
UCR Code: 3730.0110
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Distribution intimate image without consent
Criminal Code: 162.1(1)
UCR Code: 1390.0010
PRIME Code: 1390-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Disturbing the Peace/Causing a disturbance
Criminal Code: 175(1)
UCR Code: 3430.0010
Previous OSR Code: AC34
PRIME Code: 3430-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: DNA Databank - Convicted Offenders Index (COI)
Info Bank: CMP/GRC PPU 005
Type and Retention Period:

Stored Bodily Substances: 100 years
Stored bodily substances (Order/authorization for the collecti/n is set aside): Destroy immediately
Stored bodily substances (Individual acquitted of every designated offence): Destroy immediately
Stored bodily substances (Individual discharged absolutely and not subject to another order/authorization): 1 year
Stored bodily substances (Individual discharged conditionally and not subject to another order/authorization): 3 years
Stored bodily substances (Young Person): Destroy when the occurrence is destroyed, sealed or transmitted to Library and Archives Canada
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *DNA Identification Act* - Offences Only
UCR Code: 6900.0220
Previous OSR Code: AF49
PRIME Code: 6900-53
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2000-07-01

General Criteria	Exceptions

Operational Code: *DNA Identification Act* - Other Activities
UCR Code: 8840.0141
Previous OSR Code: AF49
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2000-07-01

General Criteria	Exceptions

Operational Code: DNA Order - Unlawful use of bodily substance samples/Results of analysis
Criminal Code: 487.08(4)
UCR Code: 3890.0090
PRIME Code: 3890-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: DNA Warrant - Unlawful use of bodily substance samples/Results of analysis
Criminal Code: 487.08(3)
UCR Code: 3890.0080
PRIME Code: 3890-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *Dog Act* - Offences Only
UCR Code: 7300.0030
Previous OSR Code: AG14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: *Dog Act* - Other Activities
UCR Code: 8840.0301
Previous OSR Code: AG14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule I 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0030
Previous OSR Code: AD97
PRIME Code: 4130-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule II 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0040
Previous OSR Code: AD97
PRIME Code: 4130-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. Document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule III 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0050
Previous OSR Code: AD97
PRIME Code: 4130-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Double Doctoring - Schedule IV 4(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0060
Previous OSR Code: AD97
PRIME Code: 4130-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major Operational files documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case, and
1. 3. indicate cooperation and advice from other institutions, such as the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Drawing/Execute Document without Authorization, so as to Defraud
Criminal Code: 374
UCR Code: 2160.0280
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Driver Permit Recoveries - Provincial/Territorial
UCR Code: 9915.0010
Previous OSR Code: AT37
PRIME Code: 8110-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Driver's Licence Suspensions - By Police
UCR Code: 9910.0030
Previous OSR Code: AT38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Driver's Licence Examinations
UCR Code: 8560.0010
Previous OSR Code: DK06
PRIME Code: 8210-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Driving While Disqualified or Licence Suspension - Provincial/Territorial
UCR Code: 9530.0010
Previous OSR Code: AT34
PRIME Code: 9530-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Driving While Disqualified/Prohibited
Criminal Code: 259(4)
UCR Code: 9320.0010
Previous OSR Code: AT78
PRIME Code: 9320-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Driving without Due Care or Attention - Provincial/Territorial
UCR Code: 9520.0020
Previous OSR Code: AT35
PRIME Code: 9520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Dueling
Criminal Code: 71
UCR Code: 3710.0230
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

E

Operational Code: Employee Selling Defective Stores to Her Majesty
Criminal Code: 418(2)
UCR Code: 3790.0065
Previous OSR Code: AC61
PRIME Code: 3790-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Employment Insurance Act* - Offences Only
UCR Code: 6900.0230
Previous OSR Code: AF21
PRIME Code: 6900-12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Employment Insurance Act* - Other Activities
UCR Code: 8840.0146
Previous OSR Code: AF21
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Endanger Safety of Aircraft/Airport
Criminal Code: 77
UCR Code: 3710.0280
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Endangering Safety of Ship or Fixed Platform
Criminal Code: 78.1(2)
UCR Code: 3710.0295
Previous OSR Code: AC61
PRIME Code: 9530-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Energy Administration Act* - Offences Only
UCR Code: 6900.0240
Previous OSR Code: AE13
PRIME Code: 6900-23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, ie. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Energy Administration Act* - Other Activities
UCR Code: 8840.0151
Previous OSR Code: AE13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files documenting environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Files depicting serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: Escape and Being at Large without Excuse
Criminal Code: 145(1)
UCR Code: 3440.0010
Previous OSR Code: AC44
PRIME Code: 3440-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Laundering Proceeds of Crime - Offences Only
UCR Code: 6400.0045
Previous OSR Code: AE36
PRIME Code: 6400-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Offences Not Otherwise Specified
UCR Code: 6400.0050
Previous OSR Code: AE03
PRIME Code: 6400-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Other Activities
UCR Code: 8840.0036
Previous OSR Code: AE03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession of Proceeds of Crime - Offences Only
UCR Code: 6400.0040
Previous OSR Code: AE36
PRIME Code: 6400-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession Unstamped Tobacco Products - Offences Only
UCR Code: 6400.0031
Previous OSR Code: AE19
PRIME Code: 6900-23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession/Importation of Tobacco Manufacturing Equipment - Offences Only
UCR Code: 6400.0034
PRIME Code: 6400-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-06-18

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Possession/Sale Raw Leaf Tobacco - Offences Only
UCR Code: 6400.0033
Previous OSR Code: AE18
PRIME Code: 6400-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Sale Unstamped Tobacco Products - Offences Only
UCR Code: 6400.0032
Previous OSR Code: AE19
PRIME Code: 6400-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Spirit Possession & Sales - Offences Only
UCR Code: 6400.0010
Previous OSR Code: AE17
PRIME Code: 6400-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Still Possession & Distillation - Offences Only
UCR Code: 6400.0020
Previous OSR Code: AE16
PRIME Code: 6400-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: *Excise Act, 2001* - Offences Only
UCR Code: 6900.0250
Previous OSR Code: AE09
PRIME Code: 6900-85
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Excise Tax Act*- Other Activities
UCR Code: 8840.0156
Previous OSR Code: AE09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *Explosives Act*- Magazine Inspections
UCR Code: 8570.0010
Previous OSR Code: DK17
PRIME Code: 8230-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosive/Dangerous Substances Causing Death, Bodily Harm, or Endangers Life
Criminal Code: 81(2)(a)
UCR Code: 1628.0010
Previous OSR Code: AC12
PRIME Code: 1628-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Explosives Act* - Offences Only
UCR Code: 6900.0260
Previous OSR Code: AF08
PRIME Code: 6900-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Explosives Act* - Other Activities
UCR Code: 8840.0161
Previous OSR Code: AF08
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives Onboard Aircraft
Criminal Code: 78(1)
UCR Code: 3310.0010
Previous OSR Code: AC12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives: Make/Possess/Control
Criminal Code: 82(1)
UCR Code: 3310.0030
Previous OSR Code: AC12
PRIME Code: 3310-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives: Make/Possess/Control for Criminal Organization
Criminal Code: 82(2)
UCR Code: 3310.0040
Previous OSR Code: AC12
PRIME Code: 3310-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.

Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Explosives: Use/Possess with Intent to Damage/Destroy Property
Criminal Code: 81(2)(b)
UCR Code: 3310.0020
Previous OSR Code: AC12
PRIME Code: 3310-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Export and Import Permits Act* - Offences Only
UCR Code: 6900.0270
Previous OSR Code: AE41 and AE43
PRIME Code: 6900-64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Export and Import Permits Act* - Other Activities
UCR Code: 8840.0166
Previous OSR Code: AE41 and AE43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Export and Import of Rough Diamonds Act* - Offences Only
UCR Code: 6900.0570
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Exposure of Genital Organs to Person Under 16 Years
Criminal Code: 173(2)
UCR Code: 3450.0021
PRIME Code: 3450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adults who report being victimized when they were children.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Extortion by Libel
Criminal Code: 302(3)
UCR Code: 3770.0180
Previous OSR Code: AC61
PRIME Code: 3770-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Extortion with Firearm
Criminal Code: 346(1.1)
UCR Code: 1620.0010
Previous OSR Code: AC39
PRIME Code: 3310-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Large sums of money, i.e. over $1 million, are being extorted from the victim(s);
2. Extensive background on the suspect is given, including past criminal activities and psychiatric problems; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Extortion with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 346(1.1)(a)
UCR Code: 1620.0009
PRIME Code: 1620-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Large sums of money, i.e. over $1 million, are being extorted from the victim(s);
2. Extensive background on the suspect is given, including past criminal activities and psychiatric problems; or
3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Extortion without Firearm
Criminal Code: 346(1.1)(b)
UCR Code: 1620.0020
Previous OSR Code: AC39
PRIME Code: 1620-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Large sums of money, i.e. over $1 million, are being extorted from the victim(s);
2. Extensive background on the suspect is given, including past criminal activities and psychiatric problems; or

3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Extradition Act*
UCR Code: 8500.0070
Previous OSR Code: AF09
PRIME Code: 8140-75
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

F

Operational Code: Fabricating Evidence
Criminal Code: 137
UCR Code: 3730.0170
Previous OSR Code: AC61
PRIME Code: 3730.4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Facilitate Terrorist Activity
Criminal Code: 83.19(1)
UCR Code: 3714.0010
Previous OSR Code: AC61
PRIME Code: 3714-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Attend Court
Criminal Code: 145(2)
UCR Code: 3510.0010
Previous OSR Code: AC43
PRIME Code: 3510-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1985-01-01

General Criteria	Exceptions

Operational Code: Fail to Comply Probation Order
Criminal Code: 733.1(1)
UCR Code: 3520.0010
Previous OSR Code: AC46
PRIME Code: 3520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: Fail to Comply with an Undertaking - Officer I/C
Criminal Code: 145 (5.1)
UCR Code: 3410.0017
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2004-06-15

General Criteria	Exceptions

Operational Code: Fail to Comply with Exhibit Release Order
Criminal Code: 605(2)
UCR Code: 3890.0140
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply With Order Restricting Publication of Evidence at Preliminary
Criminal Code: 539(3)
UCR Code: 3890.0110
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply with Production Order
Criminal Code: 487.017
UCR Code: 3890.0190
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2004-01-01

General Criteria	Exceptions

Operational Code: Fail to Comply With Publication Ban on Identity of Complainant/Witnesses or Justice Participant
Criminal Code: 486.6
UCR Code: 3890.0060
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply with Publishing Ban on Show Cause Hearing
Criminal Code: 517(2)

UCR Code: 3890.0100
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply/Appear - Appearance Notice/Promise to Appear (PTA)/Recognizance before Officer in charge (I/C)
Criminal Code: 145(5)
UCR Code: 3410.0016
Previous OSR Code: AC61
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Comply/Appear - Summons
Criminal Code: 145(4)
UCR Code: 3410.0013
Previous OSR Code: AC43
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Record/Produce the Sale Transaction of Auto Master Key
Criminal Code: 353(4)
UCR Code: 3780.0100
Previous OSR Code: AC61
PRIME Code: 3780-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail to Stop or Remain at Accident Scene - Provincial/Territorial
UCR Code: 9510.0010
Previous OSR Code: AT32
PRIME Code: 9510-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fail/Refuse to Enter Into Recognizance
Criminal Code: 810(3)(b)
UCR Code: 3410.0020
Previous OSR Code: AC61
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failing to Report Losing or Finding Firearm
Criminal Code: 105(2)
UCR Code: 3390.0010
Previous OSR Code: AC10
PRIME Code: 3390-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Failure to Comply With Condition of Undertaking or Recognizance/Direction in Remand Order
Criminal Code: 145(3)
UCR Code: 3410.0010
Previous OSR Code: AC43
PRIME Code: 3410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure to Comply With Order or Summons (DNA Sample)
Criminal Code: 487.0552
UCR Code: 3890.0220
PRIME Code: 3890-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2007-06-22

General Criteria	Exceptions

Operational Code: Failure to Provide Necessaries
Criminal Code: 215(3)
UCR Code: 3770.0020
Previous OSR Code: AC61
PRIME Code: 3770-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure to Safeguard Opening in Ice/Land Excavation
Criminal Code: 263(3)(c)
UCR Code: 3770.0070
Previous OSR Code: AC61
PRIME Code: 3770-11

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure to Safeguard Opening in Ice/Land Excavation Causing Bodily Harm
Criminal Code: 263(3)(b)
UCR Code: 1440.0020
Previous OSR Code: AA47
PRIME Code: 1440-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Failure to Stop or Remain - Person Dies
Criminal Code: 252(1.3)
UCR Code: 9311.0010
PRIME Code: 9311-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Failure to Stop or Remain - Person Injured
Criminal Code: 252(1.2)
UCR Code: 9312.0010
PRIME Code: 9312-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Failure to Stop or Remain - Other
Criminal Code: 252(1.1)
UCR Code: 9313.0010
PRIME Code: 9313-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Failure to Watch Person Towed While Operating a Vessel
Criminal Code: 250(1)
UCR Code: 9330.0010
Previous OSR Code: AC61
PRIME Code: 9330-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure/Refusal of Approved Screening Device - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9240.0021
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal of Approved Screening Device - Death
Criminal Code: 254(5)
UCR Code: 9240.0022
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal of Approved Screening Device
Criminal Code: 254(5)
UCR Code: 9240.0020
Previous OSR Code: AT42
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Alcohol) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9240.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Alcohol) - Death
Criminal Code: 254(5)
UCR Code: 9240.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Alcohol)
Criminal Code: 254(5)
UCR Code: 9240.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Drug) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9245.0031
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Drug) - Death
Criminal Code: 254(5)
UCR Code: 9245.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Perform Physical Coordination Tests (Drug)
Criminal Code: 254(5)
UCR Code: 9245.0030
PRIME Code: 9245-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Alcohol) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9250.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Alcohol) - Death
Criminal Code: 254(5)
UCR Code: 9250.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Alcohol)
Criminal Code: 254(5)
UCR Code: 9250.0010
PRIME Code: 9250-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Drug) - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9255.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Drug) - Death
Criminal Code: 254(5)
UCR Code: 9255.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Blood Sample (Drug)
Criminal Code: 254(5)
UCR Code: 9255.0010
PRIME Code: 9255-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Breath Sample - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9240.0011
PRIME Code: 9240-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Breath Sample - Death
Criminal Code: 254(5)
UCR Code: 9240.0012
PRIME Code: 9240-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Breath Sample
Criminal Code: 254(5)
UCR Code: 9240.0010
Previous OSR Code: AT75
PRIME Code: 9240-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Oral Fluid/Urine Sample - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9245.0011
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Oral Fluid/Urine Sample - Death
Criminal Code: 254(5)
UCR Code: 9245.0012
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Provide Oral Fluid/Urine Sample
Criminal Code: 254(5)
UCR Code: 9245.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Submit to Evaluation - Bodily Harm
Criminal Code: 254(5)
UCR Code: 9245.0021
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Submit to Evaluation - Death
Criminal Code: 254(5)
UCR Code: 9245.0022
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Failure/Refusal to Submit to Evaluation
Criminal Code: 254(5)
UCR Code: 9245.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: False/Abandoned 911 Call - "J" and "M" divisions only
UCR Code: 8550.0170
Previous OSR Code: AG20 and AJ44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. To score false/abandoned 911 calls in "J," and "M" divisions only, where there is no provincial/territorial offence for false/abandoned 911 calls.
2. Other divisions score "911 Act - Offences Only" for provincial/territorial 911 Act offence.
2. 1. *Criminal Code*, subsection 372(1) offences are classified as "False messages by radio/phone/letter" in all divisions.
Effective From: 1999-07-01

General Criteria	Exceptions

Operational Code: False Alarms
UCR Code: 8550.0050
Previous OSR Code: AJ54
PRIME Code: 8190-9
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Communication Endangering Safe Navigation
Criminal Code: 78.1(3)
UCR Code: 3710.0300
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Fire Alarm
Criminal Code: 437
UCR Code: 3810.0010
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Information
Criminal Code: 372(1)
UCR Code: 2160.0275
Previous UCR Code: 2160.0270
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: False Pretences Greater Than $5000
Criminal Code: 362(2)(a)
UCR Code: 2160.0030
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Pretences Less Than or Equal to $5000
Criminal Code: 362(2)(b)
UCR Code: 2160.0035
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Prospectus with Intent
Criminal Code: 400
UCR Code: 2160.0120
Previous OSR Code: AB66
PRIME Code: 2160-37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: False Return by Public Officer: Sum/Balance
Criminal Code: 399
UCR Code: 2160.0470
Previous OSR Code: AB63
PRIME Code: 2160-37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: False Statement for Financial Gain
Criminal Code: 362(3)
UCR Code: 2160.0215
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Statement in Under Oath/Solemn Affirmation
Criminal Code: 134(1)
UCR Code: 3730.0150
Previous OSR Code: AC61
PRIME Code: 3730-90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Statement to Procure Passport
Criminal Code: 57(2)(a)
UCR Code: 3710.0050
Previous OSR Code: AC53
PRIME Code: 3710-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: False Statements or Reports: Loss, Theft, or Destruction of Weapons/Firearm
Criminal Code: 107(2)
UCR Code: 3390.0030
Previous OSR Code: AC10
PRIME Code: 3390-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Falsely Claiming Royal Warrant
Criminal Code: 413
UCR Code: 2160.0560
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Falsify Books and Documents/Privy to Commission
Criminal Code: 397(1)
UCR Code: 2160.0050
Previous OSR Code: AB63
PRIME Code: 2160-37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Falsify Employment Record
Criminal Code: 398
UCR Code: 2160.0460
Previous OSR Code: AB63
PRIME Code: 2160-37
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: *Family Orders & Agreements Enforcement Assistance Act* - Other Activities
UCR Code: 8840.0171
Previous OSR Code: AF45
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-01-01

General Criteria	Exceptions

Operational Code: *Family Orders and Agreements Enforcement Assistance Act* - Offences Only
UCR Code: 6900.0290
Previous OSR Code: AF45
PRIME Code: 6900-51
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-01-01

General Criteria	Exceptions

Operational Code: *Family Relations Act* - Offences Only
UCR Code: 7300.0040
Previous OSR Code: AG03
PRIME Code: 7300-47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Family Relations Act* - Other Activities
UCR Code: 8840.0306
Previous OSR Code: AG03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fasten Vessel to Signal/Buoy
Criminal Code: 439(1)
UCR Code: 3810.0060
Previous OSR Code: AC61

PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Operational Code:
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Fire Prevention Act* - Offences Only
UCR Code: 7300.0050
Previous OSR Code: AG13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: *Fire Prevention Act* - Other Activities
UCR Code: 8840.0311
Previous OSR Code: AG13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Firearm Dealer Inspections
UCR Code: 8570.0040
Previous OSR Code: DK18
PRIME Code: 8230-3
Info Bank: CMP/GRC PPU 035
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Firearms Act* - Offences only
UCR Code: 6550.0010
Previous OSR Code: AF47
PRIME Code: 8500-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *Firearms Act* - Other Activities
UCR Code: 8840.0391
Previous OSR Code: AF47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Note:
1. This code is used to record the receipt of firearms, weapons, and ammunition voluntarily turned in by the general public to police for disposal. Do not use this code to record those firearms, ammunition, or weapons ordered forfeit by the Court upon conviction for offences contrary to the *Criminal Code*, the *Firearms Act*, or other legislation.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Firearms Officer - Disclosure

- For PIRS files, see Disclosure of PIRS Occurrences to Firearms Officer.
- For non-PIRS files, see Retention Exception in App. 2-3-1.

General Criteria	Exceptions

Operational Code: *Fisheries Act* - Offences Only
UCR Code: 6900.0320
Previous OSR Code: AF50
PRIME Code: 6900-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Fisheries Act* - Other Activities
UCR Code: 8840.0176
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Forcible Confinement
Criminal Code: 279(2)
UCR Code: 1516.0010
Previous OSR Code: AC38
PRIME Code: 1516-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for sexual purposes
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Forcible Entry
Criminal Code: 73
UCR Code: 3710.0240
Previous OSR Code: AC61
PRIME Code: 3710-5
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Foreign conviction - Fail to Comply with Obligation to Advise a Police Service
Criminal Code: 490.0312
UCR Code: 3890.0182
PRIME Code: 3890-2
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-15

General Criteria	Exceptions

Operational Code: Forgery
Criminal Code: 367
UCR Code: 2160.0060
Previous OSR Code: AB60
PRIME Code: 2160-34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Forging a Passport/Deal/Cause to Deal
Criminal Code: 57(1)
UCR Code: 3710.0020
Previous OSR Code: AC53
PRIME Code: 3710-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud (Money/Property/Security) Greater Than $5000
Criminal Code: 380(1)(a)
UCR Code: 2160.0070
Previous OSR Code: AB58
PRIME Code: 2160-61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Fraud (Money/Property/Security) Less Than or Equal to $5000
Criminal Code: 380(1)(b)
UCR Code: 2160.0075
Previous OSR Code: AB58
PRIME Code: 2160-63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Fraud Affecting Public Market
Criminal Code: 380(2)
UCR Code: 2160.0330
Previous OSR Code: AB66
PRIME Code: 2160-32
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profilel and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Fraud in Relation to Mines/Oil Wells
Criminal Code: 396(1)
UCR Code: 2160.0450
Previous OSR Code: AC61
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud in Relation to Valuable Minerals
Criminal Code: 394(5)
UCR Code: 2160.0440
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud through Mails
Criminal Code: 381
UCR Code: 2160.0340
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud, Bribery in Not Paying Proper Fare
Criminal Code: 393(2)

UCR Code: 2160.0432
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud, Fails to Collect Proper Fare
Criminal Code: 393(1)
UCR Code: 2160.0430
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraud, Obtaining Transportation
Criminal Code: 393(3)
UCR Code: 2160.0434
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Frauds upon Government
Criminal Code: 121(3)
UCR Code: 3730.0060
Previous OSR Code: AC62
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Fraudulent Gaming in Stocks/Merchandise
Criminal Code: 383(1)
UCR Code: 2160.0360
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Concealment
Criminal Code: 341
UCR Code: 2160.0170
Previous OSR Code: AB55
PRIME Code: 2160-62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Concealment of Title Documents
Criminal Code: 385(1)
UCR Code: 2160.0380

Previous OSR Code: AB55
PRIME Code: 2160-62
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Disposal of Goods on Which Money Advanced
Criminal Code: 389(1)
UCR Code: 2160.0410
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Manipulation of Stock Exchange Transaction
Criminal Code: 382
UCR Code: 2160.0350
Previous OSR Code: AB66
PRIME Code: 2160-41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Fraudulent Receipts under the *Bank Act*
Criminal Code: 390
UCR Code: 2160.0420

Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Register Title
Criminal Code: 386
UCR Code: 2160.0390
Previous OSR Code: AB55
PRIME Code: 2160-31
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulent Sale of Real Property
Criminal Code: 387
UCR Code: 2160.0400
Previous OSR Code: AB57
PRIME Code: 2160-31
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Fraudulent Use of Certificate of Citizenship
Criminal Code: 58(1)
UCR Code: 3710.0010
Previous OSR Code: AC54
PRIME Code: 3710-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Fraudulent/Misleading Receipt: Give/Accept
Criminal Code: 388
UCR Code: 2160.0180
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Alter/Deface/Counterfeit a Cattle Brand
Criminal Code: 338(1)
UCR Code: 3780.0065
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently redirecting mail
Criminal Code: 356(1)(c)
UCR Code: 2160.0575
Previous UCR Code: 2150.0031

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Fraudulently Take Lumber/Alter Mark
Criminal Code: 339(1)
UCR Code: 3780.0070
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Take/Hold/Keep/Purchase/Sell Cattle Found Astray
Criminal Code: 338(1)
UCR Code: 3780.0060
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Fraudulently Use/Possess Counterfeit Stamps
Criminal Code: 376(1)
UCR Code: 2160.0300
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Freezing of Property - Terrorism
Criminal Code: 83.12(1)
UCR Code: 3712.0010
PRIME Code: s712-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *Fuel Oil Tax Act* - Offences Only
UCR Code: 7300.0060
Previous OSR Code: AG04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Fuel Oil Tax Act* - Other Activities
UCR Code: 8840.0316
Previous OSR Code: AG04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

G

Operational Code: Give/Offer Bribe to Other Public Office
Criminal Code: 120
UCR Code: 3730.0018

Previous OSR Code: AC63
PRIME Code: 3730-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Give/Offer Bribe to Peace Officer
Criminal Code: 120
UCR Code: 3730.0016
Previous OSR Code: AC63
PRIME Code: 3730-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Giving Contradictory Evidence
Criminal Code: 136(1)
UCR Code: 3730.0160
Previous OSR Code: AC61
PRIME Code: 3730-90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Government Property Traffic Act*- Other Activities
UCR Code: 8840.0186
Previous OSR Code: AF50
PRIME Code: 8120-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Government Property Traffic Act*- Other Traffic
UCR Code: 6900.0355
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Government Property Traffic Act* - Parking Offences
UCR Code: 6900.0357
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

H

Operational Code: Harassing Communications
Criminal Code: 372(3)
UCR Code: 1626.0040
Previous OSR Code: 1626.0020
Previous OSR Code: AC61
PRIME Code: 1626-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for a sexual purpose
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Harbour/Conceal Person Who Carried Out Terrorist Activity with Maximum Penalty of Life in Prison
Criminal Code: 83.23(1)(a)
UCR Code: 3725.0010
PRIME Code: 3725-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Harbour/Conceal Person Who Carried Out Terrorist Activity with Maximum Penalty of 10 Years in Prison
Criminal Code: 83.23(1)(b)
UCR Code: 3726.0010
PRIME Code: 3726-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Harbour/Conceal Person Who is Likely to Carry out Terrorist Activity
Criminal Code: 83.23(2)
UCR Code: 3727.0010
PRIME Code: 3727-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: *Harbours Commission Act*- Offences Only
UCR Code: 6900.0360
Previous OSR Code: AF50

PRIME Code: 6900-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Harbours Commission Act* - Other Activities
UCR Code: 8840.0191
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: High Treason (Kill Her Majesty)
Criminal Code: 47(1)
UCR Code: 1160.0010
Previous OSR Code: AC61
PRIME Code: 1160-91
Info Bank: CMP/GRC PPU 005
☐andatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: High Treason - Against Canada
Criminal Code: 47(1)
UCR Code: 3710.0030
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: High Treason - Attempt to Kill or Cause Bodily Harm to Her Majesty
Criminal Code: 47(1)
UCR Code: 1630.0020
Previous OSR Code: AC61
PRIME Code: 1630-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Hijacking
Criminal Code: 76
UCR Code: 3710.0270
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Hoax - Terrorist Activity
Criminal Code: 83.231(2)(ab)
UCR Code: 3717.0010
PRIME Code: 3717-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Hoax - Terrorist Activity Causing Bodily Harm
Criminal Code: 83.231(3)(ab)
UCR Code: 1440.0060
PRIME Code: 1440-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Hoax - Terrorist Activity Causing Death
Criminal Code: 83.231(4)
UCR Code: 1160.0060
PRIME Code: 1160-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Hostage Taking with Firearm
Criminal Code: 279.1(2)
UCR Code: 1520.0010
Previous OSR Code: AC38
PRIME Code: 1520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Hostage Taking with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 279.1(2)(a)
UCR Code: 1520.0009
PRIME Code: 1520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Hostage Taking without Firearm
Criminal Code: 279.1(2)(b)
UCR Code: 1520.0020
Previous OSR Code: AC38
PRIME Code: 1520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Notes:
1. Incidents of strangers approaching children and trying to lure them into their vehicle should be classified as attempted kidnapping.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Household owner permitting sexual activity prohibited by the Criminal Code from a person under 16 years
Criminal Code: 171(a)
UCR Code: 1369.0010
Previous UCR Code: 3167.0010, 3168.0010
PRIME Code: 1369-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Human Sources
UCR Code: 8750.0020
Previous OSR Code: AJ09
PRIME Code: 8140-3
Info Bank: CMP/GRC PPU 015
Mandatory ViCLAS: No
Type and Retention Period:
Individual file: Until the individual reaches 70 years of age and there has been 6 years of inactivity or 6 years after the date of death of the individual.
Archival Constraint: In addition to App. 2-3-1, General Archival Selection Criteria, transfer records meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. The role of the source was crucial in the conviction of a prominent organized crime figure;
2. The role of the source was crucial in the dissolution of a large organized crime network or notorious gang;
3. The role of the source was crucial in solving a case which received national media attention;
4. The role of the source was crucial in solving a case involving national security; or
5. The relationship between the source and the RCMP received national media attention.
Effective From: 1982-04-15

General Criteria	Exceptions

I

Operational Code: Identity Fraud
Criminal Code: 403
UCR Code: 2166.0010
PRIME Code: 2166-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Identity Theft
Criminal Code: 402.2(1)
UCR Code: 2165.0020
PRIME Code: 2165-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Illegal Possession or Trafficking in Government Documents
Criminal Code: 56.1(4)
UCR Code: 2165.0010
PRIME Code: 2165-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Other Activities
UCR Code: 8840.0041
Previous OSR Code: AE70
PRIME Code: 8140-70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Aid & Abet
UCR Code: 6500.0010
Previous OSR Code: AE64
PRIME Code: 6500-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Counselling False Statement
UCR Code: 6500.0020
Previous OSR Code: AE75
PRIME Code: 6500-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: ☐ addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Disembarking Persons at Sea
UCR Code: 6500.0030
Previous OSR Code: AE74
PRIME Code: 6500-90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Enter by False Means
UCR Code: 6500.0040
Previous OSR Code: AE62
PRIME Code: 6500-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Illegal Import/Export of Documents
UCR Code: 6500.0060
Previous OSR Code: AE77
PRIME Code: 6500-5
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1995-09-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Offences, Immigration Officers
UCR Code: 6500.0080
Previous OSR Code: AE68
PRIME Code: 6500-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* – Organizing Entry Group of 10 or More People into Canada
UCR Code: 6530.0010
Previous OSR Code: AE73
PRIME Code: 6530-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Organizing Entry into Canada - Less than 10 People
UCR Code: 6520.0010
Previous OSR Code: AE72
PRIME Code: 6520-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Other Offences
UCR Code: 6500.0140
Previous OSR Code: AE65
PRIME Code: 6500-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Possession of Proceeds of Crime
UCR Code: 6500.0070
Previous OSR Code: AE93
PRIME Code: 6500-7 (Expired)
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-07-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Regulation Offences
UCR Code: 6500.0110
Previous OSR Code: AE71
PRIME Code: 6500-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Responsibilities of Transport Companies
UCR Code: 6500.0120
Previous OSR Code: AE76
PRIME Code: 6500-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Trafficking Persons
UCR Code: 6510.0010
Previous OSR Code: AE92
PRIME Code: 6500-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-07-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Unauthorized Employment
UCR Code: 6500.0130
Previous OSR Code: AE67
PRIME Code: 6500-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. "E" and "D" divisions: One file every 10 years, coordinated by Divisional HQ.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Criminal Screening (Europe)
UCR Code: 8500.0045
Previous OSR Code: AE78
PRIME Code: 8140-72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-04-01

General Criteria	Exceptions

Operational Code: *Immigration and Refugee Protection Act* - Criminal Screening (Asia)
UCR Code: 8500.0035
Previous OSR Code: AE79
PRIME Code: 8140-74
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-04-01

General Criteria	Exceptions

Operational Code: Immoral Theatrical Performance
Criminal Code: 167
UCR Code: 3460.0015
Previous OSR Code: AC37
PRIME Code: 3460-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Impaired Care or Control (by a Drug) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)
UCR Code: 9235.0040
PRIME Code: 9235-1

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Care or Control (by a Drug) of Motor Vehicle
Criminal Code: 253(1)(a)
UCR Code: 9235.0030
PRIME Code: 9235-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Care or Control /over 80 mg% of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)/(b)
UCR Code: 9230.0040
Previous UCR Code: 9230.0060
Previous OSR Code: AT73
PRIME CODE: 9230-1, 9230-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Impaired Care or Control /over 80 mg% of Motor Vehicle
Criminal Code: 253(1)(a)/(b)
UCR Code: 9230.0030
Previous UCR Code: 9230.0050
PRIME Code: 9230-2, 9230-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)
UCR Code: 9235.0020
PRIME Code: 9235-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Boat/Vessel/Railway/Aircraft Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9225.0020
PRIME Code: 9225-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 255(3)
UCR Code: 9215.0020
PRIME Code: 9215-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Motor Vehicle
Criminal Code: 253(1)(a)
UCR Code: 9235.0010
PRIME Code: 9235-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Motor Vehicle Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9225.0010
PRIME Code: 9225-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation (by a Drug) of Motor Vehicle Causing Death
Criminal Code: 255(3)
UCR Code: 9215.0010
PRIME Code: 9215-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation /over 80 mg% of Boat/Vessel/Railway/Aircraft
Criminal Code: 253(1)(a)/(b)
UCR Code: 9230.0012
Previous UCR Code: 9230.0020
PRIME Code: 9230-1, 9230-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation /over 80 mg% of Boat/Vessel/Railway/Aircraft Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9220.0020
Previous UCR Code: 9220.0040
PRIME Code: 9220-3, 9220-20
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation /over 80 mg% of Boat/Vessel/Railway/Aircraft Causing Death
Criminal Code: 255(3)/(3.1)
UCR Code: 9210.0020
PRIME Code: 9210-3, 9210-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation /over 80 mg% of Motor Vehicle
Criminal Code: 253(1)(a)/(b)
UCR Code: 9230.0010
Previous UCR Code: 9230.0015
Previous OSR Code: AT72
PRIME CODE: 9230-2, 9230-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation /over 80 mg% of Motor Vehicle Causing Bodily Harm
Criminal Code: 255(2)
UCR Code: 9220.0010
Previous UCR Code: 9220.0030
PRIME CODE: 9220-2, 9220-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Impaired Operation /over 80 mg% of Motor Vehicle Causing Death
Criminal Code: 255(3)
UCR Code: 9210.0010
Previous OSR Code: AT67
PRIME Code: 9210-2, 9210-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Impede Person Saving Own or Other Life
Criminal Code: 262
UCR Code: 3770.0060
Previous OSR Code: AC61
PRIME Code: 3770-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Import/Export/Manufacture/Promote/Sell Instrument/Literature - Drug Use - 1st Offence
Criminal Code: 462.2(a)
UCR Code: 3890.0040
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Import/Export/Manufacture/Promote/Sell Instrument/Literature - Drug Use - 2nd Offence
Criminal Code: 462.2(b)
UCR Code: 3890.0050
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule I: Cocaine 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4320.0010
Previous OSR Code: AD06
PRIME Code: 4320-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule I: Heroin 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4310.0010
Previous OSR Code: AD03
PRIME Code: 4310-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst th/se in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of

Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule I: Methamphetamine (Crystal Meth) 6 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4350.0010
Previous OSR Code: AD50
PRIME Code: 4350-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule I: Methylenedioxyamphetamine (Ecstasy) 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4360.0040
Previous UCR Code: 4360.0010
Previous OSR Code: AD82
PRIME Code: 4360-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and

1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule I: Other 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0010
Previous OSR Code: AD50
PRIME Code: 4330-11
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule II: Cannabis (Marihuana) 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0010
Previous OSR Code: AD24
PRIME Code: 4340-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and

1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule II: Cannabis Resin 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0020
Previous OSR Code: AD78
PRIME Code: 4340-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule II: Other 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign

Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule III: Other 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0030
Previous OSR Code: AD82
PRIME Code: 4330-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule IV: 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0050
Previous OSR Code: AD86
PRIME Code: 4330-15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign

Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule V: 6(1),*Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0070
Previous OSR Code: AD87
PRIME Code: 4330-16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importation/Exportation - Schedule VI: 6(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0090
Previous OSR Code: AD86
PRIME Code: 4330-17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign

Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Importing/Exporting of Weapons Knowing Unauthorized
Criminal Code: 103(2)
UCR Code: 3380.0010
Previous OSR Code: AC61
PRIME Code: 3380-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Incest
Criminal Code: 155(2)
UCR Code: 1360.0010
Previous OSR Code: AA57
PRIME Code: 1360-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if not familial or there are unique/extensive behaviours. See OM App. 36-1-1.
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while they were a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Incite Mutiny: Seduce/Incite
Criminal Code: 53

UCR Code: 3710.0130
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Income Tax Act* - Other Activities
UCR Code: 8840.0011
Previous OSR Code: AF14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Income Tax Act* - Other Offences
UCR Code: 6150.0020
Previous OSR Code: AF14
PRIME Code: 6150-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Income Tax Act* – Tax Program Offences Only
UCR Code: 6150.0010
Previous OSR Code: AF33
PRIME Code: 6150-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 6 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Indecent Act
Criminal Code: 173(1)
UCR Code: 3450.0010
Previous OSR Code: AC36
PRIME Code: 3450-0 `
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adults who report being victimized when they were children.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Indecent Communications
Criminal Code: 372(2)
UCR Code: 1626.0030
Previous UCR Code: 1626.0010
Previous OSR Code: AC61
PRIME Code: 1626-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Indecently Interfere With Dead Body
Criminal Code: 182
UCR Code: 3740.0080
Previous OSR Code: AC61
PRIME Code: 3740-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Indian Act* - Band Bylaws - Offences Only
UCR Code: 6900.0382
Previous OSR Code: AF29

PRIME Code: 6900-41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Possible illegal, corrupt, or questionable activities by Band Council members or other reserve members.
Effective From: 1986-03-01

General Criteria	Exceptions

Operational Code: *Indian Act* - Other Activities
UCR Code: 8840.0196
Previous OSR Code: AF27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1983-05-24

General Criteria	Exceptions

Operational Code: *Indian Act* - Other Offences
UCR Code: 6900.0380
Previous OSR Code: AF27
PRIME Code: 6900-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Possible illegal, corrupt, or questionable activities by Band Council members or other reserve members.
Effective From: 1983-05-24

General Criteria	Exceptions

Operational Code: Infanticide`
Criminal Code: 233, 237
UCR Code: 1140.0010
Previous OSR Code: AA04
PRIME Code: 1140-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides, where a homicide cannot be established, are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Influence Municipal Official
Criminal Code: 123(2)
UCR Code: 3730.0100
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Information Files
UCR Code: 8535.0010
Previous OSR Code: "I" codes
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Information (No Operational file resulted): 2 years
Information (Intelligence): 10 years. See OM ch. 47.3., sec. 7.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Information Requests - Canadian Security Intelligence Service (CSIS) - Not Otherwise Specified
UCR Code: 8620.0130
Previous OSR Code: FS43
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: Injure or Endanger Cattle
Criminal Code: 444
UCR Code: 3810.0030
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Injure or Endanger Other Animals - Not Cattle
Criminal Code: 445
UCR Code: 3810.0100
Previous OSR Code: AC61
PRIME Code: 3810-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Instruct to Carry Out Terrorist Activity
Criminal Code: 83.22(1)
UCR Code: 3715.0030
Previous OSR Code: AC61
PRIME Code: 3715-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Instruct to Commit Offence for Criminal Organization
Criminal Code: 467.13(1)
UCR Code: 3840.0010
Previous OSR Code: AC61
PRIME Code: 3840-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-1

General Criteria	Exceptions

Operational Code: Instructing to Carry Out Activity for Terrorist Group
Criminal Code: 83.21(1)
UCR Code: 3715.0020
Previous OSR Code: AC61
PRIME Code: 3715-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - *Copyright Act* - Clothing and Accessories Offences
UCR Code: 6900.0192
Previous OSR Code: AF06
PRIME Code: 6900-47
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - *Copyright Act* – Music, Video, Software and Literary Works Offences
UCR Code: 6900.0191
Previous OSR Code: AF06
PRIME Code: 6900-42, 6900-43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - *Copyright Act* - Other Activities
UCR Code: 8840.0116
Previous OSR Code: AF06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - *Copyright Act* - Other Commodities Offences
UCR Code: 6900.0194
Previous OSR Code: AF06
PRIME Code: 6900-29
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - *Copyright Act* - Pharmaceutical Offences
UCR Code: 6900.0193
PRIME Code: 6900-46
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Deface, Conceal, Remove Trademark
Criminal Code: 410(a)
UCR Code: 2160.0510
Previous OSR Code: AB64
PRIME Code: 2160-38
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Fill Bottle or Siphon without Consent
Criminal Code: 410(b)
UCR Code: 2160.0515
Previous OSR Code: AB64
PRIME Code: 2160-38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Forging a Real Trademark
Criminal Code: 406
UCR Code: 2160.0520
Previous OSR Code: AB64
PRIME Code: 2160-38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Fraud (Intellectual Property Only) Greater than $5,000

Criminal Code: 380(1)(a)
UCR Code: 2160.0551
PRIME Code: 2160-61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Fraud (Intellectual Property Only) Less than $5,000
Criminal Code: 380(1)(b)
UCR Code: 2160.0552
PRIME Code: 2160-63
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2009-01-01

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Make, Possess or Dispose of Instrument for Forging Trade Mark
Criminal Code: 409
UCR Code: 2160.0540
PRIME Code: 2160-38
Previous OSR Code: AB64
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Passing Off Wares or Services
Criminal Code: 408
UCR Code: 2160.0530
Previous OSR Code: AB64
PRIME Code: 2160-38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intellectual Property Rights (IPR) - Sale of Used Goods without Disclosure
Criminal Code: 411
UCR Code: 2160.0550
Previous OSR Code: AB64
PRIME Code: 2160-38
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Intent to Alarm/Harm Queen/Break Public Peace
Criminal Code: 49
UCR Code: 3710.0040
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intent to Defraud by Uttering Fraudulent/Outdated Coins
Criminal Code: 453
UCR Code: 3420.0050
Previous OSR Code: AC61
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Message in False Name
Criminal Code: 371
UCR Code: 2160.0265
Previous UCR Code: 2160.0260
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2015-03-09

General Criteria	Exceptions

Operational Code: Interception of Private Communication
Criminal Code: 184(1)
UCR Code: 3750.0010
Previous OSR Code: AC61
PRIME Code: 3750-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interception of Radio-based Telephone Communications
Criminal Code: 184.5(1)
UCR Code: 3750.0015
Previous OSR Code: AC61
PRIME Code: 3750-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere with Boundary Line
Criminal Code: 442
UCR Code: 3810.0020
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere With Saving of Wreck
Criminal Code: 438(2)
UCR Code: 3810.0050
Previous OSR Code: AC61
PRIME Code: 3790-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere With Saving of Wrecked Vessel
Criminal Code: 438(1)
UCR Code: 3810.0040
Previous OSR Code: AC61
PRIME Code: 3790-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Interfere with Transport to Endanger Safety
Criminal Code: 248
UCR Code: 1480.0040
Previous OSR Code: AA51
PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Interfering with International Boundary Marks
Criminal Code: 443(1)
UCR Code: 3810.0025
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intimidate Parliament/Legislatures of Provinces
Criminal Code: 51
UCR Code: 3710.0110
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intimidation
Criminal Code: 423(1)

UCR Code: 1622.0010
Previous OSR Code: AC61
PRIME Code: 1622-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Intimidation of Justice System Participant or a Journalist
Criminal Code: 423.1(3)
UCR Code: 1621.0010
Previous OSR Code: AC61
PRIME Code: 1621-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Intoxicated Persons Detention Act* - Other Activities - "D", and "J" divisions only
UCR Code: 8840.0321
Previous OSR Code: AG05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Investigator's Notes
Info Bank: CMP/GRC PPU 005
Type and Retention Period:
Notes: Retain on the associated operational file
Notebooks: 20 years after the member is struck off strength (SOS)
Effective From: 2016-09-22

General Criteria	Exceptions

Operational Code: Invitation to Sexual Touching
Criminal Code: 152
UCR Code: 1350.0010
Previous OSR Code: AA57
PRIME Code: 1350-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while they were a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Issue False or Unauthorized Certificates/Extracts
Criminal Code: 378
UCR Code: 2160.0320
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Issue/Sell Trading Stamps
Criminal Code: 427(1)
UCR Code: 3790.0090
Previous OSR Code: AC61
PRIME Code: 3790-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Items Lost/Found - Except Passports
UCR Code: 8550.0060
Previous OSR Code: AJ49
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Notes:
1. For lost/found passports, see Guidelines for the handling of lost, stolen and found passports and travel documents .
2. For found property, see divisional policies.
Effective From: 1981-05-01

General Criteria	Exceptions

K

Operational Code: Keeping Common Betting House
Criminal Code: 201(1)
UCR Code: 3210.0010
Previous OSR Code: AC04
PRIME Code: 3210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Keeping Common Gaming House
Criminal Code: 201(1)
UCR Code: 3220.0010
Previous OSR Code: AC05
PRIME Code: 3220-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Kidnapping with Firearm
Criminal Code: 279(1.1)(a)
UCR Code: 1515.0010
Previous OSR Code: AC38
PRIME Code: 1515-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Kidnapping with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 279(1.1)(a)
UCR Code: 1515.0009
PRIME Code: 1515-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Kidnapping without Firearm
Criminal Code: 279(1.1)(b)
UCR Code: 1515.0020
Previous OSR Code: AC38
PRIME Code: 1515-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Killing Unborn Child in Act of Birth
Criminal Code: 238(1)
UCR Code: 1160.0020
Previous OSR Code: AC61
PRIME Code: 1160-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: Transfer all records where the RCMP is responsible for the inve3tigation to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

L

Operational Code: Laundering the Proceeds of Crime
Criminal Code: 462.31(2)
UCR Code: 3825.0010
Previous OSR Code: AC72
PRIME Code: 3825-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1994-01-01

General Criteria	Exceptions

Operational Code: Leave Canada to Participate in Activity of a Terrorist Group
Criminal Code: 83.181
UCR Code: 3721.0010
PRIME Code: 3721-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management

Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Leave Canada to Facilitate Terrorist Activity
Criminal Code: 83.191
UCR Code: 3722.0010
PRIME Code: 3722-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Leave Canada to Commit an Offence for a Terrorist Group
Criminal Code: 83.201
UCR Code: 3723.0010
PRIME Code: 3723-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Leave Canada to Commit an Offence that is a Terrorist Activity
Criminal Code: 83.202
UCR Code: 3724.0010
PRIME Code: 3724-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 25 years
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 2013-07-15

General Criteria	Exceptions

Operational Code: Letter Writers/Talkers Nonsensical
UCR Code: 8550.0016
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2004-07-26

General Criteria	Exceptions

Operational Code: *Liquor Act* (Provincial/Territorial) - Offences Only
UCR Code: 7100.0012
Previous OSR Code: AG06
PRIME Code: 7100-1, 7100-2, 7100-3, 7100-4, 7100-5, 7100-6, 7100-7, 7100-8, 7100-9
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Liquor Act* (Provincial/Territorial) - Other Activities
UCR Code: 8840.0281
Previous OSR Code: AG06
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Litter Act* - Offences Only
UCR Code: 7300.0080
Previous OSR Code: AG07
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Litter Act* - Other Activities
UCR Code: 8840.0326

Previous OSR Code: AG07
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lobbyists Registration Act* - Offences Only
UCR Code: 6900.0385
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lobbyists Registration Act* - Other Activities
UCR Code: 8840.0201
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Lotteries/Games of Chance Offences
Criminal Code: 206(1)
UCR Code: 3230.0040
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Lotteries/Games of Chance: Buy, Take, Receive Lot, Ticket or Device
Criminal Code: 206(4)

UCR Code: 3230.0050
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lottery Permit Act* - Offences Only
UCR Code: 7300.0090
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Lottery Permit Act* - Other Activities
UCR Code: 8840.0331
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Lottery Scheme: Unauthorized Activity
Criminal Code: 207(3)(a)
UCR Code: 3230.0060
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Luring a child
Criminal Code: 172.1(2)
UCR Code: 1370.0020
Previous UCR Code: 1370.0010
PRIME Code: 1370-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while they were a minor, resulting in imposition of a sentence in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 2002-06-04

General Criteria	Exceptions

M

Operational Code: Mailing Obscene Matter
Criminal Code: 168
UCR Code: 3460.0017
Previous OSR Code: AC37
PRIME Code: 3460-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Major Events - Category A (See PRPM ch. 8.)
UCR Code: 8640.0080
Previous OSR Code: EN45
PRIME Code: 8420-8
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category B (See PRPM ch. 8.)
UCR Code: 8640.0090
Previous OSR Code: EN45
PRIME Code: 8420-8
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category C - Other (See PRPM ch. 8.)
UCR Code: 8640.0100
Previous OSR Code: EN45
PRIME Code: 8420-8
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category D (See PRPM ch. 8.)
UCR Code: 8640.0020
Previous OSR Code: EN45
PRIME Code: 8420-8
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Category E (See PRPM ch. 8.)
UCR Code: 8640.0030
Previous OSR Code: EN45
PRIME Code: 8420-8
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1982-01-01

General Criteria	Exceptions

Operational Code: Major Events - Royal Family
UCR Code: 8640.0010
Previous OSR Code: EN35
PRIME Code: 8420-1
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents; or
2. All files which deal with visits of the reigning monarch that were handled by the RCMP.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make Available Property/Services for Terrorist Activity
Criminal Code: 83.03
UCR Code: 3711.0020
Previous OSR Code: AC61
PRIME Code: 3711-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Make or Possess Public Seal
Criminal Code: 369
UCR Code: 2160.0246
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make or Possess Revenue Paper
Criminal Code: 369
UCR Code: 2160.0240
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make, Deal or Possess Instruments for Forging Credit Card
Criminal Code: 342.01(1)(b)
UCR Code: 2160.0190
Previous OSR Code: AB54
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make, Deal or Possess Instruments Used to Copy Credit Card Data
Criminal Code: 342.01(1)(a)
UCR Code: 2160.0191
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Make/Possess/Use Copy of Canada Post Mailbox Key with Intent
Criminal Code: 356(1)(a.1)
UCR Code: 2160.0580
Previous UCR Code: 2150.0032
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Make/Print/Publish Likeness of Note/Security
Criminal Code: 457(3)
UCR Code: 3820.0040
Previous OSR Code: AC61
PRIME Code: 3820-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Make/Sell/Possess Instrument for the Making of Forged Document
Criminal Code: 368.1
UCR Code: 2160.0161
PRIME Code: 2160-35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Make Sexually Explicit Material Available to Child
Criminal Code: 171.1
UCR Code: 1367.0010
PRIME Code: 1367-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Notes:
1. This code can be used only when the purpose is to facilitate the commission of a sexual offence or abduction if the victim is under the age of 14.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while they were a minor, resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 2012-08-09

General Criteria	Exceptions

Operational Code: Makes/Sells/Possesses/Uses/Affixes Counterfeit Marks
Criminal Code: 376(2)
UCR Code: 2160.0305
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Making Counterfeit Money
Criminal Code: 449
UCR Code: 3420.0010
Previous OSR Code: AC24
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manslaughter - Failure to Safeguard Opening in Ice/Land Excavation Causing Death
Criminal Code: 263(3)(a)
UCR Code: 1130.0020
Previous OSR Code: AA03
PRIME Code: 1130-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides - where a homicide cannot be established - are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manslaughter with Firearm
Criminal Code: 232(1)(2), 234, 236(a)
UCR Code: 1130.0010
Previous OSR Code: AA03
PRIME Code: 1130-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides - where a homicide cannot be established - are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manslaughter without Firearm
Criminal Code: 232(1)(2), 234, 236(b)
UCR Code: 1130.0015
Previous OSR Code: AA03
PRIME Code: 1130-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides - where a homicide cannot be established - are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established; or
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Manufacture/Alter/Assemble Automatic Firearms
Criminal Code: 102(2)
UCR Code: 3365.0040
Previous OSR Code: AC09
PRIME Code: 3365-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Marriage Contrary to Law
Criminal Code: 295
UCR Code: 3770.0150
Previous OSR Code: AC61
PRIME Code: 3770-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Material benefit from sexual services
Criminal Code: 286.2(1)
UCR Code: 1721.0010
Previous UCR Code: 3150.0010
PRIME Code: 1721-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Material benefit from sexual services provided by person under 18
Criminal Code: 286.2(2)
UCR Code: 1722.0010
Previous UCR Code: 3151.0010
PRIME Code: 1722-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Mental Health Act - Offences Only
UCR Code: 7300.0100
Previous OSR Code: AG08
PRIME Code: 7300-34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Mental Health Act - Other Activities
UCR Code: 8840.0336
Previous OSR Code: AG08

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Migratory Bird - Kill Permit
UCR Code: 8560.0020
Previous OSR Code: DK04
PRIME Code: 8210-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Migratory Birds Convention Act, 1994* - Offences Only
UCR Code: 6900.0390
Previous OSR Code: AF73
PRIME Code: 6900-55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-04-01

General Criteria	Exceptions

Operational Code: *Migratory Birds Convention Act, 1994* - Other Activities
UCR Code: 8840.0206
Previous OSR Code: AF73
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-04-01

General Criteria	Exceptions

Operational Code: Mischief - Damage to, or Obstruct Enjoyment of Property
Criminal Code: 430(3) and (4)
UCR Code: 2170.0070

Previous OSR Code: AC28 and AC29
PRIME Code: 2170-3, 2170-4, 2170-5
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Mischief - Data (Includes Trojan Horses, Worms and Viruses)
Criminal Code: 430(5)
UCR Code: 2170.0030
Previous OSR Code : AC66 and AC68
PRIME Code: 2170-1, 2170-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Note:
1. In addition to activities described in the relevant *Criminal Code* section, this code will include the introduction or use of a computer program with a self-multiplying component that attaches itself to executable program code or operation system commands, and spreads from system to system, performing illicit functions. Such a program is described as malicious code, and includes but is not limited to computer viruses, Trojan horses, and worms.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-14

General Criteria	Exceptions

Operational Code: Mischief relating to war memorials
Criminal Code: 430(4.11)
UCR Code: 2177.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:

- high-profile cases;
- Charter of Rights or Supreme Court cases;
- cases involving Aboriginal rights;

- exceptional resources or techniques used by police;
- cases leading to changes in policy, major procedures or setting precedent;
- a dispute within the force over the handling of an investigation,
- unique conditions in Canada's north; or
- cases dealing with environmental issues.

Effective From: 2014-06-19

General Criteria	Exceptions

Operational Code: Mischief to a Testamentary Instrument
Criminal Code: 430(3)
UCR Code: 2170.0080
Previous OSR Code: AC28
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Mischief to Cultural Property
Criminal Code: 430(4.2)
UCR Code: 2175.0010
Previous UCR Code: 2170.0060
PRIME Code: 2175-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-06-09

General Criteria	Exceptions

Operational Code: Hate-motivated mischief relating to property used by identifiable group
Criminal Code: 430(4.1)
UCR Code: 2176.0010
Previous OSR Code: AC28
PRIME Code: 2176-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. Use this code only if the mischief is motivated by bias, prejudice, or hate based on religion,

race, colour, or national or ethnic origin.
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Mischief - Causing Danger to Life
Criminal Code: 430(2)
UCR Code: 1630.0010
Previous OSR Code: AC61
PRIME Code: 1630-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Misconduct of Peace Officer or Coroner in Executing Process
Criminal Code: 128
UCR Code: 3730.0120
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Missing Persons
See Person Reported Missing

General Criteria	Exceptions

Operational Code: Misuse Application for Federal Employment
Criminal Code: 672.37(3)
UCR Code: 3890.0160
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Misuse of Trading Stamps by Dealer
Criminal Code: 427(2)
UCR Code: 3790.0095
Previous OSR Code: AC61
PRIME Code: 3790-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Motor Vehicle Act* - Other Activities (Except Traffic Warnings)
UCR Code: 8840.0386
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2004-08-05

General Criteria	Exceptions

Operational Code: Motor Vehicle Insurance Coverage Violations - Provincial/Territorial
UCR Code: 9900.0050
Previous OSR Code: AT48
PRIME Code: 8120-7
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1982-01-28

General Criteria	Exceptions

Operational Code: Moving Traffic - Intersection Related Violations - Provincial/Territorial
UCR Code: 9900.0020
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Moving Traffic - Speeding Violations - Provincial/Territorial
UCR Code: 9900.0030
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Municipal Bylaws - Other
UCR Code: 9955.0010
Previous OSR Code: AH01
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files documenting efforts by the police to improve community service and police response to community needs.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Municipal Bylaws - Traffic
UCR Code: 9950.0010
Previous OSR Code: AT43
PRIME Code: 8120-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Murder 1st Degree
Criminal Code: 229(a-c), 230, 231(2)(3)(4a-c)(5), 235(1)
UCR Code: 1110.0010
Previous OSR Code: AA01
PRIME Code: 1110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:

Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides - where a homicide cannot be established - are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Murder 2nd Degree
Criminal Code: 229, 231(7), 235(1)
UCR Code: 1120.0010
Previous OSR Code: AA02
PRIME Code: 1120-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Notes:
1. All instances of suspicious deaths and unsubstantiated reports of possible homicides - where a homicide cannot be established - are to be classified as Operational Code 8840.0297 (*Coroner's Act* - Sudden death), until such time as a homicide offence is established.
2. If the RCMP provides assistance on a homicide investigation, see appropriate Assistance operational file type.
Archival Constraints: Transfer all files to National Headquarters, ATTN: Archives Management Section
Effective From: 1981-05-01

General Criteria	Exceptions

N

Operational Code: *National Defence Act* - Offences only
UCR Code: 6560.0010
Previous OSR Code: AF50
PRIME Code: 6560-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *National Energy Board Act* - Offences Only
UCR Code: 6900.0400
Previous OSR Code: AE12
PRIME Code: 6900-22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *National Energy Board Act* - Other Activities
UCR Code: 8840.0211
Previous OSR Code: AE12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1982-03-22

General Criteria	Exceptions

Operational Code: *National Housing Act* - Offences Only
UCR Code: 6900.0410
Previous OSR Code: AF16
PRIME Code: 6900-34
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *National Housing Act* - Other Activities
UCR Code: 8840.0216
Previous OSR Code: AF16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: National Security: Covert Unlawful Act - Organization(s)
UCR Code: 8620.0100
Previous OSR Code: FS33
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 15 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Covert Unlawful Act - Person(s)
UCR Code: 8620.0090
Previous OSR Code: FS32
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Espionage/Sabotage - Organizations
UCR Code: 8620.0020
Previous OSR Code: FS03
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 15 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Espionage/Sabotage - Persons
UCR Code: 8620.0010

Previous OSR Code: FS02
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Foreign Influenced Threats to Persons - Organization(s)
UCR Code: 8620.0050
Previous OSR Code: FS13
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 15 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Foreign Influenced Threats to Persons - Person(s)
UCR Code: 8620.0040
Previous OSR Code: FS12
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Security Assessments
UCR Code: 8620.0110
Previous OSR Code: AJ38
PRIME Code: 8140-64
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1984-07-01

General Criteria	Exceptions

Operational Code: National Security: Threat Assessments - General
UCR Code: 8620.0060
Previous OSR Code: FS21

Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Threat or Use of Violence by Organization(s)
UCR Code: 8620.0080
Previous OSR Code: FS23
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Security: Threat or Use of Violence by Person(s)
UCR Code: 8620.0070
Previous OSR Code: FS22
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: National Sex Offender Registry (NSOR)
Info Bank: CMP/GRC PPU 095
Type and Retention Period:
Offender files: 100 years or 20 years after the date of death, whichever is longer (Override to 2900-01-01 pending archival review)
Offender files (Individual receives a stay of proceedings for which no further proceedings are taken within one year): 1 year
Notes:
1. Open a separate file for each registered offender using:
1. 1. The structure: NSOR - Offender ID
1. 2. Form 1632 from the Retail Products Catalogue
Effective From: 2004-12-15

General Criteria	Exceptions

Operational Code: Neglect by Peace Officer to Suppress Riot
Criminal Code: 69
UCR Code: 3710.0210
Previous OSR Code: AC61
PRIME Code: 3710-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Neglect to Obtain Assistance in Childbirth
Criminal Code: 242
UCR Code: 1160.0040
Previous OSR Code: AC61
PRIME Code: 1160-92
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Non-Moving Traffic - Occupant Restraint/Seatbelt Violations - Provincial/Territorial
UCR Code: 9900.0010
Previous OSR Code: AT36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Non-Smokers Health Act* - Offences Only
UCR Code: 6900.0420
Previous OSR Code: AF41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: *Non-Smokers Health Act* - Other Activities
UCR Code: 8840.0221
Previous OSR Code: AF41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1990-01-01

General Criteria	Exceptions

Operational Code: Notebooks
See Investigator's Notes

General Criteria	Exceptions

Operational Code: *Nuclear Safety and Control Act* - Offences Only
UCR Code: 6900.0600
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Nudity - Public Property/Private Property
Criminal Code: 174(1)
UCR Code: 3450.0030
Previous OSR Code: AC36
PRIME Code: 3450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adults who report being victimized when they were children.
Effective From: 1981-05-01

General Criteria	Exceptions

O

Operational Code: Obstruct Justice
Criminal Code: 139(1)
UCR Code: 3730.0050
Previous OSR Code: AC61
PRIME Code: 3730-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obstruct Justice by Other Means
Criminal Code: 139(2)
UCR Code: 3730.0190
Previous OSR Code: AC61
PRIME Code: 3730-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obstruct Officiating Clergy
Criminal Code: 176(1)
UCR Code: 3740.0010
Previous OSR Code: AC61
PRIME Code: 3740-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain by Instrument Based on Forged Document
Criminal Code: 375
UCR Code: 2160.0290
Previous OSR Code: AC61

PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Carriage by False Billing
Criminal Code: 401(1)
UCR Code: 2160.0480
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Credit by Fraud
Criminal Code: 362(3)
UCR Code: 2160.0210
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Execution of Security by Fraud
Criminal Code: 363
UCR Code: 2160.0100
Previous OSR Code: AB56
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Obtain Food/Lodging by Fraud - Cheque
Criminal Code: 364(1)
UCR Code: 2160.0220
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtain Food/Lodging by Fraud
Criminal Code: 364(1)
UCR Code: 2160.0040
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Obtaining sexual services for consideration
Criminal Code: 286.1(1)
UCR Code: 1711.0010
Previous UCR Code: 3145.0010
PRIME Code: 1711-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Obtaining sexual services for consideration from person under 18 years
Criminal Code: 286.1(2)
UCR Code: 1712.0010
Previous UCR Code: 3146.0010
PRIME Code: 1712-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Occupant Injuring Building
Criminal Code: 441
UCR Code: 3810.0090
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Off-Road Vehicle Act* - Offences Only
UCR Code: 7300.0120
Previous OSR Code: AG18
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 2 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: *Off-Road Vehicle Act* - Other Activities
UCR Code: 8840.0346
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Off-Road Vehicle Collision - Fatal
UCR Code: 9940.0010
Previous OSR Code: AT01 and AT05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Off-Road Vehicle Collision - Non-Fatal Injury
UCR Code: 9940.0020
Previous OSR Code: AT05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Off-Road Vehicle Collision - Property Damage
UCR Code: 9940.0030
Previous OSR Code: AT05
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offences by Employers
Criminal Code: 425
UCR Code: 3790.0100
Previous OSR Code: AC61
PRIME Code: 3790-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offences in Relation to Wreck
Criminal Code: 415
UCR Code: 3790.0010
Previous OSR Code: AC61
PRIME Code: 3790-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offences Relating to Affidavits
Criminal Code: 138
UCR Code: 3730.0180
Previous OSR Code: AC61
PRIME Code: 3730-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Offender Management
UCR Code: 8500.0110

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years (Override to 2900-01-01 pending archival review)
Effective From: 2012-01-01

General Criteria	Exceptions

Operational Code: Offensive Weapon Onboard Aircraft
Criminal Code: 78(1)
UCR Code: 3375.0020
Previous OSR Code: AC12
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence or use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Old Age Security Act* - Offences Only
UCR Code: 6900.0430
Previous OSR Code: AF18
PRIME Code: 6900-36
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Old Age Security Act* - Other Activities
UCR Code: 8840.0226
Previous OSR Code: AF18
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Omits to Assist Peace or Public Officer
Criminal Code: 129
UCR Code: 3470.0030
Previous OSR Code: AC35
PRIME Code: 3470-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operating an Unsafe Aircraft
Criminal Code: 251(1)(b)
UCR Code: 9330.0040
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operating an Unseaworthy Vessel
Criminal Code: 251(1)(a)
UCR Code: 9330.0030
Previous OSR Code: AC61
PRIME Code: 9330-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operating Unsafe Railway Equipment
Criminal Code: 251(1)
UCR Code: 9330.0050
Previous OSR Code: AC61
PRIME Code: 9330-3
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Operation Impact
UCR Code: 9960.0015
Previous OSR Code: DK27
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1994-09-01

General Criteria	Exceptions

Operational Code: Operation of Motor Vehicle While Being Pursued By Police
Criminal Code: 249.1(2)
UCR Code: 9133.0010
Previous OSR Code: AT65
PRIME Code: 9133-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-01-01

General Criteria	Exceptions

Operational Code: Order-in-Council Appointment Enquiries
UCR Code: 8620.0140
Previous OSR Code: AJ39
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1984-07-01

General Criteria	Exceptions

Operational Code: Other *Canada Shipping Act* Offences
UCR Code: 6200.0050
Previous OSR Code: AE06
PRIME Code: 6200-1

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Federal Statutes (Not Otherwise Specified) - Offences Only (Excluding traffic)
UCR Code: 6900.1000
Previous OSR Code: AF50
PRIME Code: 6900-14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Federal Statutes (not Otherwise Specified) - Other Activities
UCR Code: 8840.0276
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Inspections (Except Protective)
UCR Code: 8570.0050
Previous OSR Code: DK30
PRIME Code: 8230-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Moving Traffic Violations - Provincial/Territorial
UCR Code: 9900.0040

Previous OSR Code: AT35
PRIME Code: 8110-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Non-Moving Traffic - Provincial/Territorial
UCR Code: 9900.0070
Previous OSR Code: AT36
PRIME Code: 8110-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Permit Issue (Federal)
UCR Code: 8560.0030
Previous OSR Code: DK14
PRIME Code: 8210-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-01-01

General Criteria	Exceptions

Operational Code: Other Permit Issue (Provincial/Territorial)
UCR Code: 8560.0040
Previous OSR Code: DK14
PRIME Code: 8210-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1996-01-01

General Criteria	Exceptions

Operational Code: Other Provincial/Territorial Statutes (Not Otherwise Specified) - Offences Only
UCR Code: 7300.0900
Previous OSR Code: AG12
PRIME Code: 7300-24
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Provincial/Territorial Statutes (not otherwise specified) - Other Activities
UCR Code: 8840.0381
Previous OSR Code: AG12
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Theft Over $5000
Criminal Code: 334(a)
UCR Code: 2130.0005
Previous OSR Code: AB26
PRIME Code: 2130-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Theft Under $5000
Criminal Code: 334(b)
UCR Code: 2140.0011
Previous OSR Code: AB37
PRIME Code: 2140-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Other Traffic - Federal (Except Parking)
UCR Code: 9905.0010
PRIME Code: 8120-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2006-11-30

General Criteria	Exceptions

Operational Code: Overcoming Resistance to the Commission of an Indictable Offence
Criminal Code: 246
UCR Code: 1480.0020
Previous OSR Code: AA51
PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

P

Operational Code: Parent/guardian procuring sexual activity
Criminal Code: 170
UCR Code: 1368.0010
Previous UCR Code: 3165.0010, 3166.0021, 3120.0011, 3120.0010, 3120.0021, 3120.0020
PRIME Code: 1368-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Pari-mutual Provisions - Fail to Comply
Criminal Code: 204(10)
UCR Code: 3230.0030
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Parking Offences - Provincial/Territorial
UCR Code: 9900.0060
Previous OSR Code: AT44
PRIME Code: 8120-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effec4ve From: 1981-05-01

General Criteria	Exceptions

Operational Code: Participate in Activities of Criminal Organization
Criminal Code: 467.11(1)
UCR Code: 3842.0010
Previous OSR Code: AC61
PRIME Code: 3842-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Participate or Contribute to Activity of Terrorist Group
Criminal Code: 83.18(1)
UCR Code: 3713.0010
Previous OSR Code: AC61
PRIME Code: 3713-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Participation in Lottery Scheme
Criminal Code: 207(3)(b)
UCR Code: 3230.0070
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Passports Lost/Found (excluding Canadian passports lost in Canada) See Guidelines for the handling of lost, stolen and found passports and travel documents.
UCR Code: 8550.0071
Previous OSR Code: AJ49
Info Bank: CMP/GRC PPU 040
Mandatory ViCLAS: No
Type and Retention Period:
Passports (Lost/stolen): 5 years after the date reported lost/stolen, until the passport has been located, until the passport has expired, or 2 years after the date of the last piece of correspondence, whichever is longer
Passports (Found): Expiration of the passport
Notes:
1. For found property, see divisional policies.
Effective From: 2014-04-01

General Criteria	Exceptions

Operational Code: Peace Bond
UCR Code: 8550.0121
Previous OSR Code: AC98
PRIME Code: 8160-5
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2000-08-01

General Criteria	Exceptions

Operational Code: Peace Officer Assistance to Canadian Security Intelligence Service (CSIS) - Not Otherwise Specified
UCR Code: 8620.0120
Previous OSR Code: FS42
Info Bank: CMP/GRC PPU 025
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1984-07-16

General Criteria	Exceptions

Operational Code: Peace Officer Permitting Escape
Criminal Code: 147
UCR Code: 3730.0255
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Perjury
Criminal Code: 132
UCR Code: 3730.0140
Previous OSR Code: AC61
PRIME Code: 3730-90
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-p5-01`

General Criteria	Exceptions

Operational Code: Permit or Assist Escape
Criminal Code: 146
UCR Code: 3730.0240
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Person Reported Missing
UCR Code: 8550.0080
Previous OSR Code: AJ48
PRIME Code: 8190-3
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: Yes, when foul play is suspected.
Operational Code:
Type and Retention Period:
Operational file: 2 years
Notes:
1. To be used when requested to find a person and return them, or permit them to return, to their normal residence. This includes runaways and persons suffering from mental or physical affliction that preclude or impede them from returning to their residence, as well as lost hunters, small children, and those whose disappearance is unusual.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files which document jurisdictional dispute or cooperation, i.e. between police forces, between different levels of the RCMP, and those cases which were investigated in cooperation with other agencies, e.g. the Canadian Security Intelligence Service (CSIS), Canadian Forces, and the Federal Bureau of Investigation (FBI);
2. Ten files each from "G" & "M" division every 10 years, coordinated by Divisional HQ; or
3. One file from each division every 3 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Personating a Peace Officer
Criminal Code: 130
UCR Code: 3730.0130
Previous OSR Code: AC61
PRIME Code: 3730-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Personation at Examination
Criminal Code: 404

UCR Code: 2160.0490
Previous OSR Code: AB59
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Persuade/Aid/Harbour RCMP Deserter
Criminal Code: 56
UCR Code: 3710.0150
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Photobooks (Prisoner Photographs/Photo Mug Book)
Type and Retention Period:
Photograph: 5 years from the date the photograph was taken
Photograph (Individual discharged absolutely): 1 year
Photograph (Individual discharged conditionally): 3 years
Photograph (Young Person): Upon expiration of the period of access
Notes:
1. A copy of the photographs must be retained on the operational file.
2. For sequential photograph pack, i.e. photo line-up, see App. 2-3-1, Retention Exceptions - Exhibits.

General Criteria	Exceptions

Operational Code: Piracy
Criminal Code: 74(2)
UCR Code: 3710.0250
Previous OSR Code: AC61
PRIME Code: 3842-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Piratical Acts
Criminal Code: 75
UCR Code: 3710.0260
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Place Bet on Behalf of Another - First Offence
Criminal Code: 203(d)
UCR Code: 3230.0020
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Place Bet on Behalf of Another - Second Offence
Criminal Code: 203(e)
UCR Code: 3230.0023
Previous OSR Code: AC06
PRIME Code: 3230-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Place Bet on Behalf of Another - Third Offence
Criminal Code: 203(f)
UCR Code: 3230.0026
Previous OSR Code: AC06
PRIME Code: 3230-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Pointing a Firearm
Criminal Code: 87(2)
UCR Code: 1457.0010
Previous OSR Code: AC07
PRIME Code: 1457-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Polygamy
Criminal Code: 293(1)
UCR Code: 3770.0130
Previous OSR Code: AC61
PRIME Code: 3770-70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess Break-in Instruments
Criminal Code: 351(1)
UCR Code: 3780.0020
Previous OSR Code: AC61
PRIME Code: 3780-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess Instrument to Break Money Devices
Criminal Code: 352
UCR Code: 3780.0040
Previous OSR Code: AC61
PRIME Code: 3780-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Codez Possess/Deposit/Throw/Inject Offensive Volatile Substance
Criminal Code: 178
UCR Code: 3740.0040
Previous OSR Code: AC61
PRIME Code: 3740-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possess/Sell/Buy Intercepting Devices
Criminal Code: 191(1)
UCR Code: 3750.0020
Previous OSR Code: AC61
PRIME Code: 3750-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Cocaine 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4120.0010
Previous OSR Code: AD04
PRIME Code: 4120-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Heroin 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4110.0010
Previous OSR Code: AD01
PRIME Code: 4110-0
Info Bank: □□P/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Methamphetamine (Crystal Meth) 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4150.0010
Previous OSR Code: AD48
PRIME Code: 4150-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Methylenedioxyamphetamine (Ecstasy) 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4160.0020
Previous OSR Code: AD55
PRIME Code: 4160-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule I: Other 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0010
Previous OSR Code: AD48
PRIME Code: 4130-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana) More Than 30 Grams 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0010
Previous OSR Code: AD22
PRIME Code: 4140-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana) Resin More Than 1 Gram 4 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0020
Previous OSR Code: AD22
PRIME Code: 4140-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana)/Derivatives 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0030
Previous OSR Code: AD22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule II: Cannabis (Marihuana)/Synthetic Preparations 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0040
Previous OSR Code: AD22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule III: Methylenedioxyamphetamine (MDA)(Ecstasy) 4 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4160.0010
Previous OSR Code: AD55
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession - Schedule III: Other 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4130.0020
Previous OSR Code: AD80
PRIME Code: 4130-7
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession - Schedule VIII: Cannabis (Marihuana) - 30 grams or less 4(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0050
Previous OSR Code: AD40
PRIME Code: 4140-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession - Schedule VIII: Cannabis (Marihuana) Resin - 1 gram or less 4 (1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4140.0060
Previous OSR Code: AD43
PRIME Code: 4140-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Cocaine 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4320.0020
Previous OSR Code: AD06
PRIME Code: 4320-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Heroin 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4310.0020
Previous OSR Code: AD03
PRIME Code: 4310-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Methamphetamine (Crystal Meth) 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4350.0020
Previous OSR Code: AD50
PRIME Code: 4350-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Methylenedioxyamphetamine (Ecstasy) 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4360.0030
Previous UCR Code: 4360.0020
Previous OSR Code: AD82
PRIME Code: 4360-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule I: Other 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0020
Previous OSR Code: AD50
PRIME Code: 4330-11
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
q. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule II: Cannabis 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4340.0040
Previous OSR: AD24 and AD78
PRIME Code: 4340-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule III: Other 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0040
Previous OSR Code: AD82
PRIME Code: 4330-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule IV 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0060
Previous OSR Code: AD86
PRIME Code: 4330-15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule V 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0080
Previous OSR Code: AD87
PRIME Code: 4330-16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Exporting - Schedule VI 6(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4330.0100
Previous OSR Code: AD88
PRIME Code: 4330-17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule I: Cocaine 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4220.0020
Previous OSR Code: AD05
PRIME Code: 4220-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule I: Heroin 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4210.0020
Previous OSR Code: AD02
PRIME Code: 4210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule I: Methamphetamine (Crystal Meth) 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4250.0020
Previous OSR Code: AD49
PRIME Code: 4250-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule I: Methylenedioxyamphetamine (Ecstasy) 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4260.0030
Previous UCR Code: 4260.0020
Previous OSR Code: AD56
PRIME Code: 4260-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule I: Other 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0020
Previous OSR Code: AD49
PRIME Code: 4230-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule II: Cannabis 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0020
Previous OSR Code: AD44, AD45, AD46 and AD47
PRIME Code: 4240-1, 4240-2, 4240-3, 4240-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule III: Other 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0040
Previous OSR Code: AD81
PRIME Code: 4230-14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule IV 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0060
Previous OSR Code: AD85
PRIME Code: 4230-16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession for the Purpose of Trafficking - Schedule VII: Cannabis 5(2), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0040
Previous OSR Code: AD44 and AD45
PRIME Code: 4240-1 4240-2, 4240-3, 4240-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Possession of Device to Obtain Computer Service
Criminal Code: 342.2(1)
UCR Code: 2160.0570
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of a Firearm When Knowing Possession Unauthorized - First Offence
Criminal Code: 92(3)(a)
UCR Code: 3375.0060
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of a Firearm When Knowing Possession Unauthorized - Second offence
Criminal Code: 92(3)(b)
UCR Code: 3375.0063
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or

4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of a Firearm When Knowing Possession Unauthorized - Third Offence
Criminal Code: 92(3)(c)
UCR Code: 3375.0066
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Device to Obtain Telecom Services
Criminal Code: 327(1)
UCR Code: 2140.0130
Previous OSR Code: AC61
PRIME Code: 2140-14, 2140-15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Firearm with Tampered Serial Number
Criminal Code: 108(2)
UCR Code: 3390.0050
Previous OSR Code: AC08
PRIME Code: 3390-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal weapons used by organized crime.
Effective From: 1982-12-01

General Criteria	Exceptions

Operational Code: Possession of Firearm/Weapon/Device/Ammunition at Unauthorized Place
Criminal Code: 93(2)
UCR Code: 3375.0070
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Firearm/Weapon/Device/Ammunition in Motor Vehicle
Criminal Code: 94(2)
UCR Code: 3375.0080
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;

s. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Forged Passport
Criminal Code: 57(3)
UCR Code: 3710.0060
Previous OSR Code: AC53
PRIME Code: 3710-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Gold/Silver Filing/Clipping/Bullion/Dust Obtained From Lightening Coin
Criminal Code: 451
UCR Code: 3420.0030
Previous OSR Code: AC61
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Incendiary Material
Criminal Code: 436.1
UCR Code: 2110.0050
Previous OSR Code: AC23
PRIME Code: 2110-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major arson cases involving a high property value, i.e. over $1 million;
2. Serious injury or loss of life occurred; or

3. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Matter Stolen From Mail
Criminal Code: 356(1)
UCR Code: 2156.0015
Previous UCR Code: 2150.0030
Previous OSR Code: AB26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Possession of Property Obtained by Crime for the Purpose of Trafficking Less Than or Equal to $5,000
Criminal Code: 355.4
UCR Code: 2155.0020
PRIME Code: 2155-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Possession of Property Obtained by Crime for the Purpose of Trafficking over $5,000
Criminal Code: 355.4
UCR Code: 2152.0020
PRIME Code: 2152-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Possession of property obtained by crime less than or equal $5000
Criminal Code: 354(1)(a)

UCR Code: 2156.0010
PRIME Code: 2156-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Possession of property obtained by crime over $5000
Criminal Code: 354(1)(a)
UCR Code: 2153.0010
PRIME Code: 2153-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2014-01-01

General Criteria	Exceptions

Operational Code: Possession of Restricted Firearm/Prohibited Weapon with Ammunition without Licence/Registration
Criminal Code: 95(2)
UCR Code: 3375.0090
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Weapon for Dangerous Purpose
Criminal Code: 88(2)
UCR Code: 3375.0010

Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession of Weapon Obtained by Crime
Criminal Code: 96(2)
UCR Code: 3375.0100
Previous OSR Code: AC08
PRIME Code: 3375-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Possession/Production/Selling/Importation of Anything Used to Produce or Traffic in Schedule I: Methamphetamine (Crystal Meth) 7.1(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4590.0010
PRIME Code: 4590-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years

Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 2011-06-23

General Criteria	Exceptions

Operational Code: Possession/Production/Selling/Importation of anything used to produce or traffic in Schedule III: Methylenedioxyamphetamine (MDA)(Ecstasy) 7.1(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4590.0020
PRIME Code: 4590-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), incl5ding intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 2011-06-23

General Criteria	Exceptions

Operational Code: Pretend Practice of Witchcraft/Sorcery
Criminal Code: 365
UCR Code: 2160.0230
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Archival Constraints: In addi4on to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Print/Tender Counterfeit Proclamation
Criminal Code: 370
UCR Code: 2160.0250
Previous OSR Code: AB55
PRIME Code: 2160-0250
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Prison Breach
Criminal Code: 144
UCR Code: 3440.0020
Previous OSR Code: AC44
PRIME Code: 3440-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Prisoner Log Record Books/Prisoner Reports
Info Bank: CMP/GRC PPU 005
Type and Retention Period:
Logbook (Not related to an occurrence): 2 years after last entry
Prisoner Report Form C-13-1 (Related to an occurrence): Upon conclusion of the occurrence

General Criteria	Exceptions

Operational Code: Prisoners for Non-PROS Agencies - Escorted
UCR Code: 8550.0150
PRIME Code: 8250-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Prisoners for Non-PROS Agencies - Held
UCR Code: 8550.0160
PRIME Code: 8250-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2007-01-31

General Criteria	Exceptions

Operational Code: Prize Fight: Engage in/Encourage/Promote
Criminal Code: 83(1)
UCR Code: 3710.0320
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Procuring Feigned Marriage
Criminal Code: 292(1)
UCR Code: 3770.0040
Previous OSR Code: AC61
PRIME Code: 3770-70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Procuring Miscarriage
Criminal Code: 287(1)
UCR Code: 3770.0030
Previous OSR Code: AC61
PRIME Code: 3770-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Procuring
Criminal Code: 286.3(1)
UCR Code: 1731.0010
Previous UCR Code: 3155.0010
PRIME Code: 1731-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 20 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Procuring person under 18 years
Criminal Code: 286.3(2)
UCR Code: 1732.0010
Previous UCR Code: 3156.0010
PRIME Code: 1732-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 70 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Produce/Sell/Possess Fraudulent Slugs/Tokens
Criminal Code: 454
UCR Code: 3420.0060
Previous OSR Code: AC24
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Production - Schedule I: Cocaine 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4420.0010
Previous OSR Code: AD33
PRIME Code: 4420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule I: Heroin 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4410.0010
Previous OSR Code: AD32
PRIME Code: 4410-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign

Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule I: Methamphetamine (Crystal Meth) 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4450.0010
Previous OSR Code: AD34
PRIME Code: 4450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule I: Methylenedioxyamphetamine (Ecstasy) 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4460.0020
Previous UCR Code: 4460.0010
Previous OSR Code: AD37
PRIME Code: 4460-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of

Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule I: Other 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4430.0010
Previous OSR Code: AD34
PRIME Code: 4430-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule II: Cannabis (Marihuana) 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4440.0010
Previous OSR Code: AD25
PRIME Code: 4440-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of

Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Production - Schedule II: Cannabis (Other) 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4440.0020
Previous OSR Code: AD35
PRIME Code: 4440-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule III: Other 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4430.0020
Previous OSR Code: AD37
PRIME Code: 4430-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of

Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Production - Schedule IV: 7(1), *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4430.0030
Previous OSR Code: AD39
PRIME Code: 4430-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in the drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Prohibited Publication of Complainant's Sexual Activity
Criminal Code: 276.3(2)
UCR Code: 3770.0080
Previous OSR Code: AC61
PRIME Code: 3770-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Prohibited Publication of Personal Information Records
Criminal Code: 278.9(2)
UCR Code: 3770.0090

Previous OSR Code: AC61
PRIME Code: 3770-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Property Check
UCR Code: 8550.0090
Previous OSR Code: AC51
PRIME Code: 8190-50
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Provide/Collect Property for Terrorist Activity
Criminal Code: 83.02
UCR Code: 3711.0010
Previous OSR Code: AC61
PRIME Code: 3711-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Provincial/Territorial Environmental Legislation - Offences Only
UCR Code: 7300.0130
Previous OSR Code: AG19
PRIME Code: 7300-43
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding

wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1991-05-27

General Criteria	Exceptions

Operational Code: Provincial/Territorial Environmental Legislation - Other Activities
UCR Code: 8840.0351
Previous OSR Code: AG19
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1991-05-27

General Criteria	Exceptions

Operational Code: Provincial/Territorial Wildlife Act - Offences Only
UCR Code: 7300.0140
Previous OSR Code: AG09
PRIME Code: 7300-35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Provincial/Territorial Wildlife Act - Other Activities
UCR Code: 8840.0356
Previous OSR Code: AG09
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Environmental issues, e.g. depletion of wildlife and their nesting/breeding grounds, eroding wetlands, protection of certain endangered species, over-fishing, over-cutting, i.e. forests, especially when pressure groups such as Greenpeace are involved; or
2. Serious damage to the environment as the result of illegal dumping of toxic or accidental spills of hazardous wastes or their release into the atmosphere.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Public Complaints
See *RCMP Act*, Part VII

General Criteria	Exceptions

Operational Code: Public Incitement of Hatred
Criminal Code: 319(1)
UCR Code: 3560.0010
Previous OSR Code: AC61
PRIME Code: 3560-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Public Mischief
Criminal Code: 140(2)
UCR Code: 3730.0200
Previous OSR Code: AC61
PRIME Code: 4460-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is a false allegation of a sexual assault or attempted murder
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Public Servant Fail/Refuse to Deliver Property
Criminal Code: 337
UCR Code: 3780.0050
Previous OSR Code: AC61
PRIME Code: 3780-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Publication of Confession/Admission Tendered as Evidence in Preliminary Inquiry
Criminal Code: 542(2)
UCR Code: 3890.0120
Previous OSR Code: AC61
PRIME Code: 3490-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Publish Information about Search Warrant without Consent
Criminal Code: 487.2(1)
UCR Code: 3890.0070
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Publish Libel Known to be False
Criminal Code: 300
UCR Code: 3770.0160
Previous OSR Code: AC61

PRIME Code: 3770-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Purchase/Sale of Security Using Inside Information
Criminal Code: 382.1(1)
UCR Code: 2160.0351
Previous OSR Code: AB66
PRIME Code: 2160-41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

R

Operational Code: *Radio Communications Act* - Offences Only
UCR Code: 6900.0460
Previous OSR Code: AF26
PRIME Code: 6900-8
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1983-03-01

General Criteria	Exceptions

Operational Code: *Radio Communications Act* - Other Activities
UCR Code: 8840.0241
Previous OSR Code: AF26
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years
Effective From: 1983-03-01

General Criteria	Exceptions

Operational Code: Recruitment of Member by a criminal organization
Criminal Code: 467.111
UCR Code: 3843.0010
PRIME Code: 3843-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files that document the following criteria to National Headquarters, ATTN: Archives Management Section:

- an individual whose criminal activities have been documented by police forces over an extended period of time, whose activities cross provincial or national boundaries, and who has been involved in criminal activities involving large sums of money;
- records that generate or contribute to the opening of a criminal investigation record, resulting in the successful prosecution of a major organized crime figure; and
- cases that led to successful prosecutions based on legislation that provides for the confiscation of all assets from the proceeds of enterprise crime.

Effective From: 2014-06-19

General Criteria	Exceptions

Operational Code: Refugees Convention
UCR Code: 8500.0040
Previous OSR Code: AF32
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Leaders of religious or terrorist groups.
Effective From: 1987-03-01

General Criteria	Exceptions

Operational Code: Remains - Human or Skeletal
See Murder 1st Degree, Murder 2nd Degree, Manslaughter with Firearm, Manslaughter without

Firearm, Manslaughter - Failure to Safeguard Opening in Ice/Land Excavation Causing Death, Infanticide, *Coroner's Act* - Sudden Death/Other Activities

General Criteria	Exceptions

Operational Code: Removal of Child from Canada Under 18 Years
Criminal Code: 273.3(2)
UCR Code: 1545.0010
Previous OSR Code: AA67
PRIME Code: 1545-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Adult victim reports incest or sexual abuse while they were a minor resulting in imposition of a sentence in a federal penitentiary;
2. Substantive information on serial sex offenders (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Remove Natural Bar Necessary to Harbour
Criminal Code: 440
UCR Code: 3810.0080
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Rescue From or Assist Escape
Criminal Code: 147
UCR Code: 3730.0250
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Resists or Obstructs Lawful Execution Process
Criminal Code: 129
UCR Code: 3470.0040
Previous OSR Code: AC35
PRIME Code: 3470-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Resists/Obstructs Peace Officer
Criminal Code: 129
UCR Code: 3470.0010
Previous OSR Code: AC35
PRIME Code: 3470-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Resists/Obstructs Public Officer
Criminal Code: 129
UCR Code: 3470.0020
Previous OSR Code: AC35
PRIME Code: 3470-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Restriction on Publication While Jury Separate
Criminal Code: 648(2)

UCR Code: 3890.0020
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Riot
Criminal Code: 65
UCR Code: 3710.0180
Previous OSR Code: AC61
PRIME Code: 3710-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Riot Proclamation: Oppose/Hinder/Fail to Depart/Disperse
Criminal Code: 68
UCR Code: 3710.0200
Previous OSR Code: AC61
PRIME Code: 3710-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Roadside Suspensions - Alcohol Related - No Grounds to Charge
UCR Code: 9910.0010
Previous OSR Code: AT45
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 37 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Roadside Suspensions - Drug Related - No Grounds to Charge
UCR Code: 9910.0015
Previous OSR Code: AC61
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 3 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - Other Offences
Criminal Code: 344(b)
UCR Code: 1610.0030
Previous OSR Code: AA34
PRIME Code: 1610-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - Stop Mail with Intent
Criminal Code: 345
UCR Code: 1610.0040
Previous OSR Code: AA36
PRIME Code: 1610-3
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - with Firearm
Criminal Code: 344
UCR Code: 1610.0010
Previous OSR Code: AA34
PRIME Code: 1610-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery - with Other Offensive Weapon
Criminal Code: 344
UCR Code: 1610.0020
Previous OSR Code: AA35
PRIME Code: 1610-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Robbery to Steal Firearm
Criminal Code: 98.1
UCR Code: 1611.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or

2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Robbery with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 344(1)(a)
UCR Code: 1610.0009
PRIME Code: 1610-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. High-profile cases where the value of stolen property exceeds $1 million; or
2. One file from each division every 10 years, coordinated by Divisional HQ.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: *RCMP Act* - Part VII, Public Complaints
UCR Code: 8500.0090
Previous OSR Code: RV34, RV35, RV37 and RV38
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. One divisional HQ file per year that documents a complaint and how the RCMP resolved it.
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: *RCMP Act* - Sections 48 and 49, Offences
UCR Code: 6900.0485
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. One divisional HQ file per year that documents a complaint and how the RCMP resolved it.
Effective From: 1981-05-01

General Criteria	Exceptions

S

Operational Code: Sabotage: Canada/Other Country
Criminal Code: 52(1)
UCR Code: 3710.0120
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Secret Commissions
Criminal Code: 426(3)
UCR Code: 3790.0035
Previous OSR Code: AB65
PRIME Code: 3790-70
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1987-09-18

General Criteria	Exceptions

Operational Code: Securities Act (Provincial/Territorial) - Offences Only
UCR Code: 7200.0010
Previous OSR Code: AG10
PRIME Code: 7200-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Securities Act (Provincial/Territorial) - Other Activities
UCR Code: 8840.0286
Previous OSR Code: AG10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Sedition - Military forces
Criminal Code: 62(1)
UCR Code: 3710.0170
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Sedition
Criminal Code: 61
UCR Code: 3710.0160
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Seizing Control of Ship or Fixed Platform
Criminal Code: 78.1(1)
UCR Code: 3710.0290
Previous OSR Code: AC61

PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Selective Traffic Enforcement Program (STEP)
UCR Code: 9960.0010
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2003-01-01

General Criteria	Exceptions

Operational Code: Sell Defective Stores to Her Majesty
Criminal Code: 418(1)
UCR Code: 3790.0060
Previous OSR Code: AC61
PRIME Code: 3790-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Sell/Possess/Buy Auto Master Key
Criminal Code: 353(1)
UCR Code: 3780.0030
Previous OSR Code: AC61
PRIME Code: 3780-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Selling/Purchasing Offices
Criminal Code: 124
UCR Code: 3730.0070
Previous OSR Code: AC61
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Selling, etc. of tobacco products and raw leaf tobacco
Criminal Code: 121.1
Operational Code: 3730.0265
PRIME Code: 3730-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period
Operational file: 5 years
Effective From: 2014-11-06

General Criteria	Exceptions

Operational Code: Sequential Photograph Pack (Photo line-up)
See App. 2-3-1, Retention Exceptions - Exhibits.

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Compliance Checks
UCR Code: 8500.0100
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override disposition date to 2900-01-01)
Effective From: 2006-11-30

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Fail to Comply with Order/Obligation to Register
Criminal Code: 490.031
UCR Code: 3890.0180
PRIME Code: 3890-2
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Provide False or Misleading Information
Criminal Code: 490.0311
UCR Code: 3890.0181
PRIME Code: 3890-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2008-09-12

General Criteria	Exceptions

Operational Code: *Sex Offender Information Registration Act* (SOIRA) - Offender files
See National Sex Offender Registry (NSOR)

General Criteria	Exceptions

Operational Code: Sexual Assault
Criminal Code: 271(1)
UCR Code: 1330.0010
Previous OSR Code: AA43
PRIME Code: 1330-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Assault with a Firearm
Criminal Code: 272(2)
UCR Code: 1320.0010
Previous OSR Code: AA42
PRIME Code: 1320-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual assault with Other Weapon/Cause Bodily Harm/Threats to a Third Party/with Accomplice
Criminal Code: 272(2)(b)
UCR Code: 1320.0020
Previous OSR Code: AA42
PRIME Code: 1320-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Assault with Restricted/Prohibited Firearm/with a Firearm for Criminal Organization
Criminal Code: 272(2)(a)
UCR Code: 1320.0009
PRIME Code: 1320-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Information relating to serial sex offenders, (three or more offences);
2. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753; or
3. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary.
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Sexual Exploitation of Person with Disability
Criminal Code: 153.1(1)
UCR Code: 1356.0010
Previous OSR Code: AA57
PRIME Code: 1356-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Exploitation of Young Person
Criminal Code: 153(1)
UCR Code: 1355.0010
Previous OSR Code: AA57
PRIME Code: 1355-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management

Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Sexual Interference
Criminal Code: 151
UCR Code: 1345.0010
Previous OSR Code: AA57
PRIME Code: 1345-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 20 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: SHOCAP - Serious Habitual/Significant Harm Offender Comprehension Action Program
UCR Code: 8500.0050
Previous OSR Code: DK44
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 3 years
Effective From: 1996-06-01

General Criteria	Exceptions

Operational Code: SIBS - Security Intelligence Background Section - Law Enforcement Record Checks
UCR Code: 8550.0180
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-01-01

General Criteria	Exceptions

Operational Code: *Special Economic Measures Act* - Offences Only
UCR Code: 6900.0610
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Spread False News Causing Injury or Mischief
Criminal Code: 181
UCR Code: 3740.0070
Previous OSR Code: AC61
PRIME Code: 3740-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Stopping or impeding traffic - sexual services
Criminal Code: 213(1)
UCR Code: 3141.0010
Previous UCR Code: 3130.0010
Previous OSR Code: AC03
PRIME Code: 3141-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2014-12-06

General Criteria	Exceptions

Operational Code: Street Checks
Previous OSR Code: AJ40 and AJ41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Street Check (Not related to an operational file): 2 years
Street Check (Related to an operational file): 2 years or the same retention period as the associated operational file whichever is longer
Notes:
1. For street checks related to another operational file, see ch. 2.3., sec. 4.7.12.1.
2. If the street check is linked to multiple operational files, the longest retention period will be applied.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Summary Conviction Act* - Offences Only
UCR Code: 7300.0150
Previous OSR Code: AG11
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Summary Conviction Act* - Other Activities
UCR Code: 8840.0361
Previous OSR Code: AG11
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Supplying Noxious Thing for Abortion
Criminal Code: 288
UCR Code: 3770.0110
Previous OSR Code: AC61
PRIME Code: 3770-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Suspicious Currency Transactions
UCR Code: 8500.0030
Previous OSR Code: AD77
PRIME Code: 8140-65
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1991-01-01

General Criteria	Exceptions

Operational Code: Suspicious Person/Vehicle/Property
UCR Code: 8550.0030
Previous OSR Code: AJ53
PRIME Code: 8190-8
Info Bank: CMP/GRC PPU 085
Mandatory ViCLAS: Yes, if sexual in nature
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

T

Operational Code: Taking Motor Vehicle/Vessel without Consent of Owner
Criminal Code: 335(1)
UCR Code: 2135.0106
Previous UCR Code: 2131.0106
Previous OSR Code: AB12
PRIME Code: 2135-5, 2135-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Tampering With Serial Number of Firearm
Criminal Code: 108(2)
UCR Code: 3390.0040
Previous OSR Code: AC10
PRIME Code: 3390-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Taxidermist Inspections
UCR Code: x570.0030
Previous OSR Code: DK20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft from Mail Over $5000
Criminal Code: 356(1)
UCR Code: 2130.0110
Previous UCR Code: 2130.070
Previous OSR Code: AB26
PRIME Code: 2130-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft From Mail Under $5000
Criminal Code: 356(1)
UCR Code: 2140.0120

Previous UCR Code: 2140.0070
Previous OSR Code: AB37
PRIME Code: 2140-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Bicycle Over $5000
Criminal Code: 334(a)
UCR Code: 2130.0051
Previous OSR Code: AB23
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of bicycle under or equal to $5000
Criminal Code: 334(b)
UCR Code: 2140.0051
Previous OSR Code: AB34
PRIME Code: 2140-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Car
Criminal Code: 333.1(1)
UCR Code: 2135.0100
Previous UCR Code: 2131.0100
PRIME Code: 2135-1, 2135-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location, except from a dealership,

create a separate Uniform Crime Reporting (UCR) Incident for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Cattle Over $5000
Criminal Code: 338(2)
UCR Code: 2130.0100
Previous UCR Code: 2140.0060
Previous OSR Code: AB26
PRIME Code: 2130-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Cattle Under $5000
Criminal Code: 338(2)
UCR Code: 2140.0110
Previous UCR Code: 2130.0060
Previous OSR Code: AB37
PRIME Code: 2140-13
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft of Electric/Gas/Telecommunication Service Over $5000
Criminal Code: 334(a)
UCR Code: 2130.0080
Previous OSR Code: AB68
PRIME Code: 2130-15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:

1. To be used to report a theft of electricity/gas/telecommunication from a service provider.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1996-03-01

General Criteria	Exceptions

Operational Code: Theft of Electric/Gas/Telecommunication Service Under or Equal to $5000
Criminal Code: 334(b)
UCR Code: 2140.0080
Previous UCR Code: 2130.0040
Previous OSR Code: AB67
PRIME Code: 2140-14
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. To be used to report a theft of electricity/gas/telecommunication from a service provider.
Effective From: 1988-10-01

General Criteria	Exceptions

Operational Code: Theft of Minivan
Criminal Code: 333.1(1)
UCR Code: 2135.0102
Previous UCR Code: 2131.0102
PRIME Code: 2135-1, 2135-6
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics - CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Motorcycle
Criminal Code: 333.1(1)
UCR Code: 2135.0104
Previous UCR Code: 2131.0104
PRIME Code: 2135-3, 2135-8
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics - CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Other Motor Vehicle
Criminal Code: 333.1(1)
UCR Code: 2135.0105
Previous UCR Code: 2131.0105
PRIME Code: 2135-4, 2135-9
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics - CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Sport Utility Vehicle (SUV)
Criminal Code: 333.1(1)
UCR Code: 2135.0103
Previous UCR Code: 2131.0103
PRIME Code: 2135-1, 2135-6
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics - CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft of Truck
Criminal Code: 333.1(1)
UCR Code: 2135.0101
Previous UCR Code: 2131.0101
PRIME Code: 2135-2, 2135-7
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Notes:
1. If two or more motor vehicles are stolen from the same location except from a dealership, create a separate Uniform Crime Reporting (UCR) Incident (sent to the Canadian Centre for Justice Statistics - CCJS) for each motor vehicle stolen.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Operation of stolen vehicle rings, i.e. 2 or more individuals involved.
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Theft Over $5000 - Shoplifting
Criminal Code: 334(a)
UCR Code: 2133.0010
Previous UCR Code: 2130.0070, 2130.0030
Previous OSR Code: AB25
PRIME Code: 2133-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft Over $5000 From a Motor Vehicle
Criminal Code: 334(a)
UCR Code: 2132.0011
Previous OSR Code: AB24
PRIME Code: 2132-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft Under or Equal to $5000 - Shoplifting
Criminal Code: 334(b)
UCR Code: 2143.0010
Previous OSR Code: AB36
PRIME Code: 2143-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft Under or Equal to $5000 from a Motor Vehicle
Criminal Code: 334(b)
UCR Code: 2142.0011
Previous OSR Code: AB35
PRIME Code: 2142-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Theft, Forgery, Misuse of Credit card
Criminal Code: 342(1)
UCR Code: 2160.0150
Previous OSR Code: AB54
PRIME Code: 2160-80

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Threat Against United Nations Personnel
Criminal Code: 424.1
UCR Code: 3790.0130
Previous OSR Code: AC61
PRIME Code: 3790-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years (Override to 2900-01-01 pending archival review)
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Threat Assessment
UCR Code: 8500.0120
PRIME Code: 8490-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 2013-12-01

General Criteria	Exceptions

Operational Code: Threat to Internationally Protected Person
Criminal Code: 424
UCR Code: 3790.0030
Previous OSR Code: AC61
PRIME Code: 3790-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Threaten/Retaliate Against Employee
Criminal Code: 425.1
UCR Code: 3790.0101
PRIME Code: 3790-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2004-09-15

General Criteria	Exceptions

Operational Code: Threats to Cause Injury/Death/Damage to Property on Ship/Fixed Platform/Navigation Facility
Criminal Code: 78.1(4)
UCR Code: 3710.0310
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Tied Sale
Criminal Code: 165
UCR Code: 3460.0013
Previous OSR Code: AC37
PRIME Code: 3460-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Tobacco Act* - Offences Only
UCR Code: 6900.0520
Previous OSR Code: AF46
PRIME Code: 6900-52
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1998-01-01

General Criteria	Exceptions

Operational Code: *Tobacco Act* - Other Activities
UCR Code: 8840.0256
Previous OSR Code: AF46
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years

Effective From: 1998-01-01

General Criteria	Exceptions

Tobacco Tax Act - Provincial/Territorial - Offences Only
UCR Code: 7300.0160
Previous OSR Code: AG16
PRIME Code: 7300-40
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1986-10-01

General Criteria	Exceptions

Tobacco Tax Act - Provincial/Territorial - Other Activities
UCR Code: 8840.0366
Previous OSR Code: AG16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1986-10-01

General Criteria	Exceptions

Operational Code: Torture by or Authorized by Official
Criminal Code: 269.1(1)
UCR Code: 1480.0050
Previous OSR Code: AA51

PRIME Code: 1480-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Towing a Person after Dark While Operating a Vessel
Criminal Code: 250(2)
UCR Code: 9330.0020
Previous OSR Code: AC61
PRIME Code: 9330-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trader Failing to Keep Accounts
Criminal Code: 402
UCR Code: 2160.0110
Previous OSR Code: AB56
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1982-09-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Fatal
UCR Code: 9930.0010
Previous OSR Code: AT01
PRIME Code: 8130-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Non-Fatal Injury
UCR Code: 9930.0020
Previous OSR Code: AT02
PRIME Code: 8130-2
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Property Damage - Non-Reportable
UCR Code: 9930.0040
Previous OSR Code: AT04
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Traffic Collision(s) - Property Damage - Reportable
UCR Code: 9930.0030
Previous OSR Code: AT03
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule I: Cocaine 5(1) - *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4220.0010
Previous OSR Code: AD49
PRIME Code: 4220-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule I: Heroin 5(1) - *Controlled Drugs and Substances Act* (CDSA) `
UCR Code: 4210.0010
Previous OSR Code: AD49
PRIME Code: 4210-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DF□IT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule I: Methamphetamine (Crystal Meth) 5(1) - *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4250.0010
Previous OSR Code: AD49
PRIME Code: 4250-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule I: Methylenedioxyamphetamine (Ecstasy) 5(1) - *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4260.0040
Previous UCR Code: 4260.0010
Previous OSR Code: AD56
PRIME Code: 4260-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule I: Other 5(1) - *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0010
Previous OSR Code: AD49
PRIME Code: 4230-6
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule II: Cannabis 5(1) - *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0010
Previous OSR Code: AD44, AD45, AD46 and AD47
PRIME Code: 4240-1, 4240-2, 4240-3, 4240-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule III: Other 5(1) *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0030
Previous OSR Code: AD81
PRIME Code: 4230-14
Info Bank: CMP/GRC PPU 005

Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule IV 5(1) *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4230.0050
Previous OSR Code: AD85
PRIME Code: 4230-16
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. Indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking - Schedule VII: Cannabis 5(1) *Controlled Drugs and Substances Act* (CDSA)
UCR Code: 4240.0030
Previous OSR Code: AD44, AD45, AD46 and AD47
PRIME Code: 4240-1, 4240-2, 4240-3, 4240-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Major investigations documenting activities, movements, patterns, and linkages amongst those in drug trade. Such files will likely:
1. 1. contain details on the suspect(s), including intelligence information;
1. 2. document how the police handled the case; and
1. 3. indicate cooperation and advice from other institutions, e.g. the Department of Justice (DoJ), Canada Revenue Agency (CRA), Canada Border Services Agency (CBSA), Foreign Affairs and International Trade Canada/Department of Foreign Affairs and International Trade (DFAIT), Canada Post, and U.S. Customs and Border Protection.
Effective From: 1997-06-01

General Criteria	Exceptions

Operational Code: Trafficking in Identity Information
Criminal Code: 402.2(2)
UCR Code: 2165.0030
PRIME Code: 2165-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2010-01-08

General Criteria	Exceptions

Operational Code: Trafficking in Persons - Material Benefit
Criminal Code: 279.02
UCR Code: 1525.0020
PRIME Code: 1525-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Trafficking in Persons - Withholding or Destroying Documents
Criminal Code: 279.03
UCR Code: 1525.0030
PRIME Code: 1525-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 8 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Trafficking in Persons
Criminal Code: 279.01
UCR Code: 1525.0010
PRIME Code: 1525-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2005-01-01

General Criteria	Exceptions

Operational Code: Trafficking in Property Obtained by Crime Less Than or Equal to $5,000
Criminal Code: 355.2
UCR Code: 2155.0010
PRIME Code: 2155-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Trafficking in Property Obtained by Crime over $5,000
Criminal Code: 355.2
UCR Code: 2152.0010
PRIME Code: 2152-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2011-04-29

General Criteria	Exceptions

Operational Code: Trafficking of a Person under the Age of Eighteen Years
Criminal Code: 279.011
UCR Code: 1525.0015
PRIME Code: 1525-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 2010-06-29

General Criteria	Exceptions

Operational Code: Transport to Bawdy House
Criminal Code: 211
UCR Code: 3240.0030
Previous UCR Code: 3110.0030
Previous OSR Code: AC01
PRIME Code: 3240-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Provincial/Territorial - Offences Only
UCR Code: 7300.0170
Previous OSR Code: AG17
PRIME Code: 7300-41
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Provincial/Territorial - Other Activities
UCR Code: 8840.0371
Previous OSR Code: AG17
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Offences Only
UCR Code: 6900.0530
Previous OSR Code: AF72
PRIME Code: 6900-54
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: *Transportation of Dangerous Goods Act, 1992* - Other Activities
UCR Code: 8840.0261
Previous OSR Code: AF72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1987-09-01

General Criteria	Exceptions

Operational Code: Trap Causing Bodily Harm
Criminal Code: 247(2)
UCR Code: 1475.0020
Previous OSR Code: AA47
PRIME Code: 1475-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap Causing Death
Criminal Code: 247(5)
UCR Code: 1160.0050
Previous OSR Code: AA47
PRIME Code: 1160-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap in Offence-related Place
Criminal Code: 247(3)
UCR Code: 1475.0030
Previous OSR Code: AA47
PRIME Code: 1475-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap in Offence-related Place Causing Bodily Harm
Criminal Code: 247(4)
UCR Code: 1475.0040
Previous OSR Code: AA47
PRIME Code: 1475-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Trap Likely to Cause Bodily Harm/Permit Trap
Criminal Code: 247(1)
UCR Code: 1475.0010
Previous OSR Code: AA47
PRIME Code: 1475-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Treason - No State of War - Communicates Information to Another Country
Criminal Code: 47(2)(c)
UCR Code: 3710.0090
Previous OSR Code: AC61
PRIME Code: 3710-10

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Treason - Overthrows by Force/Conspires to Overthrow by Force the Government of Canada or Conspire to Commit High Treason
Criminal Code: 47(2)(a)
UCR Code: 3710.0070
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Treason - State Of War - Communicates Information to Another Country
Criminal Code: 47(2)(b)
UCR Code: 3710.0080
Previous OSR Code: AC61
PRIME Code: 3710-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Trespass Act* - Provincial/Territorial - Offences Only
UCR Code: 7300.0180
Previous OSR Code: AG15
PRIME Code: 7300-39
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1985-04-01

General Criteria	Exceptions

Operational Code: *Trespass Act* - Provincial/Territorial - Other Activities
UCR Code: 8840.0376
Previous OSR Code: AG15
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1985-04-01

General Criteria	Exceptions

Operational Code: Trespass at Night
Criminal Code: 177
UCR Code: 3490.0010
Previous OSR Code: AC25
PRIME Code: 3490-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes, if it is for sexual purposes
Type and Retention Period:
Operational file: 8 years
Effective From: 1981-05-01

General Criteria	Exceptions

U

Operational Code: Unauthorized Importing/Exporting of Weapons
Criminal Code: 104(2)
UCR Code: 3380.0020
Previous OSR Code: AC09
PRIME Code: 3380-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Unauthorized Possession of a Firearm/Prohibited Weapon or Restricted Weapon
Criminal Code: 91(3)
UCR Code: 3375.0050
Previous OSR Code: AC14
PRIME Code: 3375-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unauthorized Recording of a Movie
Criminal Code: 432(1)
UC□ Code: 3700.0010
PRIME Code: 3700-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2007-06-22

General Criteria	Exceptions

Operational Code: Unauthorized Recording of a Movie for Sale, Rental or Commercial Distribution
Criminal Code: 432(2)
UCR Code: 3700.0020
PRIME Code: 3700-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2007-06-22

General Criteria	Exceptions

Operational Code: Unauthorized Use of Bodily Substance Sample
Criminal Code: 258.1(1)
UCR Code: 3890.0200
PRIME Code: 3890-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years (Override to 2900-01-01 pending archival review)
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Unauthorized Use of Computer
Criminal Code: 342.1(1)
UCR Code: 2160.0010
Previous OSR Code: AB65
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Unauthorized entry caused serious harm or damage to the computer system, e.g. compromising the integrity of the data/information in the system.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unauthorized Use of Credit Card Data
Criminal Code: 342(3)
UCR Code: 2160.0155
Previous OSR Code: AB55
PRIME Code: 2160-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unauthorized Use/Disclosure of Test/Analysis Results
Criminal Code: 258.1(2)
UCR Code: 3890.0210
PRIME Code: 3890-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No

Type and Retention Period:
Operational file: 5 years (Override disposition date to 2900-01-01)
Effective From: 2008-07-02

General Criteria	Exceptions

Operational Code: Unidentified Bodies
See Murder 1st Degree, Murder 2nd Degree, Manslaughter with Firearm, Manslaughter without Firearm, Manslaughter - Failure to Safeguard Opening in Ice/Land Excavation Causing Death, Infanticide, *Coroner's Act* - Sudden Death/Other Activities

General Criteria	Exceptions

Operational Code: *United Nations Act* - Offences Only
UCR Code: 6900.0590
Previous OSR Code: AF50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Assembly
Criminal Code: 66
UCR Code: 3710.0190
Previous OSR Code: AC61
PRIME Code: 3710-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Military Drilling - Contrary to Order in Council
Criminal Code: 70(3)
UCR Code: 3710.0220
Previous OSR Code: AC61
PRIME Code: 3710-1
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Solemnization of Marriage
Criminal Code: 294
UCR Code: 3770.0140
Previous OSR Code: AC61
PRIME Code: 3770-80
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Transactions in Public Stores
Criminal Code: 417(2)
UCR Code: 3790.0050
Previous OSR Code: AC61
PRIME Code: 3790-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawful Use of Military Uniforms/Certificates
Criminal Code: 419
UCR Code: 3790.0070
Previous OSR Code: AC61
PRIME Code: 3790-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Unlawfully Causing Bodily Harm
Criminal Code: 269

UCR Code: 1440.0010
Previous OSR Code: AA47
PRIME Code: 1440-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Effective From: 1983-01-04

General Criteria	Exceptions

Operational Code: Unsafe Storage of Firearms
Criminal Code: 86(2)
UCR Code: 3395.0010
Previous OSR Code: AC61
PRIME Code: 3395-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Use Explosive or Other Lethal Device in Public Place
Criminal Code: 431.2(2)
UCR Code: 1630.0015
Previous OSR Code: AC61
PRIME Code: 1630-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Use/Disclose Information Obtained by Interception Device
Criminal Code: 193(1)
UCR Code: 3750.0030
Previous OSR Code: AC61
PRIME Code: 3750-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Use/Possess Property for Terrorist Activity
Criminal Code: 83.04
UCR Code: 3711.0030
Previous OSR Code: AC61
PRIME Code: 3711-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Explosive/Dangerous Substances in Breach of Duty Causing Death
Criminal Code: 80(a)
UCR Code: 1628.0020
Previous OSR Code: AC12
PRIME Code: 1628-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Depicting possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Explosive/Dangerous Substances in Breach of Duty Causing Injury
Criminal Code: 80(b)
UCR Code: 1628.0030
Previous OSR Code: AC12
PRIME Code: 1628-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 8 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies;
2. Illegal weapons for export to other countries;
3. Used by organized crime; or
4. Depicting possession of a major cache of weapons.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Firearm in the Commission of an Offence
Criminal Code: 85(3)
UCR Code: 1455.0010
Previous OSR Code: AC15
PRIME Code: q455-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Using Imitation Firearm in the Commission of an Offence
Criminal Code: 85(3)
UCR Code: 1455.0020
Previous OSR Code: AC15
PRIME Code: 1455-0

Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of firearms during protests, demonstrations, strikes, and other similar assemblies; or
2. Illegal firearms used by organized crime.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Utter/Export Counterfeit Money
Criminal Code: 452
UCR Code: 3420.0040
Previous OSR Code: AC24
PRIME Code: 3420-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Utter/Traffick/Possess a Forged Document
Criminal Code: 368(1)
UCR Code: 2160.0160
Previous OSR Code: AB61
PRIME Code: 2160-35
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Cases of fraud that are both spectacular, i.e. high-profile, and involve sums over $1 million.
Effective From: 1986-05-12

General Criteria	Exceptions

Operational Code: Uttering Threats Against a Person
Criminal Code: 264.1(1)(a)
UCR Code: 1627.0010

Previous OSR Code: AC42
PRIME Code: 1627-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-09-01

General Criteria	Exceptions

Operational Code: Uttering Threats Against Property or an Animal
Criminal Code: 264.1(1)(b)(c)
UCR Code: 3540.0010
Previous OSR Code: AC42
PRIME Code: 3540-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2002-09-01

General Criteria	Exceptions

V

Operational Code: Vagrancy
Criminal Code: 179(2)
UCR Code: 3740.0020
Previous OSR Code: AC61
PRIME Code: 3740-30
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Escorts - National Capital Region
UCR Code: 8640.0110
Previous OSR Code: EN63
PRIME Code: 8420-17
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1982-02-26

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Escorts - Non-National Capital Region
UCR Code: 8640.0120
Previous OSR Code: EN64
PRIME Code: 8420-17
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1986-03-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Cabinet Ministers and Members of Parliament
UCR Code: 8640.0130
Previous OSR Code: EN65
PRIME Code: 8420-10
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1987-03-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Embassies/Diplomatic Missions/Personnel
UCR Code: 8640.0140
Previous OSR Code: EN61
PRIME Code: 8420-14

Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Governor General and Family
UCR Code: 8640.0200
Previous OSR Code: EN36
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Files involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Letter Writers/ Talkers Nonsensical
UCR Code: 8640.0180
Previous OSR Code: EN62
PRIME Code: 8420-15
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-10-29

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Prime Minister of Canada and family
UCR Code: 8640.0190
Previous OSR Code: EN38
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer

files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Cabinet Ministers/MP
UCR Code: 8640.0153
PRIME Code: 8420-12
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Governor General of Canada
UCR Code: 8640.0152
PRIME Code: 8420-12
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Other Officials
UCR Code: 8640.0155
PRIME Code: 8420-12
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Prime Minister of Canada and Family
UCR Code: 8640.0151

PRIME Code: 8420-12
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Subjects Assessed as Threat to Supreme/Federal/Tax Court Judges
UCR Code: 8640.0154
PRIME Code: 8420-12
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 2008-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Supreme/Federal/Tax Court Judges
UCR Code: 8640.0160
Previous OSR Code: EN66
PRIME Code: 8420-11
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1987-03-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Security - Threats - Incidents
UCR Code: 8640.0170
Previous OSR Code: EN60
PRIME Code: 8420-13
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Visits - Foreign - Other
UCR Code: 8640.0070
Previous OSR Code: EN43
PRIME Code: 8420-7
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Visits - Foreign Heads of State/Government
UCR Code: 8640.0050
Previous OSR Code: EN41
PRIME Code: 8420-5
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Very Important Person (VIP) Visits - Foreign Ministers
UCR Code: 8640.0060
Previous OSR Code: EN42
PRIME Code: 8420-6
Info Bank: CMP/GRC PPU 055
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Those involving security incidents. See AM ch. XI.1.
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Violation of a Proceeds Restraining Order
Criminal Code: 462.33(11)
UCR Code: 3825.0020
Previous OSR Code: AD92
PRIME Code: 3825-4
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1989-01-01

General Criteria	Exceptions

Operational Code: Voyeurism
Criminal Code: 162(5)(ab)
UCR Code: 1385.0010
PRIME Code: 1385-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: Yes
Type and Retention Period:
Operational file: 5 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Involve incest or sexual abuse of a minor resulting in a jail sentence of at least 2 years plus a day in a federal penitentiary;
2. Information relating to serial sex offenders, (three or more offences); or
3. Suspect is classified as a dangerous sexual offender or dangerous offender as defined in *Criminal Code*, section 753.
Effective From: 2005-01-01

General Criteria	Exceptions

W

Operational Code: Weapons Possession Contrary to Order and Fail to Surrender Authorization
Criminal Code: 117.01(3)
UCR Code: 3370.0010
Previous OSR Code: AC08
PRIME Code: 3370-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 10 years
Notes:
1. Operational Code 3370.0010 is not to be used for weapons turned in under any amnesty programs, or turned in voluntarily to the unit/detachment by the general public. Use Operational Code 8840.0391 (*Firearms Act* - Other activities) for this purpose.
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Presence/use of weapons during protests, demonstrations, strikes, and other similar assemblies;
2. Export/import of a major cache of weapons;
3. Illegal weapons used by organized crime; or
4. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Weapons Possession for Trafficking
Criminal Code: 100(2)
UCR Code: 3365.0010
Previous OSR Code: AC09
PRIME Code: 3365-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: Weapons Prohibition Order
UCR Code: 8500.0060
Previous OSR Code: DK08
PRIME Code: 8210-50
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Prohibition ordered for a specific period of time: Duration of the prohibition order.
Prohibition ordered for life: Until the individual reaches 100 years of age.
Effective From: 1992-11-18

General Criteria	Exceptions

Operational Code: Weapons Trafficking
Criminal Code: 99(2)
UCR Code: 3365.0020
Previous OSR Code: AC09
PRIME Code: 3365-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: □eapons Transfer without Authority
Criminal Code: 101(2)
UCR Code: 3365.0030
Previous OSR Code: AC09
PRIME Code: 3365-20
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Archival Constraints: In addition to App. 2-3-1, General Archival Selection Criteria, transfer files meeting the following criteria to National Headquarters, ATTN: Archives Management Section:
1. Export/import of a major cache of weapons;
2. Illegal weapons used by organized crime; or
3. Possession of a major cache of weapons.
Effective From: 1998-12-01

General Criteria	Exceptions

Operational Code: *Weights and Measures Act* - Offences Only
UCR Code: 6900.0540
Previous OSR Code: AF22
PRIME Code: 6900-76
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: *Weights and Measures Act* - Other Activities
UCR Code: 8840.0266
Previous OSR Code: AF22
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Wellbeing Check
UCR Code: 8550.0190
Previous Operational Code: 8550.0101
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 2 years
Note:
1. To be used when requested to locate a person, who is not missing, but for whom a request to locate has been received, normally to convey important information to the person, who would have no objection to being located and who is not suffering from any mental problems that would impair judgment. This code is normally used for tourist alerts and persons travelling legitimately. It is not to be used for runaways as they are presumed to not want to be located.
Effective From: 2016-03-01

General Criteria	Exceptions

Operational Code: *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPRIITA) - Offences Only
UCR Code: 6900.0550
Previous OSR Code: AE54, AE55, AE56, AE57 and AE58
PRIME Code: 6900-72
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-01-01

General Criteria	Exceptions

Operational Code: *Wild Animal and Plant Protection and Regulation of International and Interprovincial Trade Act* (WAPPRIITA) - Other Activities
UCR Code: 8840.0271
Previous OSR Code: AE54, AE55, AE56, AE57 and AE58
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1997-01-01

General Criteria	Exceptions

Operational Code: Wilful Acts/Omissions Likely to Cause Mischief
Criminal Code: 430(5.1)
UCR Code: 2170.0020
Previous OSR Code: AC26 and AC27
PRIME Code: 2170-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Willful Promotion of Hatred
Criminal Code: 319(2)
UCR Code: 3560.0020
Previous OSR Code: AC61
PRIME Code: 3560-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 10 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Willfully Alter/Interfere With Marine Signal/Buoy/Mark
Criminal Code: 439(2)
UCR Code: 3810.0070
Previous OSR Code: AC61
PRIME Code: 3810-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:

Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Willfully Disturb Order or Solemnity
Criminal Code: 176(3)
UCR Code: 3740.0050
Previous OSR Code: AC61
PRIME Code: 3740-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Willfully Disturb Religious Worship/Meeting
Criminal Code: 176(2)
UCR Code: 3740.0045
Previous OSR Code: AC61
PRIME Code: 3740-10
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Witness Refusing to be Examined
Criminal Code: 545(1)
UCR Code: 3890.0130
Previous OSR Code: AC61
PRIME Code: 3890-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Operational Code: Woman Procuring Own Miscarriage
Criminal Code: 287(2)

UCR Code: 3770.0100
Previous OSR Code: AC61
PRIME Code: 3770-60
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type and Retention Period:
Operational file: 5 years
Effective From: 1981-05-01

General Criteria	Exceptions

Y

Operational Code: *Youth Criminal Justice Act* - Offences Only
UCR Code: 6450.0010
Previous OSR Code: AF48
PRIME Code: 6450-0
Info Bank: CMP/GRC PPU 005
Mandatory ViCLAS: No
Type & Retention Period:
Operational file: 5 years
Effective From: 1999-01-01

General Criteria	Exceptions

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Date Modified: 2021-01-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - App. 2-3-1 Retention Exceptions

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Directive Amended: 2018-05-16

Primary Operational Codes

- *Access to Information & Privacy Act* (ATIP) Requests
- Canadian Police Information Centre (CPIC) Entries
- Child Exploitation Tracking System (CETS)
- Dangerous/Long-Term Offenders
- Disclosure to Investigative Bodies under sections 8(2)(e) and 8(2)(f) of the *Privacy Act*
- Exhibits
- Biological
- Legal Moratorium on Destruction
- Operational Recorded Media
- Prisoner Fingerprints and Photographs
- Prohibition Orders
- Sentence/Period of Incarceration
- Violent Crime Linkage Analysis System (ViCLAS) Booklets

Access to Information & Privacy Act (ATIP) Requests

Description	Retention
Disclosed Information	Two years from the date of disclosure or the prescribed retention period, whichever is longer

Canadian Police Information Centre (CPIC) Entries

Description	Retention
Operational files with associated CPIC entry	2 months from the expiration date of the entry or the prescribed retention period, whichever is longer

Child Exploitation Tracking System (CETS)

Description	Retention
Information held within CETS	Indefinitely
Operational files with associated information in CETS	100 years
Operational assistance files with associated information in CETS	See: Assistance to Canadian Federal Department/Agency or Assistance to Canadian Police (non-RCMP) Agency

Dangerous/Long-Term Offenders

See Dangerous/Long-Term Offender.

Disclosure to Investigative Bodies under sections 8(2)(e) and 8(2)(f) of the *Privacy Act*

Description	Retention
Disclosed Information	2 years from the date of disclosure or the prescribed retention period, whichever is longer

Exhibits

All exhibits except biological

Description	Retention
Rightful owner known	Returned as soon as possible
Rightful owner relinquishes claim	Disposed of as soon as possible based on local disposition methods
Rightful owner unknown	Disposed of as soon as possible based on local disposition methods
Disposition identified by court order	30 days

Biological

Description	Retention
Disposition identified by court order for biological exhibits collected at scene	30 days
	Destroy immediately

No match on bodily substances obtained for deoxyribonucleic acid (DNA) analysis	
Individual is acquitted of the designated offence and any other offence in respect of the same transaction	Destroy immediately
Positive DNA match against samples taken from a crime scene and bodily substances obtained for DNA analysis	1 year after the individual is discharged at the preliminary hearing, the charge has been dismissed or withdrawn; or proceedings have been stayed, unless a new charge is laid within 1 year
Court orders that the bodily substances obtained for DNA analysis and their respective results not be destroyed	Retain as directed or 100 years if ordered to retain indefinitely

Legal Moratorium on Destruction

Description	Retention
A moratorium on destruction has been received by the Department of Justice	A legal destruction hold must be kept on all information resources pertaining to the topic of litigation until such a time as the legal team has deemed the information resources of no further use. This hold applies regardless of the prescribed retention period. Unless requested specifically by the legal team at the Department of Justice for review, IM functional specialists must keep information resources identified in their division. For a list of current moratoriums, see Moratoriums.

Operational Recorded Media

Description	Retention
Recorded media containing multiple operational files	See Exhibits
Recorded media containing a single operational file	Retain as identified by the court order
Recorded media not associated to an operational file containing personal information	Two years
Recorded media not associated to an operational file and does not contain personal information	30 days

Prisoner Fingerprints and Photographs

Description	Retention
Fingerprints and photographs on the operational file	Destroy when request for destruction is approved

Prohibition Orders

See Canadian Police Information Centre (CPIC) Entries.

Sentence/Period of Incarceration

Description	Retention
Operational files with sentences	The longest sentence imposed or the prescribed retention period, whichever is longer

Violent Crime Linkage Analysis System (ViCLAS) Booklets

Description	Retention
Operational files with associated ViCLAS booklets	70 years

Back to App. 2-3-1 Back to chapter

Date Modified: 2018-05-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 2.4. Information Management Requirements of Electronic Document and Records Management Systems

Directive Amended: 2016-09-22

For information regarding this policy, contact the Information Management Policy Section, Information Management Branch, at [redacted]

1. Policy
2. Definitions
3. System Information Management Requirements

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1. Policy

1. 1. This Directive must be read in conjunction with ch. 1.1. and any system-specific directives.

1. 2. Information resources and information resources of business value can only be managed in a system intended for that specific information type, i.e. administrative, employee, and operational, or as indicated in the associated Privacy Impact Assessment.

1. 3. System owners are responsible for ensuring that their system complies with RCMP Information Management policy instruments.

1. 3. 1. System owners must ensure that their agreements with external partner agencies clearly indicate that RCMP Information Management policy compliance is a requirement for use of RCMP systems.

1. 4. For a system to be an official Electronic Document and Record Management System, system owners must obtain Information Management approval from the Information Management Policy Section for national systems, and from the divisional Information Management Manager for divisional systems.

1. 4. 1. Information Management System approvals will only be granted once all Information Management requirements have been met, as deemed by the Information Management Policy Section for national systems, and by the divisional Information Management Manager for divisional systems.

1. 4. 2. To request an Information Management review, system owners must send a completed Information Management Assessment of a System, Form 6421, to the Information Management Policy Section for national systems, and to the divisional Information Management Manager for divisional systems.

1. 4. 2. 1. Information Management approval will allow business lines to manage their information resources of business value throughout the Information Management Lifecycle. See Library and Archives Canada, Records and Information Life Cycle Management.

1. 5. To ensure the continued compliance of the Electronic Document and Record Management System, Information Management reviews on approved Electronic Document and Record Management Systems will be performed annually by the Information Management Policy Section for national systems, and by the divisional Information Management Manager for divisional systems.

1. 6. For the purposes of this Directive, until a formal approval has been received:

1. 6. 1. the Electronic Document and Record Management System will be considered unapproved, and

1. 6. 2. the management of electronic information resources of business value will not be supported.

2. Definitions

2. 1. **Electronic Document and Record Management System (EDRMS)** means an electronic system that enables the management of information resources and the content of electronic information resources throughout their lifecycle. An EDRMS has the functionality of a Records Management System (RMS), but its ability to store and manage electronic information resources and their content distinguishes it from the basic RMS category, e.g. e-DOCS, Livelink Content Server (CS), and PROS.

3. System Information Management Requirements

3. 1. Before information is captured, stored, and/or managed in an Electronic Document and Record Management System (EDRMS), the system must have the ability to do the following:

3. 1. 1. capture, store, retrieve, and preserve information resources of business value (IRBV) and associated metadata throughout their lifecycle. See Library and Archives Canada, Records and Information Life Cycle Management;

3. 1. 2. classify electronic IRBV by primary, operational code, employee folder type, and/or name;

3. 1. 3. provide a unique identifier for all IRBV;

3. 1. 4. index for searching purposes;

3. 1. 5. perform full text search;

3. 1. 6. cross reference, link, or note related information within the same repository or within anothersystem, i.e. paper or electronic;

3. 1. 7. ensure IRBV cannot be modified once associated to an official file within the EDRMS;

3. 1. 8. sequester and unsequester IRBV subject to *Criminal Records Act*, *Youth Criminal Justice Act*, and *Criminal Code* non-disclosures;

3. 1. 9. protect IRBV from unauthorized action and access;

3. 1. 10. identify the security designations of IRBV;

3. 1. 11. provide an audit trail of all events associated to the EDRMS;

3. 1. 12. protect IRBV from accidental loss and corruption;

3. 1. 13. backup and restore IRBV;

3. 1. 14. manage retention periods as indicated in one of the following:

3. 1. 14. 1. For Administrative Information, App. 2-1-1.

3. 1. 14. 2. For Employee Information, App. 2-2-1.

3. 1. 14. 3. For Operational Information, App. 2-3-1.

3. 1. 15. identify IRBV meeting archival criteria;

3. 1. 16. override disposition dates in the event of a legal or business requirement;

3. 1. 17. create reports on planned file/document disposition;

3. 1. 18. export data in a compatible format for import into other systems, in accordance with Guidelines on File Formats for Transferring Information Resources of Enduring Value;

3. 1. 19. purge IRBV at the end of their lifecycle; and

3. 1. 20. retain metadata in accordance with Treasury Board of Canada Secretariat, Standard on Metadata.

3. 2. Role-based access control (RBAC) must be created based on user functions and permission rights.

3. 2. 1. At minimum, Information Management (IM) RBAC must be given to an Information Management Functional Specialist (IMFS)/delegate to perform IM activities on the system.

References

- Treasury Board of Canada Secretariat, Standard for Electronic Documents and Records Management Solution (EDRMS)

Date Modified: 2016-09-22

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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IMM - ch. 2.5. Digitization and Destruction of Information Resources of Business Value

Directive Amended: 2017-10-17

For information regarding this Policy, contact the Information Management Policy Section, Information Management Br. at [redacted]

1. Policy
2. Definitions
3. Information Not Eligible for Digitization and Destruction
4. Quality Assurance Process
5. Scanner Performance
6. Digitization Metadata Requirements
7. Hardcopy Document Storage, Retention, and Disposal

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1. Policy

1. 1. This Directive is intended only for the digitization and destruction of original information resources of business value hardcopy documents.

1. 2. Original hardcopy documents must be digitized and destroyed in accordance with this Directive and the Information Management Standard – Digitization and Destruction of Information Resources of Business Value (IRBVs).

1. 3. All digitized documents must be saved to an approved Electronic Document and Records Management System or to an Information Management-approved shared drive if the drive is capable of tracking documents through audit transactions. See ch. 2.1., sec. 3.4.

1. 3. 1. The digitized documents must have the following minimum settings:

Document type	Dots per inch (DPI)	Colour scale	File Format
Text only	300 dpi	Black and White	PDF or PDF/A or TIFF
Text + images	300 dpi	Greyscale	PDF or PDF/A or TIFF
Text + Colour	300 dpi	Colour	PDF or PDF/A or TIFF

1. 4. Digitized documents must have metadata associated to, or embedded within, the digitized document. For metadata requirements specific to digitization, see sec. 6.

1. 5. A quality assurance review according to sec. 4. must be performed on all digitized documents before:

1. 5. 1. the digitized document is incorporated into an official electronic file within the Records Management Program, and

1. 5. 2. the original hardcopy document can be destroyed.

1. 6. Digitized documents must be retained in accordance with the associated retention periods specified in App. 2-1-1, App. 2-2-1, or App. 2-3-1.

1. 7. Original hardcopy documents must meet the associated retention period specified in sec. 7.2. before being destroyed, in accordance with ch. 1.1., sec. 9.

1. 8. Original hardcopy documents that have been digitized can only be destroyed by Information Management Functional Specialists or divisional Information Management Managers delegated as Detachment Service Assistants.

1. 9. While the original hardcopy document exists, the digitized document is not considered to be the official version.

1. 10. Multiple original hardcopy documents cannot be saved into a single digitized document, e.g. 50 documents cannot be scanned into one PDF file.

2. Definitions

2. 1. **digitization** means the process of converting hard-copy or other non-digital records into a digital format, e.g. taking digital photographs of non-digital source records, or scanning, which refers to imaging non-digital source records.

2. 2. **intrinsic value** means the usefulness or significance of an item derived from its physical or associational qualities, inherent in its original form and generally independent of its content, that are integral to its material nature and would be lost in reproduction.

2. 3. **optical character recognition (ocr)** means a technology that enables the conversion of different types of documents, such as scanned paper documents, PDF files or images captured by a digital camera into editable and searchable data.

2. 4. **scanner** means a device that optically scans images, printed text, handwriting, or an object, and converts it to a digital image.

3. Information Not Eligible for Digitization and Destruction

3. 1. The following information resources of business value (IRBV) are excluded from the digitization and destruction process:

3. 1. 1. information pertaining to an active moratorium, civil litigation, or Access to Information and Privacy (ATIP) request;

3. 1. 1. 1. Before digitizing a document, employees should check Information Management Branch (IMB) bulletins and other communication to ensure that the document content is not subject to an active moratorium, civil litigation, or ATIP request.

3. 1. 2. investigator's notebooks;

3. 1. 3. documents predating 1946;

3. 1. 4. original proclamations, charters, testimonials, and intergovernmental agreements or treaties;

3. 1. 5. documents with corporate seals affixed;

3. 1. 6. cartographic, architectural, or engineering drawings;

3. 1. 7. oversized graphics;

3. 1. 8. photographs, slides, and negatives;

3. 1. 9. original artwork;

3. 1. 10. documents with raised characters, e.g. Braille or notary stamps; and

3. 1. 11. information of intrinsic value.

3. 2. The IRBV listed in sec. 3.1. must be preserved in their original format.

4. Quality Assurance Process

4. 1. The digitization of documents must follow a quality assurance process to ensure that the digitized document is an exact duplicate of the original hardcopy version.

4. 1. 1. The employee designated to carry out the quality assurance process must receive quality assurance training.

4. 2. The employee responsible for the quality assurance process must verify that:

4. 2. 1. when the original hardcopy document contains operational information or Protected "B" information, every page in the digitized document is an exact duplicate of the original hardcopy version;

4. 2. 2. when the original hardcopy document contains Protected "A" or Unclassified information, at minimum the first and last page in the digitized document are exact duplicates of the first and last page of the original hardcopy version;

4. 2. 3. both sides of double-sided pages have been copied;

4. 2. 4. the number of pages in the digitized copy and in the original hardcopy document are the same, including both sides of double-sided documents; and

4. 2. 5. all page content has been fully digitized, is clear, and text can be easily read.

4. 2. 5. 1. If a poor quality image of a digitized page is found, the images immediately preceding and following must also be examined, and the Information Management Functional Specialist (IMFS) must determine if the error:

4. 2. 5. 1. 1. is major, i.e. rescanning is required. A major error causes major quality issues, which includes anything that omits any element of the document, or renders any element of the document illegible. Examples of this include missing characters, illegible small characters or handwriting, missing lines or sections, missing portions of an image, and consistent spot or "noice" which obscures part of an image;

4. 2. 5. 1. 2. is minor, i.e. the image is acceptable as is, and does not require rescanning. Examples of this include image skew, i.e. the image has been scanned or photographed crookedly, background noise or speckle, i.e. the image contains black dots or black lines, incorrect image orientation, i.e. the image is bigger or smaller in certain spots;

4. 2. 5. 1. 3. is an isolated incident, i.e. only the poor image/page needs to be rescanned; or

4. 2. 5. 1. 4. affects the entire batch, i.e. the entire batch should be reviewed and perhaps rescanned.

4. 3. The employee responsible for the quality assurance process must capture the quality assurance metadata elements listed in sec. 6.2., and associate these metadata fields to, or embed them within, the digitized document.

5. Scanner Performance

5. 1. Scanners must be tested and serviced to ensure performance quality.

5. 2. The employee responsible for scanner performance quality must:

5. 2. 1. conduct tests after 8 hours of scanning or after scanning 10,000 documents, whichever comes first;

5. 2. 1. 1. The tests must use International Organization for Standardization (ISO) 12653-1 or the test scan sheet that may have been provided with the scanner when it was purchased;

5. 2. 2. have the scanner serviced if it does not consistently produce the required quality.

6. Digitization Metadata Requirements

6. 1. All digitized IRBV must meet the metadata elements requirements listed in ch. 2.6.

6. 2. The following quality assurance metadata elements must also be associated to digitized IRBV within the Records Management Program:

Element	Definition	Purpose
User Name	The name of the individual who performed the digitization actions.	To identify the person responsible for the digitization.
User Section/Branch Name	The name of the branch, section or unit of the individual who performed the digitization of the IRBV.	To identify the organizational information about the user that performed the digitization.
Digitization Date	The date on which the IRBV was digitized.	To authenticate the date the document was digitized.
Quality Assurance Performed by (User Name)	The name of the individual who performed the quality assurance action and confirmed that the digitized version is an exact duplicate of the hardcopy IRBV.	To identify the person responsible for the approval of the quality.
Quality Assurance Section/Branch	The name of the branch, section or unit of the individual who performed the quality assurance on the IRBV.	To identify the organizational information about the user who performed the quality assurance review.

Date of Quality Assurance	The date on which the quality assurance was performed.	To authenticate the date the quality assurance was performed.
Technical Environment	The software program, including version number, in which the IRBV was created.	To preserve the IRBV over time.
Name of the person who destroyed the Hardcopy	The name of the IMFS or divisional Information Management (IM) Manager's delegated Detachment Service Assistant (DSA) who destroyed the hardcopy IRBV.	To identify the person responsible for the destruction of the IRBV. Only an IMFS or a divisional IM Manager's delegated DSA can perform this action.
Date of destruction of the Hardcopy	The date on which the hardcopy IRBV was destroyed.	To authenticate the date on which the hardcopy document was destroyed for evidentiary requirements. This is also the date on which the digitized version becomes the original.

7. Hardcopy Document Storage, Retention, and Disposal

7. 1. Storage

7. 1. 1. When an original hardcopy document has been digitized, the IMFS or the divisional IM Manager's delegated authority must keep the original hardcopy document in a file or storage box labelled with the applicable batch number, digitization date, and any other information required for the retrieval of the document, until such a time as the original hardcopy document is destroyed or subject to the requirements in sec. 7.3.2.

7. 2. Retention

7. 2. 1. An original hardcopy document that has been digitized must be retained for the following time period before it can be destroyed:

7. 2. 1. 1. the hardcopy administrative and employee IRBV must be kept for 30 days from the date on which the digitized version was placed in an approved Electronic Document and Records Management System (EDRMS);

7. 2. 1. 2. the hardcopy operational IRBV must be kept for two years after the conclusion of the associated electronic operational file.

EXCEPTION: If a prohibition order is identified on the operational file, the original hardcopy document must be kept for two years after the prohibition has expired.

7. 3. Disposal

7. 3. 1. Before destroying original hardcopy documents, the IMFS must ensure that:

7. 3. 1. 1. the digitized documents are incorporated in an official file within the Record Management Program;

7. 3. 1. 2. the destruction date of the original hardcopy documents is identified on its associated electronic file within the Records Management Program, and reflected on the IRBV inventory; and

7. 3. 1. 3. in the period between digitization and destruction, the content of the original hardcopy document has not become subject to an active moratorium, civil litigation, or ATIP request.

7. 3. 1. 3. 1. The IMFS should check the hardcopy file, EDRMS metadata, Information Management Branch (IMB) bulletins, and other communication.

NOTE: If an ATIP request has been received prior to destruction, or if information from the documents becomes part of a moratorium on destruction for legal or business hold, the original hardcopy document **cannot** be destroyed.

7. 3. 2. After destroying original hardcopy documents, the IMFS must capture the disposition metadata fields listed in ch. 2.6., sec. 4.

References

- Electronic Imaging Systems (96/023)
- Canadian General Standards Board (CGSB) 72.11.93
- Canadian General Standards Board (CGSB) 72.34.2005
- International Organization for Standardization ISO/TR 13028

Date Modified: 2017-10-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 2.6. Metadata Requirements for Information Resources of Business Value

Directive Amended: 2017-10-10

For information regarding this policy, contact Information Management Policy Section, Information Management Branch, at [redacted]

1. Policy
2. Definitions
3. Minimum Requirements for Information Created or Captured within the Records Management Program
4. Disposition

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1. Policy

1. 1. This Directive contains the minimum metadata elements required when employees create or collect information resources of business value within the Records Management Program.

1. 2. Different types of information resources of business value may have specific metadata requirements.

1. 2. 1. For Administrative Information Resources, see ch. 2.1.

1. 2. 2. For Employee Information Resources, see ch. 2.2.

1. 2. 3. For Operational Information Resources, see ch. 2.3.

1. 3. RCMP systems may require other specific metadata elements. See the appropriate system Directives, e.g. Part 47, Police Reporting and Occurrence System.

2. Definitions

2. 1. **Aggregation** means the hierarchy of where the information is located within the Records Management Program.

2. 2. **classification structure**. See IMM definitions.

2. 3. **hardcopy file.** See IMM definitions.

2. 4. **information lock/hold** means a hold on the destruction of information due to legal requirement, business review, or a request under the *Access to Information Act* or the *Privacy Act*. When an information lock is placed on information, it cannot be destroyed until the hold has been lifted.

2. 5. **metadata**. See IMM definitions.

2. 6. **official file**. See IMM definitions.

2. 7. **primary file classification number**. See IMM definitions.

2. 8. **secondary file classification number**. See IMM definitions.

2. 9. **User metadata elements** means metadata used to identify and describe the person who:

2. 9. 1. is responsible for performing an event on an electronic document in the course of his/her RCMP duties, or

2. 9. 2. has received the IRBV from another department or agency and placed it into an Electronic Document and Records Management System (EDRMS).

2. 10. **wallet** (also known as **supplement**). See IMM definition for supplement.

3. Minimum Requirements for Information Resources of Business Value Created or Captured within the Records Management Program

3. 1. Computer Systems that Manage Information Resources of Business Value

3. 1. 1. The following event-related metadata elements must be captured in an official RCMP electronic information repository, e.g. EDRMS, whenever an event, e.g. creation, access, modification, is performed on Information Resources of Business Value (IRBV):

Element	Definition	Purpose	Specific Requirement
Event Type	An action performed on the IRBV, including:	To show what actions were taken	Any changes to the retention

	• Creation • Access • Modification • Information Lock/Hold, e.g. Legal holds, Business holds, ATIP holds • Disclosure, where the IRBV has been disclosed for a specific reason, e.g. Sec. 4(1), *Access to Information Act*, Sec. 12(1), *Privacy Act*, and Parole Board of Canada (Record Suspension), Canadian Firearms Officer, Legal Services for litigation. See sec. 3.1.3. • Retention Trigger, e.g. conclusion, closed, Struck off Strength (SOS) • Disposition Action, e.g. destruction/purge, alienation, archive	on the IRBV for audit and legal accountability. An action would consist of anything happening to or changing the IRBV, from creation to disposition.	period due to destruction hold. Disclosure or reactivations must be documented.
Event Date/Time	The date and time an action was taken on the IRBV.	To identify when an action was completed on IRBVs as they are managed throughout their lifecycle.	Date must be entered as: YYYY/MM/DD Time must be entered as: HH:MM:SS

3. 1. 2. The following user-related metadata elements must be captured in an official RCMP electronic information repository, e.g. EDRMS, whenever an event, e.g. creation, access, modification, is performed on the IRBV:

Element	Definition	Purpose	Special Requirement
User Corporate Name	The department or agency name of the individual who performed an action on the IRBV, e.g. RCMP, DND, Calgary Police Department.	To identify the organization of the individual who performs a specific action on the IRBV.	
User Identifier	A unique value identifying the individual who performed an action, e.g. 00058767.	To identify which user performed an action on the IRBV.	Duplicate numbers must not be assigned.
User Name	The name of the individual who performed an action, e.g. John Black.	To identify the name of the user who performed an action on the IRBV.	
User Role	The role associated to the individual, which identifies their function and access on the system, i.e. the system role-based access controls (RBAC).	To identify whether the user had the authority, based on his/her role, to perform a specific function at the time the action was performed. This would be the system RBAC.	

User Section/Branch Name	The name of the branch, section, or unit, e.g. Information Management Policy Section, Information Management Branch, of the individual who performed an action in the IRBV.	To further define information about the user.	This could include external partners.

3. 1. 3. The following metadata elements must be captured whenever IRBV are created in an official RCMP electronic information repository, e.g. EDRMS:

Element	Definition	Purpose	Specific Requirement
Access Rights	Permissions assigned to the IRBV that restrict the user's ability to use or view, e.g. read only, read/write.	To restrict access and use to the IRBV based on operational requirements, a need to know basis, and legislative requirements, e.g. *Youth Criminal Justice Act*, *Criminal Records Act*, *Privacy Act*.	
Aggregation	The hierarchy of where the information is located within the Records Management Program.	How the document fits into the bigger picture, e.g. multiple volumes	

		linked to the same file. Used to support the identification of the IRBV, notably at the document or file level.	
Classification	A primary number, employee folder type, or operational code within the classification structure associated to the type of information, e.g. 1483 - Information Technology (IT) Applications and Systems, HRMIS number and employee name, occurrence number.	To associate the IRBV to one of the RCMP classification structures.	The field must be based on classification requirements identified in the associated information classification and retention structures: Administrative Information Classification and Retention Structure, Employee Information Classification and Retention Structure, or Operational Information Classification and

			Retention Structure.
Description	A summary of keywords pertaining to the IRBV.	To provide more information about the IRBV, and to aid in searching for the IRBV based on keywords or phrases.	
Format	The medium of the IRBV, e.g. electronic, hardcopy, digitized.	To aid in the development of storage strategies and maintenance requirements of the IRBV.	
Integrity (audit trail)	Verification that the contents and format of the IRBV have not been altered once completed, e.g. any modification to the IRBV viewed through an audit trail, locking of the IRBV once created/completed.	To indicate that the IRBV has retained its integrity from the time of creation or the last known and documented instance of modification or migration.	This includes network monitoring logs or audit logs.
Language	The language of the content of the IRBV, e.g. English, French.	To identify the language of the IRBV and allow for searches based on	Format: **ENG** for English; **FRE** for French; **OTH** for bilingual or a language

		a specific language.	other than English or French.
Location	The location of physical objects, if applicable, e.g. shelf where the file is located, filing cabinet drawer, safe.	To locate the associated physical object within the Records Management Program.	
Open Government Flag	A flag on the IRBV as being part of the Open Government initiative, e.g. official audit reports, recruiting events, any information published and available to the general public.	To identify the information has been made available to the Canadian general public under the Open Government Program.	If your system holds information that could potentially be shared with the general public then this field is mandatory.
Retention Period	The length of time the IRBV is to be retained prior to disposition, e.g. five years.	To ensure the IRBV are retained for a specific period of time that complies with legislative, policy, and business requirements.	Changes to classification and the retention period are considered an event.
Security Designation	The identified level of protection associated to the IRBV, e.g. Protected A, Protected B, Protected C, Confidential, Secret, Top Secret.	To ensure that the IRBV is properly managed and stored according to security requirements, and to prevent	Hardcopy folders must have the security designation identified on the outside of the folder.

		unauthorized disclosure of sensitive information.	
Technical Environment	The software program, including the version number, in which the IRBV was created, e.g. documents created in MS Word, MS Excel, PDF, HTML.	To support the control, storage, and preservation of the IRBV over time, and to aid in the migration or system upgrades of the information from one system to another based on their format.	
Title	The descriptive name given to the IRBV, e.g. Information Resource Metadata Requirements Policy.	To aid in the identification, search, and retrieval of the IRBV.	
Unique Identifier	A unique number or code assigned to the IRBV, e.g. file number, document number, HRMIS number, barcode.	To distinguish one IRBV from another IRBV, enabling search capabilities by the document, employee, or occurrence number.	Duplicate numbers must not be assigned. The unique identifier would never change.

3. 1. 3. 1. If the IRBV has already been created in an official RCMP electronic information repository and any metadata elements in sec. 3.1.3. have changed, only the metadata elements that have changed must be captured, in addition to the metadata elements in sec. 3.1.1. and sec. 3.1.2.

EXAMPLES:

1. An IRBV has been created in an official RCMP electronic information repository.

The following metadata elements must be captured:

- the event-related metadata elements in sec. 3.1.1. i.e. what action is being taken on the IRBV;
- the user-related metadata elements in sec. 3.1.2. i.e. who is responsible for performing the action on the IRBV; and
- all metadata elements in sec. 3.1.3.

2. An IRBV has been modified that has already been created in an official RCMP electronic information repository, and the only element changing is the Access Rights.

The following metadata elements must be captured:

- the event-related metadata elements in sec. 3.1.1. i.e. what action is being taken on the IRBV;
- the user-related metadata elements sec. 3.1.2. i.e. who is responsible for performing the action on the IRBV; and
- the Access Rights metadata element i.e. the only metadata element that is changing.

3. 2. Hardcopy Folders

3. 2. 1. Metadata that is required for hardcopy folders must be placed in a searchable electronic document, e.g. MS Word document, MS Excel spreadsheet, EDRMS entry.

3. 2. 2. The following metadata elements must be captured whenever IRBV is created for an official hardcopy folder.

Element	Definition	Purpose	Special Requirement
Access Rights	Permissions assigned to a file that restrict the user's ability to use or view IRBV, e.g. restricted to IMB, Governor General	To restrict access and use of a file based on operational requirements, a need to know basis, and	For hardcopy folders, use Access Restricted to (Form 2922), which are pre-printed stickers.

	Protection Detail (GDPD), Air Services.	legislative requirements, e.g. *Youth Criminal Justice Act*, *Criminal Records Act*, *Privacy Act*.	
Aggregation	The hierarchy of where the information is located within the Records Management Program, e.g. secondary and tertiary numbers, volumes, wallets.	How the document fits into the bigger picture, e.g. multiple volumes linked to the same file. Used to support the identification of the IRBV, notably at the document or file level.	
Classification	A primary number, employee folder type, or operational code within the classification structure associated to the type of information, e.g. 1483 - Information Technology (IT) Applications and Systems, HRMIS number, employee name, occurrence number.	To associate the file to one of the RCMP classification structures.	The field must be based on classification requirements identified in the associated Administrative Information Classification and Retention Structure, Employee Information Classification and Retention

			Structure, or Operational Information Classification and Retention Structure.
Creator Name	The name of the individual who requested the file to be created.	To enable the file to be searched, and let the divisional IMFS know if employees are filing their IRBVs.	
Creator Position Title	The title of the individual who requested the file to be created, e.g. Policy Analyst.	To further identify the creator.	
Creator Section/Branch	The Section/Branch, e.g. Information Management Policy Section, Information Management Branch, of the individual who requested the file to be created.	To identify the location where the creator worked at the time of file creation, and enable another field for searching.	
Disposition completed by	The name and title of the person who performed the disposition of the file.	To ensure that the person had the authority to destroy official files.	Include the name and the title of the person.

Essential Status	Whether the file is required for continuing or re-establishing departmental business function, e.g. specific protocols, standard operating procedures (SOPs).	To show whether the file has "essential" status. Essential files allow the department to function in the case of an emergency or disaster.	
Event Date	The date an action was taken on a file.	To identify when an action was completed on a file as it is managed throughout their lifecycle.	Dates must be entered as YYYY/MM/DD.
Event Type	The action performed on the file, e.g. access, hold placed on the information, conclusion of file, disposition.	To show what individual actions have been taken on the IRBV for audit and legal accountability.	
Location	Where the file is currently being housed, e.g. shelf where the file is located, filing cabinet drawer, safe.	This will enable easy retrieval of the file.	
Retention Period	The length of time the file is to be retained prior to disposition.	To ensure that the file is retained for the specific period of time that	

		complies with legislative, policy and business requirements.	
Security Designation	The identified level of protection associated to the file, e.g. Protected A, Protected B, Protected C, Confidential, Secret, Top Secret.	To ensure that the file is properly managed and stored according to security requirements, and to prevent unauthorized disclosure of sensitive information.	Hardcopy folders must have the security designation identified on the outside of the folder.
Title	The descriptive name given to the IRBV, e.g. Metadata Requirements for Information Resources Policy.	To aid in the identification, search, and retrieval of the file.	

3. 3. Web Pages

3. 3. 1. The following metadata elements must be captured for web pages:

Element	Definition	Special Requirement
Issue Date	The date that the web page was initially published.	Dates must be entered as: YYYY/MM/DD.
Language	The language of the web page content.	Format: **ENG** for English;

		FRE for French; **OTH** for bilingual or a language other than English or French.
Modified Date	The date that the web page was modified and republished.	Dates must be entered as: YYYY/MM/DD.
Subject/Description	The topic of the published web page, e.g. new travel and expense management enhancements in the TEAM Portal.	
Title	The name of the web page, e.g. What's new? Travel and expense management.	
Web page Creator	The name of the person responsible for developing and maintaining the web page, e.g. Jane White, Web Master.	

4. Disposition

4. 1. When an official file has reached its retention date, the following metadata elements associated to the IRBV must be captured in accordance with the App. 2-1-1, primary 1466 – Program and Office Administration, Record lists, finding aids, indices and registers of files:

Element	Definition	Special Requirement
Unique Identifier	A unique number or code assigned to the IRBV, such as file number, document number, HRMIS number, barcode.	
Title	The descriptive name given to the IRBV.	

Event Type	The action performed on the IRBV, e.g. creation, disclosure, conclusion, disposition.	
Event Date/Time	The date an action was taken on a file.	Dates must be entered as: YYYY/MM/DD.
Format	The medium of the IRBV, e.g. electronic, hardcopy, digitized.	
User Role	The role associated to the individual who performed an action, which identifies his/her function and access on the system.	
User Name	The name of the individual who performed an action.	

4. 2. When an original IRBV hardcopy document has been digitized, there are additional quality assurance metadata elements that must be captured before the original hardcopy document can be destroyed. See ch. 2.5.

References

- Treasury Board of Canada Secretariat, Standard on Metadata
- Treasury Board of Canada Secretariat, Standard for Electronic Document and Records Management Solutions (EDRMS)
- AM XIII.5. Intranet/Internet
- *Government of Canada Metadata Implementation Guide (RK MIG)*

Date Modified: 2017-10-10

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 2.7. Management of the National Administrative Records Management System

New Policy : 2020-09-23

For information regarding this policy, contact the National Administrative Records Management System (NARMS) Policy Centre.

1. Definitions
2. General
3. Policy Centre
4. Access
5. Role-Based Access Control
6. Domain Structure and Client Responsibility
7. Information Management
8. Training

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1. Definitions

1. 1. **Administrator** means a systems analyst who requires elevated system or application privileges to perform their job functions, which may include actions required to support and manage the operation of systems, applications, networks, databases, or maintain end-user accounts.

1. 2. **Approving authority** means a delegated National Administrative Records Management System (NARMS) domain coordinator within a client domain business unit or a NARMS policy centre business analyst, who can submit Service Desk Manager Central Help Desk tickets on behalf of new qualified NARMS users to gain access to the NARMS database within specified business domains.

1. 3. **Business intelligence** means leveraging software and services to transform data into actionable intelligence that informs an organization's strategic and tactical business decisions. Business intelligence tools access and analyze data sets and present analytical

findings in reports, summaries, dashboards, graphs, charts, and maps to provide users with detailed intelligence about the business state.

1. 4. **Case management system** means computer software that tracks, manages, and reports large amounts of information in a shared database throughout a case file life cycle. The workflow of the investigative process is built into the system software to address multiple facets of business process management, and is capable of withstanding minor customizations while maintaining best practices.

1. 5. **Disposal**. Refer to definition in IMM - Definitions.

1. 6. **Lead investigator** means a designated RCMP employee within a NARMS client domain responsible for leading, managing, and coordinating an administrative investigation of an occurrence through its life cycle. In some cases, there can be one or more lead investigators per domain business unit.

1. 7. **Retention period** means the period of time which information resources, including all structured and unstructured data, are stored before they can be legally disposed. Retention periods are determined by assessing the usefulness of the information and are negotiated between business managers and information management (IM) functional specialists. Retention periods are counted in terms of years. For more information on retention and management of employee information resources, refer to sec. 7.2. and 7.2.1. as well as IMM ch. 2.2., Employee Information Resources.

1. 8. **Role-based access control (RBAC).** Refer to definition in IMM - Definitions.

2. General

2. 1. The National Administrative Records Management System (NARMS) is an electronic case management system designed to support RCMP non-operational, administrative case management processes.

2. 2. NARMS was implemented on a software binary with the Police Reporting and Occurrence System (PROS), which is based on the Niche Records Management System (Niche RMS).

2. 2. 1. As a result, the NARMS policy centre and NARMS domain client end users cannot unduly influence and request application changes in the Niche RMS tool, because this could directly affect the functionality and/or performance of the PROS operational database.

2. 3. NARMS is only available to RCMP client end-user groups where the need to use this system is fully demonstrated.

2. 4. NARMS is not configured to be used as an electronic document records management system (EDRMS) and is unable to manage electronic records throughout their life cycle. For more information on an EDRMS, refer to the Information Management - Frequently Asked Questions web page.

2. 5. Applications Development Branch, Chief Information Officer Sector, is responsible for NARMS technical support (for example, performance, upgrades, change requests, and patches).

2. 6. The Administrative Case Management Tool (ACMT) is a web-based interface to NARMS that uses a simplified data entry method to enter and retrieve information.

2. 6. 1. The ACMT policy centre, located in the Professional Responsibility Sector, manages access and technical support of the ACMT tool, distinct from the NARMS policy centre. For more information, contact the ACMT coordinator.

2. 7. The *Privacy Act*, and the *Access to Information Act*, as described in the RCMP Human Resources Management Services section of *Info Source - Sources of Federal Government and Employee Information* governs the collection, use, and retention of personal information in NARMS.

2. 8. Access to information requests in NARMS must be addressed through a formal request to the Chief Human Resources Officer correspondence unit.

2. 9. NARMS follows the Treasury Board of Canada Secretariat, *Policy on Service and Digital* and *Directive on Service and Digital* and the RCMP Information Management Manual for managing administrative corporate information. Refer to the Information Management web page.

2. 10. By default, NARMS has been enabled Protected "B" and meets security and privacy requirements.

2. 10. 1. Any personnel records that are deemed to require Protected "C" designation will need to be marked as per the RCMP Classified or Protected sensitive information and assets guidelines and retained according to IMM ch. 2.5., Digitization and Destruction of Information Resources of Business Value.

2. 11. New requests for NARMS administrative case management support will be assessed against the government standard as part of a technical options analysis to recommend the best solution.

2. 12. NARMS is not available for use outside of the RCMP.

3. Policy Centre

3. 1. Located within the Human Resource Management Services unit of the Human Resources Sector, the NARMS policy centre:

3. 1. 1. maintains and updates all aspects of the existing policy as part of an annual review process;

3. 1. 2. collaborates with the Relationship and Portfolio Management Unit in the Information Management (IM)/Information Technology (IT) Program of the Chief Information Officer Sector, on the assessment of NARMS as a potential IM/IT support solution for a new client business line;

3. 1. 3. communicates to potential new clients that since NARMS is a prototype of the PROS policing software, the policy centre will develop and implement the new domain, finding the best combination of fields within NARMS, to help meet clients' business requirements;

3. 1. 4. supports initial NARMS training for new clients and their end users as required with the newly developed domain. Refer to sec. 8.2.;

3. 1. 5. interprets and communicates PROS policy and technical updates or upgrades to end users as they directly affect the NARMS database;

3. 1. 6. identifies potential business intelligence solutions to enhance NARMS reporting capabilities;

3. 1. 7. updates and distributes the NARMS approving authority list on a monthly basis to involved clients; and

3. 1. 8. oversees and monitors the NARMS application systems administration, as follows:

3. 1. 8. 1. performs monthly audits in the individual domains to ensure the quality control and completeness of data entered into the system;

3. 1. 8. 2. audits end-user activity, manages access privileges, and removes access from transitional or expired users;

3. 1. 8. 3. troubleshoots system outages, and end-user service issues or login authentication failures;

3. 1. 8. 4. identifies, assesses, and tests software enhancements to the NARMS application, in collaboration with Applications Development Branch, PROS; and

3. 1. 8. 5. programs system parameters/values/code tables for domain client requests, as required.

4. Access

4. 1. Only authorized RCMP employees or contractors who work in a NARMS-designated business unit can gain access to the NARMS application.

4. 2. NARMS domain client user groups that have a NARMS approving authority within their unit can submit new end-user access requests to the Central Help Desk.

4. 3. The NARMS policy centre will also submit new end-user access requests to the Central Help Desk to assist smaller domain client groups that do not have an approving authority available.

4. 4. Since NARMS is a Protected "B" environment, a valid Entrust Smart Card or Public Key Infrastructure USB token is required to access the NARMS database, as part of the two-factor authentication.

4. 5. When an end user changes job positions and no longer needs NARMS access, it is the unit's NARMS approving authority's responsibility to inform the NARMS policy centre to ensure the user's NARMS access is removed.

5. Role-Based Access Control

5. 1. NARMS end users are granted a role-based access control (RBAC). The role assigned to employees will correspond to their job function and the tasks they need to perform in NARMS.

5. 1. 1. Users may have multiple RBACs, depending on their job duties and responsibilities.

5. 2. The majority of users are assigned the RCMP Level 1 RBAC, which accomplishes most read or write access functions.

5. 2. 1. Only systems administrators or designated personnel are assigned higher level RBACs.

NOTE: For further information on RBACs, please contact the NARMS policy centre.

6. Domain Structure and Client Responsibility

6. 1. NARMS is configured on a multiple client end-user domain structure, which:

6. 1. 1. retains the confidentiality of the domain data; and

6. 1. 2. restricts access to information between client domain groups.

6. 2. NARMS domain client business lines or groups as end users are responsible for complying with the use of NARMS by:

6. 2. 1. following this policy;

6. 2. 2. identifying a designated NARMS coordinator within their business unit, who will act as a liaison between the NARMS policy centre and their domain business unit;

6. 2. 3. observing NARMS application best practices as stated in the existing individual Standard Operating Procedures domain user manuals;

6. 2. 4. using only the available drop-down menu and list of choices in the NARMS application;

6. 2. 5. monitoring, correcting, and completing required data fields and files within their domain to maintain data integrity and facilitate accurate statistical data gathering;

NOTE: End users should make every effort to maintain the quality assurance of data entered into NARMS to prevent delays in reporting for senior management decision making.

6. 2. 6. following established Government of Canada privacy and confidentiality laws for the handling of personal information;

NOTE: For more information and a summary of privacy laws in Canada, refer to the Office of the Privacy Commissioner of Canada's Summary of privacy laws in Canada web page.

6. 2. 7. monitoring their end users to ensure that they have the appropriate RBAC roles for the tasks to be performed and report discrepancies to the NARMS policy centre; and

6. 2. 8. consulting with the NARMS policy centre and the Access to Information and Privacy Branch in assessing the need to prepare and submit NARMS Privacy Impact Assessment (PIA) questionnaires and/or PIA addendums.

NOTE: PIA addendums are required if clients wish to substantially modify an existing NARMS domain program in a way that will affect the collection, use, retention, disposal, and disclosure of personal information in the NARMS application. Refer to IMM ch. 3.2., Privacy Impact Assessment.

7. Information Management

7. 1. NARMS users must ensure that administrative or personnel information safeguards of sensitive information, data integrity, and legislative requirements are being met. Refer to sec. 2.9.

7. 2. The NARMS administrative data or information retention periods apply to all RCMP data categories.

7. 2. 1. The NARMS automatic purging function will purge data based on the retention periods determined for the type of administrative data stored in NARMS. For more information on retention periods, refer to IMM App. 2-1-1, Administrative Information Classification and Retention Structure.

7. 3. Exceptions to information that can be purged from NARMS are found in the RCMP Manuals Moratoriums guidelines. RCMP Moratorium information must be held until further instructed.

7. 4. Once paper files are uploaded to NARMS, the original paper file needs to be destroyed from its original holding place.

7. 4. 1. If a paper file is scanned to NARMS, it is retained in its original holding place as per IMM ch. 2.5., sec. 7.2.1.1.

7. 5. A lead investigator must be assigned to every NARMS occurrence.

7. 5. 1. The lead investigator is responsible for the life-cycle management and coordination of occurrences to which they are assigned, within their domain.

8. Training

8. 1. Initial National Capital Region NARMS training for a newly developed domain may be provided by the NARMS policy centre, as required.

8. 1. 1. If travel is required from a NARMS policy centre facilitator in order to provide NARMS training, all costs associated with the travel and training will be the domain business line's responsibility.

8. 2. Once a new domain client business group has been trained, future and ongoing training for their new NARMS end users becomes the responsibility of that domain client.

References

Treasury Board, *Policy on Information Management*

Date Modified: 2020-09-23

3.1. INFORMATION ACCESS

A. ORIGINATOR

A. 1. Access to Information and Privacy Branch, Public Affairs and Information Directorate.

B. REFERENCES

B. 1. *Informatics Manual*, IV.3. and *Information Management Manual,* 2.1., and 2.2.

B. 2. *Operational Manual* I.1., I.3., II.1., II.4., II.6., II.8, and II.16.

C. COMMISSIONER'S STANDING ORDERS

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2000-11-24

D. POLICY

D. 1. The release of information in RCMP records will not be permitted if it will infringe on the rights of any person or jeopardize an investigation, prosecution or trial.

EXCEPTION: Statutory or judicial requirements, such as rules of court or court orders.

D. 2. The OIC Access to Information and Privacy (ATIP) Branch is the Departmental Access to Information and Privacy Coordinator for the RCMP, and has the authority to release:

D. 2. a. information in response to formal requests under the *Access to Information and Privacy Acts*, and

D. 2. b. Commissioner's Standing Orders in response to requests under the *Statutory Instruments Act*.

D. 3. Access to employee and discipline records may be made by RCMP employees, whose duties require them to maintain or work with records, in accordance with App. 3-1-1, 2 and 3.

D. 4. Access to RCMP investigative records may be made by:

D. 4. a. RCMP employees in the course of their duties;

D. 4. b. counsel appointed to act on behalf of the RCMP or the Crown;

D. 4. c. parties entitled under policing agreements;

D. 4. d. law enforcement and intelligence agencies and specified government departments and agencies, for legitimate purposes under their mandate; and

D. 4. e. any other person or agency authorized in writing by the appropriate director or commanding officer.

D. 5. Subject to D.3., D.4., and unless otherwise authorized by law, records or other information requested on an informal basis will not be released without the authority of the appropriate director or commanding officer. For release of RCMP manuals outside the RCMP, see J.

D. 6. Divisions and directorates will appoint ATIP Divisional Managers to provide assistance on matters pertaining to requests for access under the *Privacy Act and Regulations*. See App. 3-1-4.

Amended 2016-06-27

E. **GENERAL**

E. 1. For the purposes of this chapter:

E. 1. a. A **formal request** for information under the *Privacy* or *Access to Information Acts* means that the request must be in writing and sent to ATIP Branch for a compulsory response.

E. 1. b. An **informal request** for information under the *Privacy* or *Access to Information Acts* means a verbal or written request made to any other unit.

E. 2. The *Privacy Act* applies to the collection, use, retention and disclosure of all personal information. See App. 3-1-7 for information considered personal.

E. 3. Classified/protected information must be declassified by the originator, the applicable policy center/delegated authority before it is released. See XI.1.M., XI.1.N. and App. 3-1-5.

E. 4. An employee must maintain the confidentiality of personal information that comes to his/her attention during the course of his/her duties.

E. 5. Any new initiatives with implications for the collection, use, disclosure, retention and disposal of personal information must comply with Treasury Board of Canada Secretariat guidelines and must be reported to the Director Public Affairs and Information.

E. 6. Administrative and operational related statistics, e.g. OSR, person hours, person years, may be released to the public as long as they do not contain personal or strategic information that could be injurious to ongoing investigations, threaten the safety of an individual, nor reveal the identity of a source. For the external release of HRMIS statistics, consult the HRO.

E. 7. The guidelines for release of information to the news media are provided in OM II.16.F.

Amended 2005-05-04

F. PRIVACY ACT

F. 1. General

F. 1. a. The *Privacy Act* applies only to federal institutions. It provides individuals with a right of access to records containing personal information about themselves, and protects the privacy of individuals with respect to personal information held by a government institution.

F. 1. b. Federally controlled records that contain personal information fall into information banks which are described in the Treasury Board of Canada *Info Source*.

1. *Info Source* is available at public reading rooms, libraries, MP constituency offices and on the Internet at: http://www.cio-dpi.gc.ca/ip/infosource. It provides information to assist individuals in completing the required forms to obtain personal information about themselves contained in the banks.

2. A description of RCMP employee information banks is outlined in ch. 2.2.

F. 2. Exemptions from Access

F. 2. a. The *Privacy Act*, Sec. 18 to 28, permits limited and specific exemptions to the information accessed under the Act. Only ATIP Branch has the authority to exempt information in RCMP records.

F. 2. b. Information falling within the category of Criminal Operational Intelligence Records, as defined in OM II.8. and classified in accordance with IM IV.3.G.13. must be exempted (Exempt Bank).

F. 3. Collection of Personal Information

F. 3. a. The *Privacy Act* protects the individual's right to privacy by stipulating that personal information can be:

1. collected for a recognized activity (Sec. 4, *Privacy Act*); or

2. without the consent of the individual to whom the information relates:

1. used only for the purpose for which it was initially obtained or compiled, or a use consistent with that purpose (Sec. 7, *Privacy Act*); or

2. used only for a purpose for which it may be disclosed (Sec. 8(2), *Privacy Act*).

F. 3. b. Collect personal information only if it relates directly to an RCMP program.

F. 3. c. When possible, collect personal information directly from the individual to whom it relates and tell the individual the purpose for its collection. See OM II.1.E.

EXCEPTIONS: Subparagraph F.3.b. and c. do not apply to information collected under the following circumstances:

1. if it would result in the collection of inaccurate information;

2. if it would compromise the investigation; or

3. it if would defeat the purpose or prejudice the use for which the information is collected, e.g. undercover and intelligence operations.

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2000-11-24

F. 4. **Data Matching**

F. 4. a. **General**

1. Data matching is the electronic combining or comparing of personal information obtained from a variety of sources, for the purposes of making a decision about the person to whom the data pertains, e.g. decision to investigate.

2. Federal policy on data matching requires that:

   1. all provisions of the *Privacy Act* are complied with;

   2. information relates directly to an existing program and once combined or matched is appropriately described in an information bank;

   3. when information is not described in an existing bank; or

      - an existing bank must be amended to describe the resulting information, or

      - a new bank must be created describing the information and its consistent uses. In such cases a completed form TBS-350-84 must be forwarded to the informatics officer.

   4. the Privacy Commissioner is notified in writing 60 days prior to implementation of each new data-matching program.

F. 4. b. **Commander**

1. Review all new automated systems being introduced within your unit, with the exception of CPIC, PIRS, SCIS and ACIIS, to ensure compliance with the *Privacy Act* and data-matching policy.

1. *Privacy Act* banks are listed in ch. 2.2. and the *OSR System Index and Tables*.

2. Your division ATIP Coordinator can provide assistance in determining within which personal information bank the information falls. ATIP Divisional Managers are listed in App. 3-1-4.

3. Inform the informatics officer of your data-matching programs and the automated systems used in processing them.

F. 4. c. **Informatics Officer**

1. Immediately report any new data-matching programs to ATIP Branch.

2. Forward the results of data-matching reviews with your annual submission on form 2890 to Information Management Branch, Informatics Directorate with a copy to ATIP Branch.

3. Maintain an itemized list of electronic information processing systems and data-matching programs used within your region/division.

   NOTE: These may be subject to review by the Privacy Commissioner's Compliance Unit.

Amended 2010-01-29

F. 5. **Use and Disclosure**

F. 5. a. **General**

1. Sections 7 and 8, *Privacy Act* state that federal departments may only use or disclose personal information, under their control, for the purpose they collected it or for a use consistent with that purpose, e.g. sharing investigative information with enforcement agencies.

   EXCEPTIONS:

   1. The person to whom information relates, consents to its inconsistent use or release.

   2. Its disclosure is in accordance with Sec. 8(2) of the Act.

2. *Info Source* describes consistent uses for each of the RCMP's personal information banks.

F. 5. b. **Request/Release of Personal Information**

1. You may obtain personal information controlled by another federal institu-

tion, for investigational purposes, under Sec. 8(2)(e) of the Act. See OM II.4.E. and App. II-4-2.

2. If you receive a request for personal information from any person or organization for research or statistical purposes, forward the request with your recommendation to the CO. See Sec. 8(2)(j), *Privacy Act*.

3. If you receive a written request for personal information from an investigative body, specified in the *Privacy Act* or *Regulations*, for the purpose of enforcing any law of Canada or a province, or to carry out a lawful investigation, forward the request with your recommendation to ATIP Branch for release.

    1. The request must specify the purpose and describe the information to be disclosed. See Sec. 8(2)(e), *Privacy Act*.

    2. Requests/releases received under Sec. 8(2)(e) *Privacy Act* must be recorded and retained as per Sec. 8(4) *Privacy Act* and *Regulations*.

4. Attach a notation to the RCMP's copy including: the name and title of the person releasing the information, the name of the persons or organizations receiving the information, the intended use of the information, and a copy of the information being released.

5. If you release information for a purpose consistent with the RCMP's information banks, document on the record the name of the person or agency receiving the information as this will make corrections easier, if required.

6. When compiling records, identify information obtained in confidence as this information is protected under Sec. 19, *Privacy Act*, a mandatory exemption.

7. The *Privacy Act* and *Regulations* require the retention of personal information for a minimum of two years from the time it was last used in a decision-making process.

8. For the management of recorded information, see ch. 1.1.

F. 6. **Formal Request for Access to Personal Information**

F. 6. a. **General**

1. All formal requests for access to personal information under the *Privacy Act* are processed by ATIP Branch.

F. 6. b. **Employee**

1. If you receive a request from an individual for access to personal information, under the control of the RCMP, that cannot be released informally, tell the person to:

1. Consult *Info Source* and to complete a personal information request, form TBC 350-58.

2. Send the completed form to:

   RCMP
   ATTN: Departmental Access to Information and Privacy Coordinator
   L.H. Nicholson Bldg.
   1200 Vanier Parkway
   Ottawa, Ont.
   K1A 0R2

2. If you receive a request for access to the Criminal History Records Bank:

   1. With the consent of the individual, take his/her fingerprints on form C-216C free of charge.

   2. Give a completed form C-216C to the applicant, and tell him/her to send it along with the *Privacy Act* application to:

      RCMP
      ATTN: Director, Information and Identification Services
      Box 8885
      Ottawa, Ont.
      K1G 3M8

   3. See also OM I.3.L.4.

F. 6. c. **Commander/HSO/Informatics Officer**

1. If you receive a request from ATIP Branch to provide personal information accessed under the *Privacy Act*, acknowledge if you have the information and send all original records pertinent to the request to ATIP Branch within two days, so that processing can be completed within the time limits of the *Privacy Act*.

2. When medical records are reviewed by the HSO to identify information to be exempted under Sec. 28, *Privacy Act*, make the appropriate recommendations to ATIP Branch.

3. If ATIP Branch sends you information for personal release to the requester:

   1. Arrange for the requester to pick up the information in person.

   2. Confirm that the person receiving the information is the same person who requested it. The onus is on the RCMP to protect individual privacy and to ensure that there is no improper disclosure.

   3. If you suspect that the person receiving the information is not the same person who requested it or is not the same person the information is

about:

- Decline to release the information. Explain why and that ATIP Branch will take further action.

4. If the information is not claimed within 30 days, return it with an explanation to ATIP Branch.

F. 7. **Correction Request**

F. 7. a. **Employee**

1. Inform an individual requesting a correction to a record containing personal information about himself/herself, to:

1. Complete a Record Correction Request, form TBC 350-11.

2. If possible, include verification of factual information, e.g. a birth certificate for correction of date of birth.

3. Send the completed form to ATIP Branch.

F. 7. b. **Commander**

1. When a record correction request is received from ATIP Branch, correct the original record and copies. Notify all recipients to whom you sent copies of the original record.

2. If you believe that the correction should not be made, return the request along with your recommendation to ATIP Branch.

G. **ACCESS TO INFORMATION ACT**

G. 1. **General**

G. 1. a. The *Access to Information Act* gives individuals the right of access to information in records under the control of federal institutions.

G. 1. b. *Info Source* contains federal organizations and their information holdings.
See F.1.b.1.

G. 2. **Exemptions from Access**

G. 2. a. Sections 13 to 24, *Access to Information Act*, permit the exemption of certain information. However, there is no provision for totally exempt categories of information. Exemptions are applied on a case-by-case basis by the OIC ATIP Branch.

G. 3. **Formal Request for Access to Information**

G. 3. a. **General**

1. ATIP Branch processes all formal *Access to Information Act* requests.

G. 3. b. **Employee**

1. Inform an individual requesting access to information contained in RCMP records to consult *Info Source*, complete form TBC 350-57, and to send to ATIP Branch, the completed form and the $5.00 application fee by cheque or money order payable to the Receiver General of Canada.

2. If you receive a request from ATIP Branch for records accessed under the Act:

    1. If there is no information, notify ATIP Branch.

    2. If you find the information, notify ATIP Branch of the time spent to locate and retrieve the records.

    3. If the time required to retrieve the records is expected to exceed five hours, notify ATIP Branch of the time estimate.

G. 4. **Obstruction to Right of Access**

G. 4. a. Under Sec. 67.(1) and (2) of the Act, it is an offence for any person to destroy, alter, falsify or conceal a record, or direct anyone to do so, with the intent of obstructing the right of access under this Act. Time delays other than those provided by the Act may be interpreted as concealment.

G. 4. b. When an infraction is suspected, the commander will take immediate steps to stop the destruction of documents, secure the evidence and contact a commercial crime section to conduct an investigation.

H. **INFORMAL REQUEST FOR INFORMATION**

H. 1. **Commander**

H. 1. a. If you receive a request from a person or agency not authorized in D.3., D.4. or OM App. I-3-1 to receive RCMP law enforcement records, refer the request and your recommendation through channels to the CO/director of the appropriate National Headquarters policy center.

H. 1. b. For authorized releases, verify that the contents are factual and not based on suspicion and mark records as follows:

"This document is the property of the Government of Canada. It is loaned in confidence to your agency only and it is not to be reclassified or further disseminated without the consent of the originator."

EXCEPTION: Do not mark records being sent to: the Solicitor General of Canada; a federal enforcement department/agency, e.g. Canada Customs and Revenue Agency; a provincial or federal justice department; or Crown counsel. Mark court briefs as outlined in OM III.6.G.1.

H. 1. c. If you give records to other federal departments/agencies, also mark them:

"This document may be subject to mandatory exemption under the Access to Information or Privacy Acts. If access is requested under that legislation, this document must not be released without prior consultation with the Officer in Charge, Access to Information and Privacy Branch, RCMP, L.H. Nicholson Bldg., 1200 Vanier Parkway, Ottawa, Ont. K1A 0R2."

H. 2. **CO/Director**

H. 2. a. When a request for information is received, consider the following:

1. Is the disclosure permitted by law?

2. Will the disclosure infringe on the rights of any person or jeopardize an investigation, prosecution or trial?

3. Is the disclosure appropriate, based on the nature of the information or record and the person or agency making the request?

4. Should the requester be directed to submit a formal record access request to ATIP Branch, under the *Privacy Act* or the *Access to Information Act*?

H. 2. b. When releasing information, determine if a summary or copy, instead of the actual record, should be provided.

H. 2. c. For assistance, contact ATIP Branch.

H. 3. **CO**

H. 3. a. If you receive a request from a provincial attorney general for a report on an investigation or prosecution, provide only information that relates to the responsibilities of the attorney general.

H. 3. b. If you submit an annual report to a provincial, territorial or municipal government in relation to a policing agreement, ensure that the report is not in the form of a publication. The annual report must:

1. be typewritten in letter form;

2. contain only information consistent with the policing agreement; and

3. not contain photographs, but may contain maps, charts, diagrams or tables necessary to clarify the text.

I. USE OF POLICE REPORTS IN COURT BY A MEMBER OR COUNSEL

I. 1. **General**

I. 1. a. The contents of police reports are considered confidential. Without a specific requirement, they must not be produced in court.

I. 2. **Disclosure in Court**

I. 2. a. If you are requested, during testimony or by subpoena, to produce oral evidence or a police report in court, object to the disclosure if it would:

1. reveal the identity of a confidential human source or give details that would compromise the safety or security of the source;

2. result in the disclosure of information about an ongoing investigation or impending prosecution;

3. result in disclosure of sensitive investigative techniques and procedures;

4. reveal instructions to or from a solicitor about a course of action before possible litigation; or

5. harm international relations, national defence or security, or federal-provincial relations.

I. 2. b. If you plan to make an objection, request an adjournment if necessary. Immediately notify the appropriate director at National Headquarters, outlining the situation and the reasons for not wanting the information or documents released.

I. 3. **Access to Police Reports by a Member or His/Her Counsel**

I. 3. a. A member and his/her counsel will have full access to information contained in operational case records when a civil action names the member or the Crown as a defendant and the member was acting in the scope of his/her duties.

I. 3. b. A member and his/her counsel will have the same access to information contained in operational case records, as provided to any other citizen, e.g. court process or formal access under *Privacy Act* or *Access to Information Act*, when:

1. a member initiates a private civil action against an individual;

2. a civil action names a member as a defendant in an incident occurring when the member was not on duty or not acting within the scope of his/her duties; or

3. a member is charged with a statutory offence committed, on or off duty.

I. 3. c. When a court or other body of competent jurisdict)on orders disclosure of police reports, to which access was previously denied under I.3.b., the matter will be referred to counsel/Legal Services at National Headquarters for objection under Sec. 37.1, *Canada Evidence Act*.

J. PUBLIC ACCESS TO RCMP MANUALS

J. 1. General

J. 1. a. Section 71(1), *Access to Information Act*, permits the public right of access to information contained in RCMP manuals that is not subject to exemption.

J. 1. b. ATIP Branch applies all exemptions to RCMP manuals and maintains a vetted copy of national directives contained in the AM, OM and all subsidiary manuals.

1. One vetted copy is maintained in the reading room, office of the Solicitor General of Canada, 340 Laurier Avenue, Ottawa.

J. 2. Request Under the *Access to Information Act*

J. 2. a. Manual chapters, in whole or in part, that contain exempt information excluded from public access, are outlined in App. 3-1-5. To obtain vetted portions of a manual, contact ATIP Branch.

J. 2. b. Copies of 25 pages or less can be provided locally. If the requester wants more than 25 pages or is unsatisfied with the material provided, direct the person to make a formal request to ATIP Branch as outlined in G.3.b.1.

J. 3. Request Under the *Statutory Instruments Act*

J. 3. a. If you receive a request from the public to produce CSOs for examination under the *Statutory Instruments Act*, tell the person to contact the ATIP Branch as outlined in G.3.b.1.

J. 4. Request to Produce Manuals in Court

J. 4. a. If a member receives a summons or *subpoena duces tecum* to produce the contents of RCMP manuals before an inquest, commission of inquiry, or a civil or criminal proceeding the commander will:

1. Make arrangements with the regional office of the Department of Justice Canada to have counsel represent the RCMP and the member concerned.

2. If applicable, have Department of Justice Canada counsel notify other counsel involved, that the member is not an expert witness or interpreter of RCMP policy, but is a manager and administrator of RCMP policy.

3. Recommend that the Department of Justice Canada counsel determine if the policy/procedures requested can be entered as evidence without the member personally presenting it.

4. If the policy/procedures contain sensitive information that could result in the disclosure of details of investigative techniques and procedures, follow the procedures in I.

K. EMPLOYEE RECORDS

K. 1. General

K. 1. a. This section contains procedures for informal access. For formal access procedures, see F.

K. 1. b. The *Privacy Act, RCMP Act* and collective agreements for PSEs, give employees the right of access to their personal information held in RCMP information banks, subject to limited and specific exemptions.

K. 1. c. An employee has the right to request correction of his/her personal records, informally or formally under the *Privacy Act*.

K. 1. d. For authority to release employee records, see App. 3-1-6 For release of statistical information, see E.6.

K. 2. Informal Request for Access

K. 2. a. Employee

1. If you are a member, you may make your request to your S&PO; however if he/she cannot provide the information, make a request as follows:

    1. If you are below officer/officer equivalent rank, make your request to your Director/HRO.

    2. If you are an officer/officer equivalent, make your request to your director/CO.

2. If you are a member, make a written request to the HSO for your medical records. You may appoint a personal physician to receive copies of information from your medical records.

3. If you are a PSE, make your request to your PSPA.

K. 2. b. Authorizing Officer/PSPA

1. Review the material and if necessary, remove exempt information as required by the *Privacy Act*. See App. 3-1-7.

2. Send a copy of the processed material to the employee, or for medical records, to the physician appointed, if so requested.

3. Tell the employee that the records were processed informally; that exempted material was removed, if applicable, consistent with the *Privacy Act*; and he/she has the right to use the formal request process if not satisfied with the results of the informal request. See F.6.

4. If you must make an informal exemption:

1. Do NOT mark the original record. Keep the original record intact.

2. Photocopy the original record and remove the exempted portion.

3. Give the employee or physician the vetted photocopy.

5. If the vetting procedure becomes too complicated, inform the employee to apply for formal access, as outlined in F.6.b.1.

K. 2. c. **S&P Interviewer**

1. When time permits, allow a member to review his/her personnel record during an interview or other convenient occasion.

2. Before an interview, examine the record and remove exempt information, if necessary, according to App. 3-1-7. See K.2.b.4.

K. 3. **Informal Correction Request**

K. 3. a. **Employee**

1. Record the specific information you wish to correct or remove and include supporting data if applicable.

2. If you are a member other than an officer/officer equivalent and your correction request concerns your:

   1. personnel or service record, send it to Regional/Division Staffing and Personnel;

   2. discipline record, send it to National Headquarters, ATTN: OIC Internal Affairs Branch; or

   3. medical record, send it to your HSO.

3. If you are an officer/officer equivalent or you are not sure of the appropriate responsibility center, send your correction request to National Headquarters, ATTN: OIC Officers' Staffing and Personnel.

4. If you are a PSE and your correction request is about your personnel record, send it to your PSPA.

5. You will receive notification of correction or removal of information as a result of your request.

6. If your requested correction is not made, a notation will be attached to the personal information reflecting that a correction was requested but was refused in whole or in part. Your request will become part of the record.

K. 3. b. **HSO**

1. If you receive a correction request for a medical record, forward the request with your recommendation to National Headquarters, ATTN: Health Services, Human Resources Directorate.

2. Do not make corrections to documents originating outside the RCMP, e.g. report from a private practitioner.

K. 3. c. **S&P/PSPA**

1. If you do not agree with the correction request, make a notation on the record that a correction was requested, include a copy of the request, and that the correction was not made. Inform the requester that the correction was not made and if he/she still wishes to make the correction, see F.7.

2. If you agree with the correction request, make the necessary changes to the record, and notify the requester that the record was changed. Forward a copy of the record identifying the corrections to National Headquarters, ATTN: Pickering Records, for appropriate changes to be made to the record.

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K. 4. **Grievance Decision**

K. 4. a. If as a result of a grievance decision, the division grievance authority (Level 1) corrects or removes information from a member's record, the Level 1 will send any recommendation and related correspondence to one of the following: Career Development and Resourcing Services; Professional Standards and External Review Dir.; Health Services; or Executive/Officer Development and Resourcing, as appropriate.

K. 5. **Release Outside the RCMP**

K. 5. a. When you receive an enquiry from outside the RCMP concerning information about an employee under your command, you may release only the following nonpersonal information without the employee's consent:

1. the fact that the individual is or was an employee of the RCMP;

2. the title, business address and business phone number of the employee; and

3. the classification, salary range and responsibility of the position held by the employee.

K. 5. b. Do not release the names of individuals in sensitive positions or those whose safety would be in jeopardy if their identity was to become known.

K. 5. c. Do not release personal information as defined in Sec. 3(a) to (i), *Privacy Act*, without the employee's written consent.

Mass Casualty Commission Exhibit

K. 5. d. If an employee or former employee completes form 1381 authorizing release of personal information about his/her qualifications for employment outside the RCMP, you may make an official reply, based on facts recorded on the employee's personnel record.

1. Confine your remarks to length of service, postings or unit worked at, rate of pay (if requested), and a general assessment of the employee's service.

2. Do not refer to inconclusive results of investigations.

3. If the requested information is not available locally, acknowledge the request and send the request, along with the employee's signed consent form to the appropriate responsibility center.

4. Send a copy of your reply to the employee.

K. 5. e. If the employee has not authorized release of information and release of the requested information would contravene provisions of the *Privacy Act*, do not release any personal information. See K.5.a.

K. 5. f. When a request from a medical practioner is received for a member's medical records, the HSO will consult ch. 2.2.

Amended 2004-12-17

IMM

APPENDIX 3-1-1

FRANÇAIS

National Headquarters Employees Authorized to Have Access to Employee Records in the Course of their Duties (1)

(In Addition to Records Management Personnel)

Employee	Record To Be Accessed				
	Member's Service File	Member's Medical File	Member's Personnel File	PSE's Personnel File	PSE's Perform-ance Evaluation File
Access to Information and Privacy Branch employees complying with the ATIP legislation	X	X	X	X	X
Internal Audit and National Review Services employees (5)	X		X	X	X
Appropriate Officer/Member Representative	X		X	X	X
Historian/Researchers, Public Affairs and Information Dir.		X(3)			
External Review and Appeals Section	X		X		
National Program Evaluation Services employees	X		X	X	X
Human Resources Directorate					
Pay Auditors				X(4)	
Public Service Staff Relations and PSPA				X	X
National Health Services	X(2)	X	X(2)		
Officers' Staffing and Personnel	X		X		
Employees in any other branch whose duties require access	X		X	X	X
Non-Human Resources employees designated in writing by the Chief Human Resources Officer	X		X	X	X

(1) For access to members' discipline files, see App. 3-1-3. For authority to release information on employee records, see App. 3-1-6.

(2) When required for assessment in relation to health issues.

(3) Access restricted to the files of those former members over 70 years of age for which the medical file is the only remaining document.

(4) Only the actual personnel documents concerning the action being audited.

(5) Includes employees conducting management reviews who work under the authority of National Review Services or Regional Review Services, but do not normally work in review service units.

Amended 2016-05-09

IMM
APPENDIX 3-1-2

FRANÇAIS

Regional/Division Employees Authorized to Have Access to Employee Records in the Course of their Duties (1)

(In Addition to Records Management Personnel)

Employee	Record To Be Accessed				
	Member's Service File	Member's Medical File	Member's Personnel File	PSE's Personnel File	PSE's Performance Evaluation File
S&P	X		X	X (2)	X (2)
Human Resources	X		X	X	X
Regional Review Services (10)	X		X	X	X
Training Supervisor	X		X	X	X
Officers or Equivalent (4)	X		X	X	X
Health Services Officer	X (5)	X	X (5)	X (5)	X (5)
Public Service Personnel Employees	X (3)		X (3)	X	X
Employee designated in writing by a D/Commr./CO/ delegate	X		X	X	X
SRR (6) (7) and member representative as defined in sec. 2(1), *RCMP Act*	X		X		
Members conducting investigations under Part IV or VII, *RCMP Act*	X (8)		X (8)		
Regional/Division Corporate Management	X (9)				

(1) For access to members' discipline files, see App. 3-1-3. For authority to release information on employee records, see App. 3-1-6.

(2) When considering the application of PSEs for member status.

(3) When calculating pension/benefit data on PSEs who where formerly members.

(4) For members/PSEs under their command, having been transferred to their command or with the approval of the HRO based on extenuating circumstances, being considered for transfer to their command, on request to region/division Informatics/Information Management Section.

(5) When required for assessment in relation to health issues.

(6) If duties require them to work with these files or with written authorization of the member/PSE.

(7) Access to same extent as member and vetted in accordance with App. 3-1-7.

(8) A member requires written authority of the CO/HRO on a case-by-case basis.

(9) To obtain information pertaining to the return of Kit and Clothing of a deceased/discharged member.

(10) Includes employees conducting management reviews who work under the authority of National Review Services or Regional Review Services, but do not normally work in review service units.

Amended 2016-05-09

IMM
APPENDIX 3-1-3

FRANÇAIS

Employees Authorized to Access Members' Discipline Records (14)

(In Addition to Records Management Personnel)

Who May Have Access		Officer Files		Other Member Files	
		Discipline File	Spent Discipline File	Discipline File	Spent Discipline File
Regions/ Divisions	D/Commr./CO	X		X	X (13)
	HRO			X	X (6)
	S&PO			X (5)	X (6)
	Designated employees			X (7)	
	HRO's designated staff			X (9)	
	Regional Review Services employees (15)			X	
	Discipline Section	X (16)(17)	X (16)(17)	X	X
	IC Grievance Section				X (3)
	DSRR and member representative as defined in sec. 2(1) of the *RCMP Act*	X (10)	X (10)	X (10)	X (10)
National Headquarters	Chief Human Resources Officer	X	X	X	X
	Appropriate Officer/Member Representative	X	X	X	X
	Members of Recruiting Services			X (11)(12)	X (11)(12)
	OIC Internal Affairs Branch	X	X	X	X
	Executive/Officer Development and Resourcing	X	X	X	X
	Discipline Section	X (16)(17)	X (16)(17)	X	X
	OIC National Compensation Policy Centre			X	X (3)
	Internal Audit and National Review Services employees			X	
	National Program Evaluation Services employees			X	
	Designated employees	X (1)		X (2)(4)(8)	
	Access to Information and Privacy Branch employees complying with the ATIP legislation	X	X	X	X
	External Review and Appeals Section	X		X	

(1) For a limited specific requirement, and when designated in writing by Chief Human Resources Officer.

(2) When designated in writing by the Chief Human Resources Officer and if required to fulfill duties in personnel security, classification, or compensation policy centers.

(3) When considering long-service awards.

(4) If a member is being considered for a sensitive post, S&P employees designated in writing by the Chief Human Resources Officer, for access limited to information related to current Employee Profile Information (EPI) sheet entries; or if all discipline must be considered, after the Chief Human Resources Officer has granted access in writing.

(5) If a member is being considered for a sensitive post, when authorized in writing by the HRO/CO.

(6) When authorized in writing by the CO.

(7) If designated in writing by the CO, for limited work requirement in response to a written request for access.

(8) If designated in writing by the Chief Human Resources Officer, for a limited work requirement in response to a written request for access.

(9) If designated in writing by the HRO.

(10) When acting as a representative of a member and with his/her written permission only to the extent that access would be granted to the member.

(11) For evaluating the past service of ex-members seeking reengagement.

(12) For evaluating a S/Cst. applying to convert to Cst.

(13) Only when the member is being considered for transfer to a sensitive post.

(14) For RCMP member discipline records, see also ch. 2.2.

(15) Includes employees conducting management reviews who work under the authority of National Review Services or Regional Review Services, but do not normally work in review service units.

(16) Upon receiving written requests from E/ODR for postings and promotions.

(17) In order to provide information to facilitate decisions regarding disciplinary matters.

Amended 2016-05-09

IMM
APPENDIX 3-1-4

FRANÇAIS

Access to Information and Privacy Divisional Managers

Division	Location		Telephone No.
Departmental Coordinator	OIC Access to Information and Privacy Branch		613-843-6800
"A"	Information Management Section		613-590-5887
"B"	Informatics Field System Support		709-772-5474 709-772-3331
"C"	Records Management		514-939-8411
"D"	Information Management Section		204-983-4188
"E"	Informatics Branch	Administration Records	604-264-2018
		Operational Records	604-264-2448
"F" "Depot"	Information Management Section		639-625-3739
"G"	Information Management Section		867-669-5132
"H"	Information Management Section		902-426-9569
"J"	Records Management Section		506-452-3422
"K"	Information Management Section		780-412-5688
"L"	Information Management Section		902-566-7120
"M"	Information Management Section		867-633-8631 867-663-8632
"NHQ"	Information Management Project Management		613-843-6961 613-843-6958
"O"	Information Management Section		519-640-7227
"V"	Records Management Section		867-975-4431

Amended 2017-05-12

IMM
APPENDIX 3-1-5

FRANÇAIS

Exemption from Access to RCMP Manuals

Manual	Exemptions
Administration	Ch. III.2.3.2.2. to 3.2.2.2.7., XI.1.O., App. XI-1-1, App. XI-1-6, XI.3.F.2.b., XI.3.G.3.b. to G.3.c., XI.3.H.1. to H.2., XI.3.H.4.a. to H.4.c., XI.3.J.3., App. XI-3-1 - sec. 4. and 5., XI.4.L.2.c.1. to L.2.c.10., XI.4.N.1.c.2. to N.1.c.8., XI.4.R.1.f.
Operational	Table of Contents, Ch. I.3.E.5., I.3.E.8., I.3.E.11.,I.3.E.15., II.1.J.4., II.1.M.2., II.3.E.1., II.3.G.6., II.4.F.1., II.4.F.5., II.4.K., II.4.L., App. II-4-1, II.6. Table of Contents, II.6.G.4., II.6.G.9., II.6.H.2., II.6.H.5., App. II-13-1, App. II-13-3 to II-13-5, III.5.E., III.5.I., IV.10.H., App. IV-10-3, and App. IV-10-4
New Operational Manual	Table of Contents, Ch. 2.5., 2.6., 2.7., 2.11., 3.5., 4.4., 4.5., 4.12., 5.8., App. 5-8-7, 6.2., 6.5., 6.7., 6.9., 6.12., 6.14., 7.1., App. 8-2-1, App. 8-2-11, 10.2., 10.3., 10.4., 10.6., App. 10-6-1, 11.3., 12 General, 12.1., 14.6., 16.4., App. 16-4-1, 16.9., 21.11., 26.1., 26.3., App. 28-2-1, 30 General, 30.1, 30.2., 30.3., 30.4., 30.5., 30.6., 30.7., App. 30-7-1, 31.3., 31.4., 31.5., App. 31-5-1, 31.6., 31.7., 31.8., App. 31-8-1, App. 31-8-2, 31.10., 33.8., 34.1., App. 34-1-1, 34.2., App. 34-2-1, App. 34-2-2, 34.3., 34.4., 36.1., App. 36-1-1, 31.7., App. 38-1-1, 39.9., 39.10., 45.4., 46.1., 46.3., App. 47-2-1, App. 47-2-2, 47.4., App.47-4-1, 47.5., 47.8., 47.9., 47.11., 47.12., App. 47-13-1, 47.15., 48.1., 49 General, 49.5., 49.7., App. 50-6-1, 50.11., 51.6., 51.9., App. 51-10-1, 52.5., 52.8., 52.9., 53.1.
Financial Management	None
Firearms	None
Health Services	None
Informatics	None
Integrated Forensic Identification	None
Laboratory Services	None
Pay Procedures	None
Property Management	App. III-3-1, and III-3-2
Protective Policing	Ch. 2., 5., 7., and 8.
Tactical Operations	Ch. 3., and 4.
Uniform and Dress	None

Amended 2016-05-09

IMM
APPENDIX 3-1-6

FRANÇAIS

EMPLOYEE RECORDS - AUTHORITY TO RELEASE

REQUEST	WHO MAY RELEASE						
	OIC ATIP	HRO	Health Services Officer	PSPA/ Admin. NCO	S&P Interviewer (3)	CO/ Director	Employee's Supervisor
Formal Access Request	X						
Informal Access Request	X	X	X(1)	X(2)	X	X	X(4)
To Designated 3rd Party When Employee Consents	X	X	X	X	X	X	

(1) MEDICAL RECORDS ONLY.

(2) FOR PSEs ONLY.

(3) INCLUDES OFFICERS' STAFFING AND PERSONNEL.

(4) UNOFFICIAL REPLY TO REQUEST FOR INFORMATION.

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2016-05-09

IMM
APPENDIX 3-1-7

FRANÇAIS

CRITERIA FOR DELETING INFORMATION FROM RECORDS ACCESSED INFORMALLY

1. Introduction

a. Employee records must be examined before informal access is permitted:

1. for rank and file records by the Human Resources Officer (HRO);
2. for officers/officers equivalent, by the CO/delegate; and
3. by the HSO for medical records.

2. Personal Information

a. Remove personal information about other people. This includes but is not limited to:

1. age, sex, race, national or ethnic origin, color, religion, marital status, mailing address, fingerprints or any identifying number, symbol or particular assigned to an individual;
2. past, present or future activities in respect to employment, education, business or illegal activities of another individual;
3. medical history, physical characteristics, blood type of another individual;
4. exchange of correspondence with a government institution if the correspondence is implicitly or explicitly private or confidential about another individual;
5. any communications, associations or affiliations of another individual;
6. job qualifications, training, work history and statements about another individual's actual or potential work performance or appraisals; or
7. assets, possessions, character, attributes, aptitudes, intelligence, loyalty, opinions or reputation of another individual.

EXCEPTION: Information that has been published, e.g. transfer or promotion information need not be removed.

3. Other Personal Information

a. Under normal circumstances, the following information about the employee must be removed:

1. medical or psychiatric information that in the opinion of a medical practitioner, would be contrary to the best interest of the employee concerned;
2. information or correspondence involving an active service investigation if disclosure could result in identifiable harm such as prejudicing the RCMP's case;
3. information obtained in confidence (see Sec. 19(1) and (2), *Privacy Act*);

4. identified extractions from criminal operational intelligence and national security intelligence records; and

5. an exchange of correspondence between the RCMP and provincial or municipal authorities.

b. If denial of access to this information would inhibit a disciplinary, discharge for unsuitability, or demotion process, approval of the HRO must be obtained before release.

4. **Discretionary Removal When Disclosure Could Result in Identifiable Injury**

a. The vettor must exercise discretion as to whether to remove the following information about the employee:

1. information that might reveal any criminal case under active investigation, including information pending before the courts or an inquiry under the *Inquiries Act*;

2. an exchange of correspondence with the Department of Justice Canada on advice or legal opinions provided to the RCMP;

3. privileged communications between legal counsel and client (RCMP) in a matter of government business;

4. information gathered by the RCMP in the course of investigations relating to the administration or enforcement of any act of Parliament;

5. information that may result in physical or other harm to an individual;

6. information that may reveal the identity of a paid confidential human source or any other human source of information; or

7. any information that might develop into an active criminal investigation.

b. There must be a valid reason for withholding information from the employee to whom the information relates.

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2016-05-09

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

IMM - ch. 4.2. Non-Disclosure of Information

Directive Amended: 2016-09-22

For information regarding this policy, contact Information Management Policy Section, Information Management Br. at [redacted]

1. General
2. Definitions
3. Young Person
4. Absolute and Conditional Discharges
5. Consequences

For Record Suspension non-disclosures, see ch. 4.1.

1. General

1. 1. The Information Management Functional Specialist (IMFS) is responsible for ensuring appropriate legislative non-disclosures are applied to RCMP files.

1. 1. 1. When an RCMP external operational system is identified as a contributor to a core operational system's operational file, the IMFS responsible for the management of these files must advise the external system owner of specific non-disclosure requirements as they arise.

1. 1. 2. Once non-disclosures are applied, only the IMFS/delegate responsible for the application of non-disclosures has access to the information.

1. 2. Information Management (IM) Managers can grant a delegated authority to perform these IM tasks specifically to divisional system owners, for systems to which IM Managers do not have access.

EXCEPTION: This authority does not apply to the following core operational systems as identified in ch. 2.3.

1. 2. 1. When delegating this responsibility, an annual system audit must be conducted by an IMFS to ensure correct IM practices have been followed.

1. 2. 1. 1. Information pertaining to these audits must be classified as outlined in App. 2-1-1, primary 232 - Audits.

1. 3. Lead investigators, as defined in ch. 2.3., sec. 1.8., are responsible for advising their local IMFS when specific non-disclosures apply to the operational files managed by that IMFS.

1. 4. Sequestering is the technique used to ensure compliance with such non-disclosure requirements.

1. 4 .1. The IMFS must communicate these requirements to RCMP clients who create operational information subject to such non-disclosures.

1. 4. 2. System owners are responsible for ensuring their systems have the ability to sequester operational information subject to such non-disclosures.

1. 4. 2. 1. System owners must also ensure that the appropriate Memorandums of Understanding (MOUs) are signed by any non-RCMP unit getting access to their systems, to ensure the non-RCMP unit also abides by these non-disclosure requirements.

1. 4. 2. 2. To ensure correct IM practices have been followed, system owners must perform annual audits of the use of their system by non-RCMP units.

1. 4. 2. 3. Information pertaining to these audits must be classified as outlined in App. 2-1-1, primary 232 - Audits.

2. Definitions

2. 1. **Non-disclosures** means the application of access restrictions to ensure information is not disclosed without the appropriate level of permission.

2. 2. **Sequestering** means the act of hiding information, either electronically through access mechanisms or redacting, keeping hard copy files in an inaccessible location, or blackening out information and ensuring no one has access to the information, with the exception of specified individuals.

2. 3. **Young person**. See App. 47-2-1 - Definitions.

3. Young Person

3. 1. For a young person, the non-disclosures must be applied as identified under Sec. 119 (2), *YCJA*.

3. 1. 1. The identified court disposition will determine which non-disclosure requirements apply.

3. 2. Since *YCJA* non-disclosures do not apply to operational files associated to children under the age of 12, the IMFS is responsible for applying established retention periods and disposal methods identified in App. 2-3-1.

3. 3. The non-disclosure date must be calculated from the final court disposition date, unless the young person was convicted and sentenced, in which case the date is calculated from the date of completion of the imposed sentence.

EXAMPLES:

1. The non-disclosure date calculated from the final court disposition date. The non-disclosure date = the final court disposition date + the period of time identified in Sec. 119(2), *YCJA*.

2. The young person was convicted and sentenced. The non-disclosure date = the date of completion of the imposed sentence + the period of time identified in Sec. 119(2), *YCJA*.

3. 4. When sequestering information pertaining to a young person, all information pertaining to that individual must be hidden, as his/her identity cannot be accessible.

3. 5. If the young person was convicted as a young person and was subsequently convicted of another offence as a young person, any of the operational files associated to this young person in which non-disclosures have not yet taken effect will require an applied non-disclosure date equal to the longest applicable non-disclosure date identified on any one of those operational files.

3. 6. Once sequestered, access to these operational files can only be granted in accordance with the *YCJA*.

3. 7. Non-disclosures do not apply if:

3. 7 .1. the individual was convicted as a young person, and was subsequently convicted of another offence as an adult before the non-disclosure date took effect on the operational file associated to this young person.

3. 7. 2. the young person was sentenced as an adult; or

3. 7. 3. prohibition orders exist.

3. 7. 3. 1. The IMFS must ensure all relevant information is sequestered in the operational file.

3. 7. 3. 1. 1. The prohibition information and the individual's name must remain accessible on file.

3. 7. 3. 2. Information pertaining to prohibitions can only be disclosed for policing activity purposes.

4. Absolute and Conditional Discharges

4. 1. The applicable non-disclosure as identified under Sec. 6.1., *Criminal Records Act* must be applied.

4. 1. 1. Non-disclosure requirements are not needed if the discharge is revoked by a judge.

4. 2. The non-disclosure date must be calculated from the court disposition date in which a discharge was granted.

4. 2. 1. The final court disposition will identify whether the absolute or conditional discharge non-disclosure requirements apply.

4. 3. For non-disclosure requirements concerning young persons that relate to discharges, see Sec. 119(2)(e) and 119(2)(f), *YCJA*.

4. 4. When sequestering information pertaining to an individual who has obtained a discharge, all information pertaining to the offence, up to and including the court disposition, specifically related to the individual who has received a discharge, must be hidden.

4. 5. If a prohibition order exists, non-disclosure requirements do not apply.

4. 5. 1. The IMFS must ensure all relevant information is sequestered in the operational file.

4. 5. 1. 1. The prohibition information and the individual's name must remain accessible on file.

4. 6. When given an absolute or conditional discharge, the individual is considered to not have been convicted of the offence, in accordance with Sec. 730 (3), *Criminal Code*.

4. 7. Once information has been sequestered, access to discharge information can only be granted by the Minister of Public Safety.

4. 7. 1. Members requiring access to discharge information are responsible for sending the request to the Minister.

4. 7. 2. The IMFS will only grant access to discharge information when the Commissioner/delegate advises the IMFS that the Minister has granted access.

4. 7. 2. 1. The IMFS responsible for managing the operational files must ensure that a copy of the Minister's approval is placed on the operational file associated to the disclosure request.

4. 7. 2. 2. A copy of the discharge information must be provided to the member who obtained the approval, and must be returned to the IMFS for destruction if it is no longer required for investigative purposes.

4. 7. 2. 2. 1. The copy of the discharge information that is used for another investigation should be placed on the operational file to which it is now associated.

5. Consequences

5. 1. Non-compliance with this Directive will result in actions as identified in ch. 1.1.

References

Date Modified: 2016-09-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

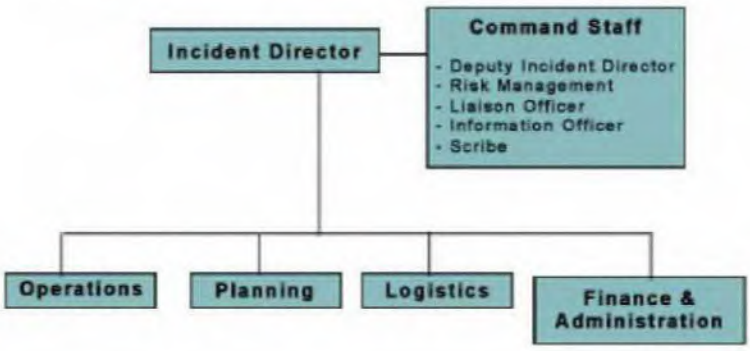
Incident Management System

Responses to emergencies must be managed internally and externally. The RCMP uses the Incident Management System (IMS), which is based on the Incident Command System (ICS) to provide a formal structure for coordinated management of responses through all RCMP command levels-which extends from On-Site Incident Commanders to Division Emergency Operations Centres (DEOC) and NHQ National Operations Centre (NOC). IMS ensures a whole-of-RCMP response to major disasters / events and is scalable allowing resources to be allocated based on the scope and magnitude of the emergency.

The EM Program :

- Serves as the policy centre for the development and maintenance of the RCMP IMS.
- Works in conjunction with other first responder agencies to developed a national standard for incident management.

Incident Management System Components



Date Modified: 2015-12-17

Human resources

Home / Human resources / Your Health / Mental health / Care for yourself

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Do you have concerns related to **COVID-19**? LifeSpeak has a dedicated section on their website for expert blog posts around navigating and managing the COVID-19 pandemic.

On this page

- How to access LifeSpeak
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- Winter Fitness: How to stick to a routine when it is cold, dark and dreary
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- Overcoming the stigma surrounding suicidal ideation

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1. Log into LifeSpeak
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3. Select **join chat**

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Public Interest Immunity - s. 37 of CEA and common law

Date modified:
2021-03-01

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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LTDM - ch. 1.1. Learning Strategy

Directive Amended: 2014-06-25

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. General
2. Learning Opportunities
3. Partnerships
4. Value Measurement

---

1. General

1. 1. The RCMP fosters a continuous learning culture by promoting access by all employees to modern cost-effective professional development consistent with the competencies required to:

1. 1. 1. deliver quality service to clients within and outside the RCMP;

1. 1. 2. adapt and respond to diverse and changing needs; and

1. 1. 3. contribute to the evolution of the RCMP.

1. 2. The RCMP views learning and development as an essential investment in its employees.

1. 3. All forms of learning are valued by the RCMP: experiential, informal, formal, self-instruction, coaching and mentoring.

1. 4. Learning and development are a shared responsibility of the RCMP and the employee.

2. Learning Opportunities

2. 1. Where possible, equivalent learning opportunities will be available to employees in both official languages. These will:

2. 1. 1. address individual and organizational needs,

2. 1. 2. be shaped to suit learners' and learning requirements,

2. 1. 3. be designed to ensure value for money, and

2. 1. 4. be provided in a timely manner.

2. 2. Learners will have the opportunity to practise techniques and apply learning in the workplace.

2. 3. Learning will be shared with other employees through:

2. 3. 1. participation in learning support and work groups,

2. 3. 2. coaching and mentoring, and

2. 3. 3. integrating learning into work practices.

3. Partnerships

3. 1. The RCMP is committed to entering into partnerships with other departments and agencies to achieve economies of scale through shared expertise and resources.

3. 2. Cost-recovery measures will be implemented as required.

4. Value Measurement

4. 1. The value of learning and development is measured comprehensively by the:

4. 1. 1. consistency of learning opportunities with the RCMP mission, vision, values and strategic directions,

4. 1. 2. degree to which it supports service delivery,

4. 1. 3. degree to which job performance improves,

4. 1. 4. degree to which potential leaders are developed to meet organizational requirements,

4. 1. 5. level of satisfaction of employees with the outcome of learning, and

4. 1. 6. level of client satisfaction with service provided.

References

- Canadian Association for University Continuing Education
- *Directory of Canadian Universities*, Association of Universities and Colleges of Canada and Association of Canadian Community Colleges
- Ministerial Directive RCMP - Police Assistance to Foreign Countries, International Training Branch, Ottawa

Date Modified: 2014-06-25

LTDM - ch. 1.2. Responsibilities

Moved from AM II.11.: 2010-07-29

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. Learning and Development Dir.
2. Supervisor/Manager
3. Employee

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1. Learning and Development Dir.

1. 1. Learning and Development Dir. provides guidance and advice on learning innovation, as well as approval and delivery of national training/learning RCMP programs consistent with the organization's mission, vision and values by:

1. 1. 1. formulating, interpreting and approving overall learning and development policy;

1. 1. 2. with appropriate partners, developing an RCMP-wide learning strategy as well as course/program materials/tools for employees continuous development to achieve corporate goals;

1. 1. 3. promoting the use of competency profiles as a basis for RCMP learning plans;

1. 1. 4. leading and coordinating applied research for development and application of future and continuing learning innovation consistent with principles of adult, problem-based and integrated learning approaches;

1. 1. 5. ensuring that employees are aware of the availability of learning/training facilities and materials, and that these are available to all employees regardless of location;

1. 1. 6. in consultation with appropriate partners, developing, updating, approving and distributing Program and Course Training Standards (CTSs) for RCMP-coded courses, see ch. 4.1.

1. 1. 7. developing leadership and management programs to ensure availability of qualified personnel to provide quality service delivery at all levels of responsibility;

1. 1. 8. establishing and coordinating working partnerships and requests for services with other learning organizations; and

1. 1. 9. establishing measures to determine the value of RCMP-wide courses based on money expended, impact on operational performance and progress towards becoming a learning organization.

2. Supervisor/Manager

2. 1. A supervisor/manager is responsible for establishing a work environment that promotes learning by:

2. 1. 1. consulting with employees to develop cost-effective, individualized learning plans shaped around the needs of the organization and the interests of the employee;

2. 1. 2. communicating the long-term objectives of the organization to employees to assist them in appropriate professional development;

2. 1. 3. ensuring that learning opportunities are provided in a timely manner;

2. 1. 4. ensuring that learning is shared with other employees and, where appropriate, integrated into work practices; and

2. 1. 5. ensuring the candidate meets the prerequisites specified for the activity before approving attendance at learning, training or development activities.

3. Employee

3. 1. An employee is responsible for managing his/her career and must:

3. 1. 1. identify development/learning needs in consultation with his/her supervisor;

3. 1. 2. demonstrate a willingness to learn;

3. 1. 3. when appropriate, take advantage of learning opportunities;

3. 1. 4. share information and best practices with other employees to improve RCMP performance; and

3. 1. 5. when appropriate, in the case of employer-supported learning, share the cost of development opportunities.

References

Date Modified: 2010-07-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

LTDM - ch. 1.3. Systems Approach to Training

New Policy: 2020-04-22

For information regarding this policy, contact Learning and Development Directorate, Human Resources Sector.

1. Policy
2. Definitions
3. Roles and Responsibilities
4. Systems Approach to Training

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1. Policy

1. 1. The intent of the RCMP's Systems Approach to Training (SAT) model is to provide a solid framework for designing and developing learning solutions to ensure that all RCMP employees have the knowledge, skills, and abilities to perform on the job.

1. 1. 1. Knowledge, skills, and abilities must be aligned with organizational requirements.

1. 2. Learning products designed and developed by the Learning and Development (L&D) Directorate must follow the RCMP's SAT model. Refer to the SAT Process Diagram.

2. Definitions

2. 1. **Course** means a series of organized learning topics during which learners are assessed against pre-identified learning objectives. In the case of RCMP courses, learning objectives and an overview of modules or lessons are included in a course training standard (CTS) or learning product standard (LPS) that has been validated for content and educational standards.

2. 2. **Course training standard (CTS)** is the official document that outlines the standard components of a national instructor-led training course. The CTS includes such elements as the target audience, the learning objectives, an overview of modules or lessons, the assessment tools, and the candidate assessment guide. It is used to support the consistent

implementation of RCMP courses and serves as the official legal document in trials, inquiries, access to information requests, and other official communications.

2. 3. **Gender-Based Analysis Plus (GBA+)**. Refer to the definition on the Status of Women Canada website.

2. 4. **High-risk course** means a course for which the failure to meet course objectives results in a high risk and danger to officers and public safety. A high-risk course includes but is not limited to a firearms component or other intense operational or tactical scenarios.

2. 5. **Instructor-led training course** means hands-on, practical learning in a classroom or range environment. It involves an instructor leading a class of learners, delivering the content directly to them in real time.

2. 6. **Learning product standard (LPS)** is the official document that outlines the standard components of national learning products that are not instructor-led training courses, as well as divisional learning products. The LPS includes such elements as the target audience, the learning objectives, an overview of modules or lessons, and the assessment tools. It is used to support the consistent implementation of RCMP courses and serves as the official legal document in trials, inquiries, access to information requests, and other official communications.

2. 7. **Online learning** means learning that uses electronic technologies to provide course content outside of a traditional classroom environment. It is sometimes referred to as e-learning. Agora, the RCMP enterprise learning management system, is the primary delivery medium for RCMP online courses.

2. 8. **Program** means a series of instructor-led and/or online training courses and/or workplace assignments during which learners are assessed against pre-identified learning objectives. In an Agora environment, a program is referred to as a curriculum or a suite of courses.

2. 9. **Program training standard (PTS)** is the official document that outlines the standard components of a national program. It is used to support the consistent implementation of RCMP training programs. The format of a PTS may vary somewhat from that of a CTS to accommodate the complexity of the program.

2. 10. **Scenario-based training** means realistic, operationally relevant training intended to simulate real-world encounters with an emphasis on situational awareness, judgment, and decision making. Learners are presented with a work-related problem or situation, which they are required to solve. They must apply their prior experience, subject knowledge, critical thinking, and problem-solving skills in a controlled environment. Scenario-based training provides learners with the opportunity to acquire the skills needed to deal with similar problems at work or in the field. Approaches may include flash scenarios, force-on-force scenarios, or table-top exercises.

2. 11. **Workshop** means a formal learning activity that includes learning objectives and addresses a specific organizational need. A workshop does not include an assessment.

3. Roles and Responsibilities

3. 1. Learning Advisor

3. 1. 1. Using the SAT and based on the client's needs, design and develop learning products and services in a human resources competency-based environment.

3. 1. 2. Develop the content of the course training standard (CTS), learning product standard (LPS), and program training standard (PTS) in collaboration with policy centre subject matter experts (SMEs).

3. 2. Multimedia Developer

3. 2. 1. Design and develop multimedia-rich learning products.

3. 3. Learning Management System Analyst

3. 3. 1. Be responsible for the maintenance, licensing, and operation of Agora (Saba)—the RCMP enterprise learning management system—as well as training for this system.

3. 3. 2. Provide digital business solutions to complex training transcript requirements and ensure that these solutions comply with RCMP standards.

3. 4. Subject Matter Expert (SME)

3. 4. 1. Provide content to support the design and development of learning products.

3. 5. Delivery Centre

3. 5. 1. Support the delivery of national instructor-led training courses while adhering to the CTS.

3. 6. Director of National Learning Services (NLS)

3. 6. 1. Sign all SAT learning product deliverables.

3. 7. Director of the Policy Centre

3. 7. 1. Sign the content of SAT learning product deliverables.

3. 8. Director General of Learning and Development (L&D)

3. 8. 1. Sign the CTS, LPS, and PTS.

3. 9. Director General of the Policy Centre

3. 9. 1. Sign the CTS, LPS, and PTS to approve their content.

4. Systems Approach to Training (SAT)

4. 1. General

4. 1. 1. The SAT provides a process to gather and analyze performance requirements and respond to an identified training need.

4. 1. 2. The SAT follows established principles of adult learning, which involves understanding how adults learn. Adults have unique characteristics and learning needs that need to be acknowledged throughout the design and development process.

4. 1. 2. 1. Adult learners:

4. 1. 2. 1. 1. are autonomous and self-directed,

4. 1. 2. 1. 2. have life experiences and knowledge that can be leveraged,

4. 1. 2. 1. 3. are goal-oriented,

4. 1. 2. 1. 4. are relevancy-oriented,

4. 1. 2. 1. 5. are practical, and

4. 1. 2. 1. 6. must be treated with respect.

4. 1. 3. A critical aspect of the SAT is the involvement of the policy centre SMEs, who are always involved in the development of learning products and must participate in every stage of the SAT.

4. 1. 4. The outcome of the SAT is the design and development of training that meets educational standards, reflects the operational environment, and is sustainable and verifiable based on evidence.

4. 2. Key Partners

4. 2. 1. The SAT is underpinned by collaboration with key partners, which include:

4. 2. 1. 1. Depot;

4. 2. 1. 2. policy centres, for example, Contract and Indigenous Policing (C&IP), Federal Policing, or Specialized Policing Services (SPS);

4. 2. 1. 3. Legal Services (when applicable);

4. 2. 1. 4. Occupational Health and Safety Branch (OHSB); and

4. 2. 1. 5. delivery centres, for example, Federal Policing Training Services, L&D Tactical Training Section (TTS), Pacific Region Training Centre, or divisional training partners.

4. 3. Occupational Health and Safety Branch (OHSB)

4. 3. 1. OHSB must be consulted at the outset of every formal national training project. OHSB's level of involvement in the development of the project will be established at this stage of the process on a course-by-course basis after assessing the due diligence requirements.

4. 3. 2. OHSB's role in the context of training development is to ensure that the due diligence principles derived from the *Canada Labour Code* are appropriately applied. Refer to OM App. 4-1-1, Due Diligence Principles.

4. 3. 2. 1. Due diligence involves assessing risk based on the principles of foreseeability, prevention, and measure of safety performance.

4. 4. Gender-Based Analysis Plus

4. 4. 1. Applying the Gender-Based Analysis Plus (GBA+) process leads to a more inclusive approach that considers the possible impacts training can have on diverse groups of people.

4. 4. 2. GBA+ is about challenging assumptions, which can be accomplished by asking a few key questions, such as:

4. 4. 2. 1. Who is affected by the issue and how are they affected?

4. 4. 2. 2. Are certain groups potentially at a disadvantage?

4. 4. 2. 3. Who has been consulted in developing the proposed training approach?

4. 4. 2. 4. If the topic is considered to be "gender neutral," can this be supported by evidence?

4. 4. 3. Within the context of the SAT, the objective of GBA+ is to identify unintended barriers and develop meaningful options and recommendations regarding any proposed training.

4. 5. SAT Phases

4. 5. 1. Needs Identification Phase

4. 5. 1. 1. In the needs identification phase, L&D is made aware of the training need.

4. 5. 1. 2. The client's needs are clearly outlined and examined.

4. 5. 1. 2. 1. A determination is made regarding whether formal training is the solution to the identified knowledge, skill, ability, or performance gap, or if an alternate learning solution is more appropriate, for example, a job aid or a short training video.

4. 5. 1. 3. L&D works with the policy centre to establish a description of the training requirement.

4. 5. 1. 4. If the perceived problem requires a solution involving formal training, a description of the training requirement can be documented through the completion of a Learning Product Design Proposal (LPDP) form.

4. 5. 1. 5. The LPDP form is reviewed by L&D senior management and if the training is identified as a priority, it is assigned to a learning advisor in NLS.

4. 5. 2. Needs Analysis Phase

4. 5. 2. 1. In the needs analysis phase, L&D determines how the perceived problem or opportunity will be addressed through training.

4. 5. 2. 2. L&D gathers data, ideas, and strategies from a variety of sources to determine the training needs in the field.

NOTE: This includes an analysis of performance problems and requirements.

4. 5. 2. 3. This phase clearly establishes the purpose of the learning product and the involvement of key partners and stakeholders, for example, Depot, C&IP, Federal Policing, or SPS.

4. 5. 2. 4. GBA+ is applied by examining who is affected by the job requirements, how they could be impacted, and which groups are potentially disadvantaged.

4. 5. 2. 5. The recommended level of involvement of Legal Services and OHSB in the development of the project will be identified during this stage of the process.

4. 5. 2. 6. The results of this phase are documented in a training needs analysis report.

4. 5. 2. 7. If an alternate solution to formal training is found to be more appropriate, it will be documented in the training needs analysis report.

4. 5. 2. 8. For instructor-led and online training courses, the Director of National Learning Services (NLS) and the director of the policy centre must sign the training needs analysis report.

4. 5. 3. Design Phase

4. 5. 3. 1. In the design phase, the objectives, scope, and timelines of the training project, as well as the instructional strategies (for example, lectures, role playing, or scenario-based training), topics, assessment strategies, and content sequence are determined.

4. 5. 3. 2. The goal of this phase is to ensure that both parties (L&D and policy centre SMEs) agree on the initial design elements of the training program before learning materials are developed.

4. 5. 3. 3. The results of this phase are documented in the Design Plan.

4. 5. 3. 4. For instructor-led and online training courses, the Director of NLS and the director of the policy centre must sign the Design Plan.

4. 5. 4. Development Phase

4. 5. 4. 1. In the development phase, the learning materials are developed for instructor-led and online training courses.

4. 5. 4. 2. Instructor-led training courses often include participant guides (if written exercises are required) and instructor or facilitator guides (for presentations, demonstrations, practical exercises, or other types of instructional strategies).

4. 5. 4. 3. The content of an instructor-led training course must be approved by the Director of NLS and the director of the policy centre before the course is delivered.

4. 5. 4. 4. To support the delivery of the training and to ensure national consistency in delivery and assessment, a train-the-trainer session may be required.

4. 5. 4. 5. Online courses include storyboards, which are created electronically in Microsoft Word and reflect what the course content will look like online.

NOTE: Storyboards are developed in consultation with SMEs.

4. 5. 4. 6. Storyboards must receive final approval from the Director of NLS and the director of the policy centre before programming begins.

4. 5. 4. 7. Once programming is complete, the course is posted in Agora so that the learning advisor and the SMEs can perform a quality assurance review.

NOTE: The feedback from this quality assurance review is incorporated into the course by the multimedia developer.

4. 5. 5. Pilot Phase

4. 5. 5. 1. General

4. 5. 5. 1. 1. The pilot phase provides an opportunity to offer a course (using content developed in the development phase) to a closed, limited audience in one official language and, whenever possible, a representative audience of selected individuals (for example males and females and individuals with various skill levels).

4. 5. 5. 1. 2. This phase also provides an opportunity to validate the learning product in a controlled environment.

4. 5. 5. 2. National Instructor-led Training Courses

4. 5. 5. 2. 1. National instructor-led training course pilots are offered when and where the appropriate facilities, instructors/facilitators, and selected audience members are available.

4. 5. 5. 2. 2. A course may be piloted multiple times to get comprehensive feedback from a sufficiently large target audience.

4. 5. 5. 2. 3. The delivery centre, policy centre, and divisions are responsible for coordinating course promotion, registration, and pilots.

4. 5. 5. 2. 4. Every national instructor-led training course requires a signed CTS.

4. 5. 5. 2. 5. A pilot CTS is required for high-risk courses (for example, tactical courses such as the 40mm Extended Range Impact Weapon User Course). In such cases, the CTS must be completed before the pilot is launched.

4. 5. 5. 2. 6. The pilot CTS must be signed by the Director of NLS and the director of the policy centre.

4. 5. 5. 2. 7. For a non-high-risk course, the CTS is completed after the pilot is launched.

4. 5. 5. 2. 8. The final CTS must be signed by the Director General of L&D, the director general of the policy centre, and Legal Services, if applicable (for example, if there is legal content in the course).

4. 5. 5. 2. 9. At the end of the pilot for a national instructor-led training course, a pilot evaluation report should be produced by the learning advisor.

4. 5. 5. 2. 10. A pilot evaluation report must be signed by the Director of NLS.

4. 5. 5. 2. 11. A national CTS must be available in both official languages.

4. 5. 5. 2. 12. A national instructor-led training course is officially launched as a national course when it is available in both official languages.

4. 5. 5. 3. National and Divisional Learning Products

4. 5. 5. 3. 1. For all national learning products that are not instructor-led training courses as well as all divisional learning products, a signed LPS is required.

4. 5. 5. 3. 2. Types of learning products that require an LPS include:

4. 5. 5. 3. 2. 1. an RCMP-developed online learning product with an assessment,

4. 5. 5. 3. 2. 2. an RCMP-developed online learning product without an assessment,

4. 5. 5. 3. 2. 3. an online learning product purchased from an external provider,

4. 5. 5. 3. 2. 4. an online learning product provided by an external provider through an agreement,

4. 5. 5. 3. 2. 5. an online learning product that the RCMP paid an external provider to develop,

4. 5. 5. 3. 2. 6. a workshop,

4. 5. 5. 3. 2. 7. RCMP-developed divisional instructor-led training courses,

4. 5. 5. 3. 2. 8. instructor-led training courses purchased from an external provider, and

4. 5. 5. 3. 2. 9. instructor-led training courses provided by an external provider.

4. 5. 5. 3. 3. An LPS must be completed before the pilot is launched.

4. 5. 5. 3. 4. A national LPS must be signed by the Director General of L&D, the director general of the policy centre, and Legal Services, if applicable (for example, if there is legal content in the course).

4. 5. 5. 3. 4. 1. A national workshop must be signed by the director general of the national policy centre.

4. 5. 5. 3. 5. All other LPSs must be signed by the director general of the policy centre or the division (officer level) submitting the LPS.

4. 5. 5. 3. 6. Divisions submitting LPSs are responsible for ensuring consultation with the national policy centre and confirming organizational alignment.

4. 5. 5. 3. 7. Online courses will initially be posted as pilot courses for a minimum of 30 days, unless otherwise determined by the policy centre.

4. 5. 5. 3. 8. At the end of the pilot of an online course, a pilot evaluation report should be produced by the learning advisor.

4. 5. 5. 3. 9. A pilot evaluation report must be signed by the Director of NLS.

4. 5. 5. 3. 10. A national LPS must be available in both official languages.

4. 5. 5. 3. 11. For online courses, SME approval must be received before programming the course in the second language. When the course has been programmed, the translated LPS must be sent to the Agora E-Learning Applications Team.

4. 5. 5. 3. 12. An online course is officially launched as a national course when it is available in both official languages.

4. 5. 5. 4. National Programs

4. 5. 5. 4. 1. Every national program requires a PTS that is signed by the Director General of L&D and the director general of the policy centre.

4. 5. 5. 4. 2. Divisions submitting PTSs are responsible for consulting with the national policy centre to ensure organizational alignment.

4. 5. 5. 4. 3. A national PTS must be available in both official languages.

4. 5. 5. 4. 4. A program is officially launched as a national program when it is available in both official languages.

4. 5. 6. Delivery Phase

4. 5. 6. 1. The delivery phase involves implementing the training material.

4. 5. 6. 2. Instructor-led training courses are delivered by divisional instructors, L&D TTS, or Federal Policing Training Services.

4. 5. 6. 3. Delivery of online courses is managed by the Agora E-Learning Applications Team.

4. 5. 6. 4. An end-of-course report is an official document that reviews the delivery of the course, with specific feedback regarding course content, logistics, and delivery, as appropriate. This report must be completed by an instructional designer.

4. 5. 6. 5. An end-of-course report must be signed by the Director of NLS.

4. 5. 6. 6. On a regular basis, the information accumulated through course evaluations should be assessed by the policy centre and used as part of the course maintenance and review process.

4. 5. 7. Maintenance Phase

4. 5. 7. 1. In the maintenance phase, regular reviews are conducted to ensure that course content remain relevant, accurate, and up-to-date.

4. 5. 7. 2. Courses are maintained through an analysis of end-of-course reports, course evaluations, or questionnaires and/or based on direction provided by the policy centre.

4. 5. 7. 3. Policy centres are required to conduct regular reviews to confirm whether or not changes to policy or legislation will have an impact on the course.

4. 5. 7. 4. Learning advisors provide analysis of end-of-course reports and course evaluations or questionnaires to policy centres to inform updates to learning materials.

4. 5. 7. 5. Changes to course content and learning materials must be clearly documented in a Version Control Log and must be approved by the policy centre, which provides a tracking mechanism to document the changes that have been made to the course over time.

4. 5. 8. Evaluation Phase

4. 5. 8. 1. In the evaluation phase, the efficiency, effectiveness, and impact of training is objectively measured so that courses can be improved in the future.

4. 5. 8. 2. Specifically, evaluations should:

4. 5. 8. 2. 1. ensure that courses are achieving the outlined performance objectives;

4. 5. 8. 2. 2. identify strengths, issues, and weaknesses within courses;

4. 5. 8. 2. 3. ensure overall course quality; and

4. 5. 8. 2. 4. assess whether the learning has been applied.

4. 5. 8. 3. NLS administers the evaluation of the national courses and programs that it selects for this process.

4. 5. 8. 4. Feedback is collected by NLS and validated with SMEs, which informs the maintenance cycle of learning products.

References

- Knowles, M. *The Adult Learner: A Neglected Species* (3rd Ed.). Houston: Gulf Publishing, 1984.

Date Modified: 2020-04-22

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

LTDM - ch. 2.1. Basic Training

Moved from AM II.11.: 2010-07-29

In response to the current COVID-19 pandemic situation, as of 2020-03-26, RCMP in-class and face-to-face training (including mandatory training, officer safety training, and other relevant recertification courses) has been suspended until further notice. This suspension's impact on affected policies (for example, CMM ch. 4., Promotion) will be clarified by the responsible policy centres.

Regular members are permitted to carry their required intervention options even if their certification or qualification has lapsed.

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. Basic Training - RM

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1. Basic Training - RM

1. 1. Basic training includes the Cadet Training Program and Field Coaching Program. These programs are described in the Cadet Training Program Training Standard and the Field Coaching Program Training Standard.

References

Date Modified: 2010-07-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

LTDM - ch. 2.2. Field Coaching Program

Policy Amended: 2019-09-11

In response to the current COVID-19 pandemic situation, as of 2020-03-26, RCMP in-class and face-to-face training (including mandatory training, officer safety training, and other relevant recertification courses) has been suspended until further notice. This suspension's impact on affected policies (for example, CMM ch. 4., Promotion) will be clarified by the responsible policy centres.

Regular members are permitted to carry their required intervention options even if their certification or qualification has lapsed.

For information regarding this policy, contact Training Program Support and Evaluation, Depot Division, Field Coaching Program.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Backup
6. On Call
7. Field Coach Allowance
8. Effective Date of Promotion
9. Extension in the Program
10. Suspension from the Program
11. Termination from the Program
12. Completion of the Program
13. Progress Reports
14. Record Management

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1. Policy

1. 1. Every person who successfully completes the Cadet Training Program or Lateral Cadet Training Program and is offered employment with the RCMP must complete the Field Coaching Program (FCP).

1. 2. Every new member participating in the FCP must be directly supervised for at least the first two months (Phase I) of the FCP, and be closely supervised for the remainder of their participation in the FCP, including any extension.

1. 3. The commanding officer of each division will identify an officer level/equivalent or senior NCO who is responsible for the administration of Human Resources in their division. This individual will be identified as the Delegated Manager for Human Resources (DMHR) within this policy.

2. Definitions

2. 1. **Close supervision** means the field coach or supplementary resource must work the same scheduled shifts and be in the same general area when the new member is performing operational police duties. While under close supervision, the new member must have immediate access to advice, guidance, supervision, and backup as required.

2. 2. **Direct supervision** means the field coach or supplementary resource must physically accompany the new member and provide direct supervision when on duty, or at any time the new member is performing operational police duties during Phase I of the FCP.

2. 3. **Experienced Police Officer Program** is an abbreviated induction training program designed for ex Regular Members or experienced police officers from other Canadian municipal or provincial police agencies, as well as Canadian Armed Force military police.

2. 4. **Field coach** is an operational level 1 constable or higher, who has successfully completed the Field Coaches Course (FCC), the Managing Safely Course, and has been assigned to supervise and document the performance of a new member in the FCP.

2. 5. **Field Coaching Program (FCP)** is the second part of basic training for new members, which occurs after graduation from the Cadet Training Program or Lateral Cadet Training Program. It provides a supervised transition from the training academy to operational policing. The FCP is divided into three phases and is designed to be completed within six months from the date of the new member's first scheduled shift.

2. 6. **Initial Field Coaching Practicum** is Phase I of the FCP (HRMIS Course 000405), which should be completed within two months after the new member arrives at the training detachment. During this phase, the new member works under the direct supervision of the field coach. The new member must complete a divisional IFCP Field Training Exercise to a professional level, and must be assessed at the "professional" level in the competencies listed on Form 5738, Initial Field Coaching Practicum (IFCP) Assessment Report, before commencing Phase II of the FCP.

2. 7. **Lateral Cadet Training Program** is an abbreviated induction training program designed for graduates from either the Atlantic Police Academy or École nationale de police du Québec. These new members must complete the full FCP.

2. 8. **New member** means a level 4 constable enrolled in the FCP.

2. 9. **Suitable training detachment or unit** means a detachment or unit that will provide a field coach to work with the new member for the duration of the FCP. The detachment or unit will ensure that appropriate resources are available to the new member to provide the required level of supervision and developmental opportunities through a variety of operational duties in an active policing environment.

2. 10. **Supplementary resource** means an operational level 1 constable or higher, assigned to supervise and document the performance of a new member during the temporary absence of the field coach. The supplementary resource must have successfully completed the Managing Safely Course; they are not required to have completed the FCC.

2. 11. **Temporary absence** means an absence not exceeding one block of shifts or 40 hours, whichever is greater.

3. General

3. 1. New Member

3. 1. 1. The new member must meet all benchmarks and competencies outlined in the Field Coaching Program Training Standard (PTS).

3. 1. 2. A new member will perform operational policing duties under the guidance and supervision of an experienced operational police officer, who has been trained as a field coach.

NOTE: A field coach will coach only one new member at a time.

3. 1. 3. Any regular member (RM) may participate in the Field Coaching Program (FCP) at the discretion of the DMHR/delegate.

3. 1. 4. Every new member participating in the FCP will receive field training at a suitable training detachment or unit.

3. 1. 4. 1. New members posted to a detachment located in a designated bilingual region for language-of-work purposes are offered the FCP supervision in their preferred official language, and documents related to performance will be provided in their official language of choice. Refer to the *Official Languages Act*, Part V – Language of Work.

NOTE: Designated bilingual regions are the National Capital Region, the province of New Brunswick, the Greater Montreal Region, parts of the Eastern Townships, the Gaspé Peninsula, Western Quebec, and parts of Eastern and Northern Ontario.

3. 1. 5. A new member who has a minimum second language proficiency level of BBB with valid and current second language evaluation (SLE) results, may complete the FCP in their second language when it is the language of work in the division to which they are posted. Refer to the *Official Languages Act*, Part V – Language of Work.

3. 1. 6. All parties involved in the FCP, e.g. field coach, supplementary resource, supervisor, must be sensitive to the challenges that the new member may face when the field training is completed in a language other than their first language.

3. 1. 7. The new member will be monitored and supervised, and their progress will be documented for the duration of the FCP.

3. 1. 8. The field coach and unit supervisor will assess the new member based on the member's skills, abilities, and developmental needs.

3. 1. 9. The new member and the field coach or supplementary resource must work together on the same scheduled shift for the duration of the FCP.

3. 1. 10. After the new member has successfully completed Phase I (months one and two), the level of direct supervision may gradually diminish provided the new member and their work have close supervision.

3. 1. 10. 1. The level of supervision will be based on the assessed skills and abilities of the new member and the nature of the duties being performed.

3. 1. 10. 2. At any time during the FCP, a new member may be placed under direct supervision for developmental or officer safety reasons.

3. 1. 11. When a new member is absent from the FCP for a period exceeding one block of shifts or 40 cumulative hours, whichever is greater, the time must be accounted for in the training program and will be added to the remainder of the FCP.

3. 1. 12. In the event of a long-term absence (more than 160 consecutive hours) due to illness, injury, or as a result of being placed on administrative duties, the new member's participation in the FCP will be put on hold. When the new member returns to full duty, they will resume the program from where they left the FCP, except under exceptional circumstances, at the discretion of the DMHR/delegate.

3. 1. 13. Upon successful completion of the FCP, the new member will have concluded basic police training.

3. 1. 13. 1. Further professional development and experience will be acquired during the remainder of the probationary period and throughout the member's career.

3. 1. 14. The new member will be subject to probation for their first two years of service. Refer to AM ch. 27.4., Probationary Members.

3. 2. Experienced Police Officer

3. 2. 1. An experienced police officer must meet all competency requirements outlined in the FCP training.

3. 2. 2. An experienced police officer will be under direct supervision in accordance with the Initial Field Coaching Practicum (IFCP) definition.

3. 2. 3. Once the IFCP requirements have been successfully completed, the experienced police officer will be assessed to determine if all FCP competencies have been met or if further development is required.

3. 2. 4. Upon successful completion of the IFCP and FCP, HRMIS 000405 and CS1005 will be credited. A formal learning plan will be developed with input from the experienced police officer, the field coach, and the supervisor.

4. Roles and Responsibilities

4. 1. Manager, Training Program Support and Evaluation, Depot Division

4. 1. 1. Provide strategic analysis, guidance, direction, and interpretation of program directives and national training standards.

4. 1. 2. Coordinate research on national training requirements.

4. 1. 3. Liaise with Learning and Development Directorate and national policy centres.

4. 1. 4. Monitor and evaluate the delivery of the divisional FCP and the FCC.

4. 1. 5. Coordinate the evaluations of the FCP.

4. 1. 6. Report on program and level of compliance with FCP directives to senior management and external agencies as required.

4. 1. 7. Ensure that unit level quality assurance (ULQA) of the FCP is conducted.

4. 2. Divisional Field Coaching Program Coordinator

4. 2. 1. Coordinate, implement, administer, support, and monitor the delivery of the FCP.

4. 2. 2. Monitor and assess the instructors for the FCC.

4. 2. 3. Monitor the delivery of the FCP to ensure compliance with FCP directives and PTS.

4. 2. 4. Ensure new member interviews are conducted and assessments are completed, reviewed, and approved according to established FCP timelines.

4. 2. 5. Oversee new member file reviews and make recommendations to the divisional Career Development and Resourcing Officer (CDRO) for the promotion, extension, or discharge of new members.

4. 2. 6. Ensure formal notification of successful completion of the FCP, or extension in the FCP, has been sent to the new member.

4. 2. 7. Advise the Manager, Training Program Support and Evaluation, Depot Division, when a new member has been granted an extension, voluntarily resigns from the FCP, or when their discharge from the FCP is recommended.

4. 2. 7. 1. Provide a copy of the new member's progress report (Form 3737, Assessment Report - Field Coaching Program) to the Manager, Training Program Support and Evaluation, Depot Division, when sec. 4.2.7. applies.

4. 2. 8. Maintain FCP files for new members enrolled in the FCP.

4. 2. 9. Compile and forward all FCP documentation to be placed on the new member's personnel record upon their completion of the FCP.

4. 2. 10. Ensure that a ULQA of the FCP is conducted and that the results are forwarded to the Manager, Training Program Support and Evaluation, Depot Division.

4. 3. DMHR/Delegate

4. 3. 1. Ensure organizational structures and resources are in place for the efficient delivery of the FCP.

4. 3. 2. Select divisional FCP Coordinators.

4. 3. 3. Select and approve a suitable location for the new member field training.

4. 3. 4. Direct other members to participate in the FCP when required.

4. 3. 5. Process recommendations for a new member's successful completion of the IFCP, extension, or discharge from the RCMP.

4. 3. 5. 1. Forward recommendations for discharge from the RCMP as outlined in AM ch. 27.4.

4. 3. 6. Approve new member completions of the FCP and promotion to level 3 constable.

4. 3. 7. Advise the new member, Compensation Services, HRMIS, CDR, the Detachment Commander, and the Manager, Training Program Support and Evaluation, Depot Division, when a new member has successfully completed the FCP.

4. 3. 7. 1. Provide a copy of the new member's progress report (Form 3737) to the Manager, Training Program Support and Evaluation, Depot Division, when sec. 4.3.7. applies.

4. 4. CO

4. 4. 1. Ensure compliance with FCP directives and PTS without exception.

4. 4. 2. Upon receipt of a recommendation from the DMHR/delegate for the discharge of a new member, render a decision.

4. 5. Detachment/Unit Commander/Delegate

4. 5. 1. Participate in new member interviews.

4. 5. 2. Select a suitable field coach and identify a suitable supplementary resource.

4. 5. 2. 1. Ensure that a new member posted to a detachment located in a designated bilingual region for language-of-work purposes is offered the FCP supervision in their preferred official language, and documents related to performance are provided in their official language of choice. Refer to the *Official Languages Act*, Part V – Language of Work.

NOTE: Designated bilingual regions are the National Capital Region, the province of New Brunswick, the Greater Montreal Region, parts of the Eastern Townships, the Gaspé Peninsula, Western Quebec, and parts of Eastern and Northern Ontario.

4. 5. 3. Ensure that all roles, responsibilities, and expectations are discussed with the field coach before the arrival of the new member.

4. 5. 4. Ensure that a supportive learning environment exists for the new member.

4. 5. 5. Ensure that the new member is appropriately supervised during the FCP.

4. 5. 6. Oversee the delivery of the FCP to ensure compliance with FCP directives and PTS.

4. 5. 7. Ensure that any change in the planned delivery of the FCP is done in consultation with the DMHR/delegate and the divisional FCP Coordinator, e.g. change, removal, or replacement of a field coach.

4. 5. 8. Ensure that a replacement field coach is available should the absence of the main field coach continue for longer than one block of shifts or 40 hours, whichever is greater.

4. 6. Field Coach

4. 6. 1. Successfully complete the required training before assuming the roles and responsibilities of a field coach.

4. 6. 2. Comply with FCP directives and PTS.

4. 6. 3. Ensure you are a positive role model for the new member and conduct yourself in a professional manner at all times.

4. 6. 4. Provide the appropriate level of support, supervision, and developmental opportunities to the new member while considering their demonstrated abilities, experience, and the nature of the calls for service.

4. 6. 5. Continuously observe, assess, report, and provide developmental feedback to the new member.

4. 6. 6. Confirm the availability of a supplementary resource during your anticipated absences or for developmental opportunities for the new member.

4. 6. 7. Provide your supervisor with regular updates on the new member's progress.

4. 6. 8. After the completion of the FCP, you may be required to complete a survey to provide feedback on the FCP.

4. 7. Supplementary Resource

4. 7. 1. You must be an operational level 1 constable or higher, and successfully complete the Managing Safely Course before acting as a supplementary resource.

4. 7. 2. Comply with FCP directives and PTS.

4. 7. 3. Monitor and supervise the new member during temporary absences of the field coach.

4. 7. 4. Provide the field coach with written documentation of the new member's progress while you were acting in the role of the supplementary resource.

4. 8. Supervisor

4. 8. 1. Provide coaching, support, and mentorship to the field coach.

4. 8. 2. Participate in new member interviews.

4. 8. 3. Ensure that the field coach and new member meet all the requirements as outlined in the FCP training standards according to established timelines.

4. 8. 4. If applicable, complete the supervisor's monthly checklist (Form 6307, Field Coaching Program - Supervisor's Monthly Checklist) to supplement their comments on the new member's assessment reports (Form 3737).

4. 8. 5. Participate in the evaluation of the new member at the end of Phase I of the IFCP, and Phase II and III of the FCP.

4. 8. 6. Approve the Form 5738, Initial Field Coaching Practicum (IFCP) Assessment Report, recommending that the new member no longer be under the direct supervision of the field coach.

4. 8. 7. Ensure, in consultation with the field coach, that the new member has met the mandatory requirements in accordance with established timelines.

4. 8. 8. Approve the final assessment report (Form 3737) recommending that the new member has successfully completed the FCP.

4. 9. New Member

4. 9. 1. Devote yourself to the successful completion of the FCP.

4. 9. 2. Comply with FCP directives and PTS.

4. 9. 3. Complete all the requirements of the program within established timelines.

4. 9. 4. Upon successful completion of the FCP, complete a Form 2510, Performance Evaluation and Learning Plan, to assist with post-FCP learning and training needs.

4. 9. 5. After the completion of the FCP, you may be required to complete a survey to provide feedback on the FCP.

5. Backup

5. 1. While the new member is under direct supervision, the member and the field coach or supplementary resource will be viewed as one rather than two independent resources.

5. 2. A new member under direct supervision cannot be considered as backup to any member responding to an incident including the field coach. The new member is expected to attend all calls for service with the field coach and may provide assistance as required. Refer to OM ch. 16.9., Backup.

5. 3. A new member under close supervision may be considered as backup for the field coach or a supplementary resource within their detachment area. The field coach will, through continuous observation and assessment of the new member's skills and abilities, determine whether the new member is capable of providing backup by considering all the circumstances surrounding the call for service.

5. 4. At any time during the FCP, when responding to an incident, if the field coach or supervisor determines that the new member is not capable of providing the appropriate backup response, additional backup resources must be readily available to be called upon.

6. On Call

6. 1. A new member participating in the FCP will not be designated as primary on call, but may provide backup or assistance as outlined in sec. 5., Backup.

6. 2. During phase II and phase III of the FCP, the field coach may permit the new member to be designated as secondary on call for the field coach or a supplementary resource.

7. Field Coach Allowance

7. 1. For field coach allowance, refer to NCM ch. 2.8., Allowances, sec. 11., Field Trainer Allowance.

7. 2. If a field coach is replaced, the new field coach will be eligible to receive the field coach allowance.

7. 3. The field coach allowance will be suspended if the new member is on a long-term absence (160 hours and above).

8. Effective Date of Promotion

8. 1. A new member will be promoted from level 4 to level 3 constable upon completion of six months of service at level 4 and the successful completion of the FCP.

8. 2. The effective date of promotion to level 3 constable will be the date of completion of the FCP. Refer to CMM ch. 4., Promotion, sec. 14., Cst. Rank Promotion Process.

8. 3. When an extension is required to successfully complete the FCP, the effective date of promotion to level 3 constable will be the date that the new member meets all of the requirements of the FCP.

EXCEPTION: In exceptional circumstance the effective date of promotion may differ at the discretion of the DMHR/delegate.

8. 4. When a new member's participation in the FCP has been interrupted due to a long-term absence, or participation was suspended because of an investigation, their promotion to level 3 constable and any pay increase will normally be retroactive to the date that they would have completed the FCP had there not been an interruption.

EXCEPTION: In exceptional circumstances, the retroactive date of promotion may differ at the discretion of the DMHR/delegate.

9. Extension in the Program

9. 1. If the new member has not successfully completed all of the requirements at the end of Phase I of the IFCP, a one-month extension may be granted by the DMHR/delegate if the new member has demonstrated a commitment to achieving the standards through continuous improvement and

9. 1. 1. extenuating circumstances have affected the new member's performance, or

9. 1. 2. the field coach believes that the standards are achievable by the new member within an additional month of coaching.

9. 2. If the new member has not successfully completed all of the requirements at the end of Phase III of the FCP, a three-month extension may be granted by the DMHR/delegate if the new member has demonstrated a commitment to achieving the standards through continuous improvement and

9. 2. 1. extenuating circumstances have affected the new member's performance, or

9. 2. 2. the field coach believes that the standards are achievable by the new member within an additional three months of coaching, and

9. 3. When an extension has been granted, a Form 6338, Notice of Failure to Meet Required Standards - Field Coaching Program, will be served to the new member.

9. 3. 1. Within one week of the service of the Notice, the new member and the field coach must develop a Form 6337, Field Coaching Program - Extension Development Plan, as a learning plan for the extension.

10. Suspension from the Program

10. 1. If a new member becomes the subject of an investigation while in the FCP and:

10. 1. 1. they are suspended from duty, the new member's participation will be put on hold until the investigation is completed and the new member returns to full duty; or

10. 1. 2. they are not suspended from duty, the new member's participation may continue. They will not be promoted to level 3 constable until the investigation is completed. Refer to CMM ch. 4., sec. 14.

11. Termination from the Program

11. 1. For information regarding termination from the FCP, refer to AM ch. 27.4., sec. 1.6.3.

12. Completion of the Program

12. 1. Upon completion of the FCP, the DMHR/delegate will send a letter to the new member acknowledging their successful completion of the FCP and recommendation for promotion to level 3 constable.

13. Progress Reports

13. 1. During the new member's participation in the FCP, their performance will be continuously monitored, evaluated, and documented on Form 3735, Field Coaching Program Performance Record Sheet, and Form 4070, Field Coaching Program - Learning Assistance Plan and Results.

13. 2. Formal progress reports will be completed:

13. 2. 1. at the end of Phase I (IFCP) using Form 5738 and 3737,

13. 2. 2. at the end of Phase II using Form 3737,

13. 2. 3. at the end of Phase III using Form 3737,

13. 2. 4. at the end of an extension in the IFCP using Form 5738, and

13. 2. 5. at the end of each month during an extension in the FCP using Form 3737.

13. 3. During extension periods, any developmental or remedial action implemented to overcome competency shortfalls will be documented on Form 6337.

14. Record Management

14. 1. All documentation, including forms used to formally assess the new member's learning, performance, and recommendation for promotion, will be placed on the new member's personnel record in accordance with IMM App. 2-2-1, Employee Folder Types for Individuals Hired under the *RCMP Act*, Field Coaching Program Folder.

14. 1. 1. This information may be used for research, planning, evaluation, and statistical purposes.

References

- AM ch. 23., General
- AM ch. 24.2., Ex-Regular Member Applicant and AM ch. 24.6., Lateral Entry Applicant.
- 2005 November Report of the Auditor Genderal of Canada, Recommendations 1.53 and 1.55

Date Modified: 2019-09-11

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

LTDM - ch. 2.3. PARE, Fitness and Lifestyle Program

Moved from 2.8.: 2012-02-02

In response to the current COVID-19 pandemic situation, as of 2020-03-26, RCMP in-class and face-to-face training (including mandatory training, officer safety training, and other relevant recertification courses) has been suspended until further notice. This suspension's impact on affected policies (for example, CMM ch. 4., Promotion) will be clarified by the responsible policy centres.

Regular members are permitted to carry their required intervention options even if their certification or qualification has lapsed.

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. Policy
2. General
3. Physical Fitness and PARE Program for RMs (Fitness for Duty)
4. Promotion Of Healthy Living For All Employees (Fitness for Life)

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1. Policy

1. 1. The RCMP supports a PARE, Fitness and Lifestyle Program to contribute to the physical fitness of regular members for police work (fitness for duty) and to promote healthy living for all employees (fitness for life).

2. General

2. 1. The PARE, Fitness and Lifestyle Program consists of the following two components:

2. 1. 1. the Physical Fitness and Physical Abilities Requirement Evaluation (PARE) Program for RMs, and

2. 1. 2. the promotion of healthy living for all employees.

2. 2. An RM may request assistance and advice from the Division Fitness and Lifestyle Advisor (DFLA)/delegate or other fitness and lifestyle resources to maintain fitness for duty and fitness for life as required.

2. 3. Assistance and advice may be offered to CMs and PSEs when there is an adequate level of DFLAs/delegates or other fitness and lifestyle resources available.

2. 3. 1. When there are insufficient resources to deliver all aspects of the program, the priority in service delivery will lie with the objective of fitness for duty.

2. 4. An employee who successfully completes the PARE Administrator Course (HRMIS 000591) is qualified to administer the PARE.

2. 5. An employee may become a Detachment Fitness Coordinator (DFC) with the approval of his/her supervisor. He/she must commit to contribute a minimum of four hours a month to the PARE, Fitness and Lifestyle Program. Before the employee can assume this role, he/she must successfully complete the Detachment Fitness Coordinator Course (HRMIS CG 1050).

2. 6. As a best practice, divisions should plan to administer the periodic health assessment (PHA), PARE and operational skills maintenance (OSM) in the same year.

3. Physical Fitness and PARE Program for RMs (Fitness For Duty)

3. 1. Recommended Physical Activities

3. 1. 1. The recommended cardiovascular training for fitness for duty (at least three times a week) includes, but is not limited to, brisk walking, running, in-line skating, cycling, swimming, rowing, cross-country skiing, snowshoeing, intervals training, and functional training.

3. 1. 1. 1. Team sports or individual activities that may result in a greater risk of injury, e.g. hockey, football, downhill skiing, should be avoided during time away from normal duty unless they are organized or approved by the RCMP.

3. 1. 1. 2. Leisure activities which do not elicit a sufficient level of cardiovascular training may be performed on one's own personal time, e.g. bowling, curling, golf. These will not be considered as part of the time away from normal duty for physical activity.

NOTE: When applicable, the participant must use proper protective equipment and follow recognized safety guidelines, e.g. standard protective equipment for in-line skating.

3. 1. 2. The recommended strength training for fitness for duty should be at the appropriate ability level, incorporate exercises for all major muscle groups, and adhere to recognized training guidelines. For a variety of traditional and functional strength training programs, see the PARE, Fitness and Lifestyle website.

3. 1. 3. The recommended activities for flexibility, balance and stability training may include yoga, stretching, Tai-Chi, Pilates and other recognized forms of activities. These should be

part of most training sessions for fitness for duty. For general flexibility, balance and stability programs, see the PARE, Fitness and Lifestyle website.

3. 2. Time Away From Normal Duty for Physical Activity

3. 2. 1. The purpose of time away from normal duty for physical activity for RMs and CMs is to maintain fitness for duty and promote fitness for life.

3. 2. 2. Physical activities performed during time away from normal duty should be in line with the objectives of the RCMP fitness programs available on the PARE, Fitness and Lifestyle website and/or follow the advice of the DFLA/delegate.

NOTE: The time away from normal duty for physical activity cannot be accumulated or carried over from one week to another.

3. 2. 3. When duty permits, every week a maximum of 60 minutes of time away from normal duty may be granted for physical activity.

3. 2. 3. 1. The time should be matched by at least the same amount of personal time for physical activity.

3. 2. 3. 2. The time may be used all at one time or be divided in segments of 15 to 30 minutes providing it does not exceed 60 minutes in a calendar week.

3. 3. Roles and Responsibilities

3. 3. 1. Division Fitness and Lifestyle Advisor

3. 3. 1. 1. The DFLA will develop, adapt, manage and deliver the activities supporting the program's vision and mission. Program activities and initiatives will be tailored to the needs of each division and its employees while remaining aligned with the Learning and Development direction and RCMP core values.

3. 3. 2. Commander/Supervisor

3. 3. 2. 1. The commander/supervisor will act as an enabler. During an annual performance evaluation, the commander/supervisor will discuss plans with the RM to maintain an adequate level of physical ability for police work to support the required fitness for duty.

3. 3. 2. 2. The commander/supervisor will direct or recommend that the member meet with the Health Services Officer (HSO) for health/medical issues, the DFLA/delegate for fitness issues, and encourage him/her to participate in division fitness and lifestyle activities.

3. 3. 3. Learning and Development

3. 3. 3. 1. Learning and Development, in collaboration with DFLAs, subject matter experts (SMEs) and RMs, will:

3. 3. 3. 1. 1. Periodically evaluate, revalidate, and update the PARE tests to ensure they continue to reflect the physical demands of police work.

3. 3. 3. 1. 2. Conduct research relating to occupational physical ability requirements of police work.

3. 3. 3. 1. 3. Conduct regular quality assurance of the program to ensure that policy implementation, program delivery and PARE administration are in accordance with national standards.

3. 4. Regular PARE as a Requirement

3. 4. 1. PARE is a requirement for all RMs. The regular PARE supports the physical activities required for police work and is based on task analysis conducted with RMs. For the 2007 PARE Task Analysis, see the PARE, Fitness and Lifestyle website.

3. 4. 2. All RMs are required to perform the regular PARE every three years unless they are medically exempted from police work or have medical limitations and restrictions for certain aspects of police work as defined by an RCMP-designated physician. When an RM is medically cleared for police work, he/she is deemed medically cleared for PARE.

3. 4. 3. The regular PARE involves a scenario representing having to chase a suspect through a 340 m (1116 ft) obstacle course, physically controlling the situation (pushing and pulling a 36 kg (80 lb) weight), and carrying a person or an object away from the scene (lifting and carrying a 45.5 kg (100 lb) weight over a distance of 15 m (50 ft)).

3. 4. 4. An RM should strive to complete regular PARE within ≤4:00.

3. 4. 5. An RM who did not meet the ≤4:00 standard or wants to improve his/her result, is encouraged to seek advice from the DFLA/delegate.

3. 4. 6. It is the RM's responsibility to perform and complete PARE, striving for the standard.

3. 4. 7. Supervisors must ensure that RMs under their responsibility complete PARE. The supervisor will review the performance of the RM, and direct him/her to the DFLA for assistance when required.

3. 4. 8. The DFLA must offer opportunities for the RM to perform PARE and be available to provide advice on how to enhance the member's physical preparation.

3. 4. 9. Divisional Training must maintain a record of PARE compliance and ensure that the PARE test results are entered in HRMIS for all RMs in their division. These results are linked with the OSM report available from Divisional Training.

3. 5. Regular PARE as a Standard

3. 5. 1. Regular PARE Standard for Specialized Units

3. 5. 1. 1. The regular PARE in ≤4:00 is a standard for consideration of, and continuation in, the following specialized units:

3. 5. 1. 1. 1. Protective Policing (bodyguard duties);

3. 5. 1. 1. 2. Tactical Troops;

3. 5. 1. 1. 3. Aircraft Protection;

3. 5. 1. 1. 4. Underwater Recovery;

3. 5. 1. 1. 5. Musical Ride;

3. 5. 1. 1. 6. Explosive Disposal Unit;

3. 5. 1. 1. 7. Specialty Dog Handlers;

3. 5. 1. 1. 8. Crime Scene Methods and Procedures Analyst.

3. 5. 1. 2. RMs in these units must meet the regular PARE ≤4:00 standard each calendar year.

3. 5. 1. 3. It is the RM's responsibility to be compliant with the PARE standard required for his/her unit.

3. 5. 1. 4. An RM who does not meet the regular PARE ≤4:00 standard will be given a six week remedial period to attain the standard.

3. 5. 1. 5. Failure to meet the regular PARE ≤4:00 standard within a six week remedial period will result in removal of the member from the specialized unit operational duties until compliant.

3. 5. 1. 6. An RM who does not meet the regular PARE ≤4:00 standard after a six week remedial period, may be given a second six week remedial period to attain the standard. See sec. 3.5.5.

3. 5. 1. 7. Failure to meet the regular PARE ≤4:00 standard for a second consecutive six week remedial period will result in a recommendation to the CO for the removal of the member from the specialized unit. See sec. 3.5.5.

3. 5. 1. 8. An RM who does not meet the regular PARE ≤4:00 standard or who wants to improve his/her result, is encouraged to seek advice from the DFLA/delegate.

3. 5. 1. 9. The DFLA must offer opportunities for the RM to perform the regular PARE and be available to provide advice on how to enhance the member's physical preparation for the next attempt to achieve the standard.

3. 5. 1. 10. An RM returning from an extended leave of absence of three months or more, or recovering from an injury preventing him/her from participating in the test for three

months or more, must meet the ≤4:00 standard before being reintegrated to operational duties in these specialized units.

3. 5. 1. 11. The supervisor of a specialized unit must ensure that RMs under his/her responsibility are compliant with the PARE standard for that unit.

3. 5. 2. Regular PARE Standard for UNCIVPOL Duties

3. 5. 2. 1. The regular PARE ≤4:00 standard must be met within the three months before the deployment of an RM to UNCIVPOL/NATO missions.

3. 5. 2. 2. An RM who does not meet the regular PARE ≤4:00 standard within the three month period before the deployment, will not be granted transfer to UNCIVPOL/NATO missions.

3. 5. 2. 3. An RM who does not meet the regular PARE ≤4:00 standard or who wants to improve his/her result, is encouraged to seek advice from the DFLA/delegate.

3. 5. 2. 4. The DFLAs must offer opportunities for the RM to perform the regular PARE standard and be available to provide advice on how to enhance the member's physical preparation for the next attempt to achieve the standard.

3. 5. 2. 5. An RM returning from an extended leave of absence of three months or more, or recovering from an injury preventing him/her from participating in the test for three months or more, must meet the regular PARE ≤4:00 standard before being reintegrated to operational duties as part of these deployments.

3. 5. 3. PARE for Police Dog Service (PDS PARE)

3. 5. 3. 1. The PDS PARE ≤9:00 standard is used as a prerequisite for consideration of, and continuation in, PDS duty.

3. 5. 3. 2. The PDS PARE supports the physical activities required for police work in PDS units and is based on task analysis conducted with RMs in these units.

3. 5. 3. 3. The PDS PARE involves a scenario representing having to chase/track a suspect through a 700 m (2296 ft) obstacle course and physically controlling the situation (pushing and pulling a 36 kg (80 lb) weight).

3. 5. 3. 4. PDS members must meet the PDS PARE ≤9:00 standard each calendar year.

3. 5. 3. 5. A PDS member who does not meet the PDS PARE ≤9:00 standard will be given a six week remedial period to attain the standard.

3. 5. 3. 6. Failure to meet the PDS PARE ≤9:00 standard within a six week remedial period will result in removal of the member from PDS operational duties until compliant.

3. 5. 3. 7. An RM who does not meet the PDS PARE ≤9:00 standard after a six week remedial period, may be given a second six week remedial period to attain the standard. See sec. 3.5.5.

3. 5. 3. 8. Failure to meet the PDS PARE ≤9:00 standard for a second consecutive six week remedial period will result in a recommendation to the CO for the removal of the member from the PDS. See sec. 3.5.5.

3. 5. 3. 9. A PDS member who does not meet the PDS PARE ≤9:00 standard or who wants to improve his/her result, is encouraged to seek advice from the DFLA/delegate.

3. 5. 3. 10. The DFLAs must offer opportunities for the RM to perform the PDS PARE standard and be available to provide advice on how to enhance the member's physical preparation for the next attempt to achieve the standard.

3. 5. 3. 11. An RM in PDS who meets the PDS PARE ≤9:00 standard is not required to perform the regular PARE even if he/she performs other job code duties. See also sec. 3.5.4.11.

3. 5. 3. 12. An RM returning from an extended leave of absence of three months or more, or recovering from an injury preventing him/her from participating in the test for a period of three months or more, must meet the PDS PARE ≤9:00 standard before being reintegrated to operational duties in PDS.

3. 5. 3. 13. The supervisor must ensure that RMs under his/her responsibility are compliant with the PDS PARE standard.

3. 5. 4. PARE for Emergency Response Team (ERT PARE)

3. 5. 4. 1. The ERT-PARE ≤11:00 standard is used as a prerequisite for consideration of, and continuation in, ERT duty.

3. 5. 4. 2. The ERT PARE supports the physical activities required for police work in ERT units and is based on task analysis conducted with RMs in these units. See the ERT PARE Report 2008 and other related documents on the PARE, Fitness and Lifestyle website.

3. 5. 4. 3. The ERT PARE involves performing a combination of 15 critical tasks through a 1460 m (4789 ft) obstacle course.

3. 5. 4. 4. ERT members must meet the ERT PARE ≤11:00 standard each calendar year.

3. 5. 4. 5. An ERT member who does not meet the ERT PARE ≤11:00 standard will be given a six week remedial period to attain the standard.

3. 5. 4. 6. Failure to meet the ERT PARE ≤11:00 standard within a six week remedial period will result in removal of the member from ERT operational duties until compliant.

3. 5. 4. 7. An RM who does not meet the ERT PARE ≤11:00 standard after a six week remedial period, may be given a second six week remedial period to attain the standard. See sec. 3.5.5.

3. 5. 4. 8. Failure to meet the ERT PARE ≤11:00 standard for a second consecutive six week remedial period will result in a recommendation to the CO for the removal of the member from the ERT. See sec. 3.5.5.

3. 5. 4. 9. An ERT member who does not meet the ERT PARE ≤11:00 standard or who wants to improve his/her result, is encouraged to seek advice from the DFLA/delegate.

3. 5. 4. 10. The DFLAs must offer opportunities for the RM to perform the ERT PARE standard and be available to provide advice on how to enhance the member's physical preparation for the next attempt to achieve the standard.

3. 5. 4. 11. An RM in ERT who meets the ERT PARE ≤11:00 standard, is not required to perform the regular PARE or the PDS PARE even if he/she performs other job code duties or PDS duties.

3. 5. 4. 12. An RM returning from an extended leave of absence of three months or more, or recovering from an injury preventing him/her from participating in the test for a period of three months or more, must meet the ERT PARE ≤11:00 standard before being reintegrated to operational duties in ERT.

3. 5. 4. 13. The supervisor must ensure that RMs under his/her responsibility are compliant with the ERT PARE standard.

3. 5. 5. Roles and Responsibilities

3. 5. 5. 1. Commander/Supervisor

3. 5. 5. 1. 1. Monitor compliance for PARE standard and OSM requirements for all members under your command using the OSM Report available through Divisional Training.

3. 5. 5. 1. 2. Mentor and encourage your members to participate in regular physical activity. You may seek the assistance of the DFLA/delegate or other fitness and lifestyle resources as required.

3. 5. 5. 1. 3. If a member fails to meet the PARE standard required for your unit after a six week remedial period, refer the member to your line officer.

3. 5. 5. 2. Line Officer

3. 5. 5. 2. 1. When a member who has failed to meet the PARE standard is referred to you, assess why the member failed the PARE standard required for your unit, e.g. lack of fitness training, illness, injury, maternity leave, leave, non-compliance.

3. 5. 5. 2. 2. If warranted, you may extend the remedial period to a second six weeks. Direct the member to consult the DFLA for assistance to prepare and successfully meet the standard.

3. 5. 5. 2. 3. If a member fails to meet the PARE standard for your unit after a second six week remedial period, refer the member, through channels, to the CO/delegate.

3. 5. 5. 3. CO/Delegate

3. 5. 5. 3. 1. When an RM has been referred to you for failing to meet the PARE standard for his/her unit, explore the following options with him/her:

3. 5. 5. 3. 1. 1. Without jeopardizing operational requirements, allow the member to remain in his/her unit and perform non-operational duties.

3. 5. 5. 3. 1. 2. In the case of ERT or PDS, transfer the RM to another unit where a PARE standard is not required, or where a less demanding PARE standard is required.

3. 5. 5. 3. 1. 3. Notify the OIC of the specialized unit of the action taken.

3. 6. Medical Clearance for PARE and OSM

3. 6. 1. Considering that PARE and OSM are less demanding than police work can be, RMs who have a valid PHA, and have no medical limitations or restrictions for police work, can undergo PARE and OSM.

3. 6. 2. Training coordinators and DFLAs may obtain from their Divisional Health Services Units, the information on who is medically cleared for police work and any medical limitations or restrictions that may affect participation for PARE and OSM as outlined on page two of the Medical Profile, form 2158.

3. 6. 3. Divisional Health Services Units may also use page two of the PARE Medical Clearance, form 3986, to communicate medical clearance for PARE and OSM to training coordinators and DFLAs.

3. 6. 4. A person applying to be engaged as an RM, must ask his/her personal physician to complete form 3986. Once completed, the form is valid for a period of 12 months after the date of signature.

3. 7. Medical Exemptions for PARE and OSM

3. 7. 1. When an RM cannot undergo PARE or any of the OSM for temporary health reasons:

3. 7. 1. 1. The Health Services Officer (HSO) will review the member's medical file and recommend a remedial health plan. The HSO will review the medical file and remedial health plan every six months.

3. 7. 1. 2. Any medical limitations and restrictions for PARE or any of the OSM will be reflected by equivalent limitations and restrictions for police work. The reverse is also true; any medical limitations and restrictions for police work will be reflected by equivalent limitations and restrictions for PARE or the OSM.

3. 7. 1. 3. A member unable to take the PARE or any other OSM requirements for temporary health reasons will be profiled at a minimum of Occupational 3 and the HSO will determine the duty limitations and restrictions.

3. 7. 1. 4. A member unable to take the PARE or any other OSM requirements for long-term health reasons will be profiled at a minimum of Occupational 4 and the HSO will determine the duty limitations and restrictions.

3. 7. 1. 5. The HRO, in consultation with the HSO, will assess the medical profile for the position to determine whether additional rehabilitation time may be required, and the type of accommodation that can be made.

3. 7. 2. An RM, cadet, or applicant who is pregnant will not be allowed to perform PARE or OSM (except first aid and CPR). They will be deemed medically exempted.

3. 8. Pre-test Screening for PARE and OSM

3. 8. 1. Informed Consent for PARE

3. 8. 1. 1. Before participating in PARE, an RM must read and sign the Informed Consent for PARE, form 3987, which outlines the physical demands of the test, the screening process, and the safety measures.

3. 8. 2. Physical Activity Readiness Questionnaire (PAR-Q)

3. 8. 2. 1. Before participating in PARE, an RM must read and sign the PAR-Q which has been developed by the Canadian Society of Exercise Physiology to identify participants for whom a medical exam would be recommended. This ensures the highest level of safety during the PARE session.

3. 8. 3. Resting Heart Rate and Blood Pressure

3. 8. 3. 1. Before administering PARE, the administrators will measure the resting heart rate and blood pressure of the member. When the resting values are in excess of the recommended value for a physical abilities testing, the administrator will postpone the test.

3. 8. 4. Postponing PARE or OSM Participation

3. 8. 4. 1. When the member's participation in PARE is postponed, the administrator must give the reason to the member and to the HSO when related to a health concern. This may also warrant postponing participation in OSM, especially if these are offered in the same week, i.e. block training.

3. 9. PARE Administration

3. 9. 1. General

3. 9. 1. 1. The DFLAs must ensure that PARE is administered in a standardized manner by administrators who have been certified through the PARE Administrator Course Training Standard (HRMIS 000591).

3. 9. 1. 2. The RCMP will only accept PARE results from certified PARE administrators who have been approved by the DFLAs, and when the tests were conducted at approved sites.

3. 9. 1. 3. The DFLAs must evaluate PARE administrators at least once every 2 years, or as required, using the PARE Administrator Evaluation Report, form 5471. The reports must be kept on file for each PARE administrator and test site.

3. 9. 1. 4. Failure to meet the RCMP standards and requirements as evaluated by the DFLAs, will result in the removal from the list of approved PARE administrators.

3. 9. 2. PARE Test Sites

3. 9. 2. 1. The DFLAs must ensure sufficient test sites are available to meet the demand for applicant and RM testing and that each site has been evaluated for quality control and proper equipment as recommended in the PARE Administrator Manual.

3. 9. 3. PARE Data Entry in HRMIS

3. 9. 3. 1. Divisional Training must ensure PARE test results are entered in HRMIS for all RMs in their division. These results are linked with the OSM report available from Divisional Training.

3. 9. 3. 2. Depot Fitness and Lifestyle Unit must ensure PARE test results are entered in HRMIS for the final PARE of cadets. These results are linked with the OSM report available from Divisional Training.

3. 9. 3. 3. Divisional Recruiting must ensure PARE test results are entered in HRMIS for all applicants as soon as they are provided with a HRMIS number.

3. 10. PARE Records

3. 10. 1. Once the PARE data is entered in HRMIS, the original PARE Results, form 3245, and all related documents must be placed on the RM, cadet or applicant medical file.

3. 10. 1. 1. For RMs, the following documents must be placed on the medical file: PARE Results (form 3245), Informed Consent for PARE (form 3987), Physical Activity Readiness Questionnaire (PAR-Q), and the medical clearance (form 2158 or form 3986).

3. 10. 1. 2. For applicants, the PARE record should also include Part 2 of the PARE Medical Clearance, form 3986.

3. 10. 2. The PARE record and related forms may be used by Divisional Health Services to address potential health concerns identified on the PARE record, e.g. injuries, reasons for postponing the test, PAR-Q.

4. Promotion Of Healthy Living For All Employees (Fitness for Life)

4. 1. General

4. 1. 1. Promotion of healthy living encourages all employees to adopt and maintain an active and healthy lifestyle to encourage fitness for life.

4. 1. 2. The DFLA/delegate, in conjunction with other RCMP resources, may develop and deliver fitness and lifestyle courses on the following topics:

4. 1. 2. 1. back health;

4. 1. 2. 2. ergonomics, e.g. workstation, posture;

4. 1. 2. 3. general fitness, e.g. cardiovascular, strength, endurance, flexibility;

4. 1. 2. 4. healthy workplace, wellness, work-life balance, work environment;

4. 1. 2. 5. heart health, e.g. smoking cessation, lipid profile, blood pressure;

4. 1. 2. 6. introduction to the PARE, fitness and lifestyle program;

4. 1. 2. 7. musculo-skeletal health, e.g. neck, shoulders, elbows, knees;

4. 1. 2. 8. personal lifestyle, e.g. general fitness, nutrition, stress;

4. 1. 2. 9. police fitness and PARE;

4. 1. 2. 10. shift work;

4. 1. 2. 11. stress management; and

4. 1. 2. 12. weight management and nutrition, e.g. body composition, BMI, Canadian Food Guide.

4. 2. Healthy Living Promotional Strategies

4. 2. 1. General

4. 2. 1. 1. Physical fitness and healthy living will be promoted in accordance with the strategies outlined in the Health Promotion 101 Course from the Ontario Health Promotion Resource System based on, but not limited to:

4. 2. 1. 1. 1. health communication,

4. 2. 1. 1. 2. health education,

4. 2. 1. 1. 3. peer support,

4. 2. 1. 1. 4. community mobilization, and

4. 2. 1. 1. 5. supportive environment.

4. 2. 2. Health Communication

4. 2. 2. 1. The health communication strategy focuses on sharing information to promote the adoption of an active and healthy lifestyle including, but not limited to:

4. 2. 2. 1. 1. Written communication: A DFLA and other RCMP resources may publish fitness and lifestyle articles for RCMP media through the intranet and distribution of fitness and lifestyle documentation.

4. 2. 2. 1. 2. Presentations and lectures: A DFLA and other RCMP resources may prepare and deliver presentations and lectures on various fitness and lifestyle topics. See sec. 4.1.2.

4. 2. 3. Health Education

4. 2. 3. 1. The health education strategy focuses on developing knowledge, attitudes and skills enabling the adoption of an active and healthy lifestyle. This would include, but is not limited to:

4. 2. 3. 1. 1. One-on-one session: a 30 to 90 minute one-on-one session with a DFLA/delegate to assess fitness and lifestyle needs, determine objectives and develop an action plan. The session may also include hands-on activities, e.g. trying a fitness routine, a relaxation technique.

NOTE: Counseling services must meet the current standards of the Certified Exercise Physiologist (CEP) Certification from the Canadian Society for Exercise Physiology (CSEP).

4. 2. 3. 1. 2. Workshops: the DFLA/delegate may develop hands-on workshops on fitness and lifestyle and present them to groups, e.g. workshops on fitness theories, stress management, shiftwork, back health exercises, etc. See sec. 4.1.2.

4. 2. 4. Peer Support

4. 2. 4. 1. The peer support strategy focuses on developing support networks including, but not limited to:

4. 2. 4. 1. 1. Network of DFCs: DFLAs/delegates may recruit, train and support a network of DFCs within their division to encourage and support employees in adopting and maintaining a fit and healthy lifestyle.

4. 2. 4. 1. 2. Partnership and mentorship in fitness and lifestyle: DFLAs/delegate may identify and support experienced volunteers, natural leaders and mentors willing to partner with or assist participants beginning a fitness program, e.g. cardio, resistance training, or a lifestyle activity, e.g. smoking cessation, weight loss.

4. 2. 5. Community Mobilization

4. 2. 5. 1. The community mobilization strategy enhances the employee's engagement in his/her workplace through the participation in fitness and lifestyle group activities including, but not limited to:

4. 2. 5. 1. 1. Fitness challenges: DFLAs, with the support of DFCs and other resources, may organize fitness challenges to encourage employees to be physically active. An example would be the Summer and Winter Active Challenges where participants must achieve a pre-determined physical activity objective and receive recognition for their accomplishment.

4. 2. 5. 1. 2. Lifestyle challenges: DFLAs, with the support of DFCs and other resources, may organize lifestyle challenges to encourage employees to adopt healthy practices. An example would be weight loss challenges or smoking cessation initiatives where an individual or a team receive recognition for attaining healthy lifestyle goals.

4. 2. 5. 1. 3. Fitness and lifestyle classes or activities: Classes or activities may be developed and delivered to groups by a DFLA, a DFC, a volunteer or a contractual resource, e.g. walking club, aerobics classes, spinning classes, Weight Watchers groups, badminton leagues.

4. 2. 6. Supportive Environment

4. 2. 6. 1. The supportive environment strategy focuses on infrastructures and local initiatives which enable the adoption of a fit and healthy lifestyle in the workplace including, but not limited to:

4. 2. 6. 1. 1. Creating fitness rooms: Where available, fitness rooms provide a practical resource to encourage and facilitate physical activity for employees. Where available, fitness lockers should be for daily use only.

NOTE: DFLAs must be consulted before creating or updating a fitness room within an RCMP facility.

4. 2. 6. 1. 2. Fostering a healthy workplace: DFLAs, DFCs, supervisors/unit commanders and employees can collaborate to identify and implement local initiatives which foster the adoption of a fit and healthy lifestyle in the workplace.

References

Date Modified: 2012-02-02

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

LTDM - ch. 3.1. Learning Plans

Directive Amended: 2015-06-30

For information regarding this policy, contact Learning and Development Directorate, Human Resources Sector.

1. General
2. Members
3. Public Service Employees

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1. General

1. 1. Learning plans can include informal and/or formal learning opportunities, such as, but not limited to, coaching, mentoring, theoretical and/or practical training.

1. 1. 1. All employees, including executives and officer level equivalents, must have a completed and approved learning plan.

1. 1. 2. Every employee requesting access to training, learning, or developmental activities should have a learning plan that supports the activity requested.

1. 1. 3. Learning plans should be revised as circumstances in the employee's career or working situation change.

2. Members

2. 1. Members will use the Performance Evaluation and Learning Plan (form 2510).

EXCEPTION: Use the Performance Agreement (form 3770) if you are an RM at the officer level or a CM at the officer or EX level/equivalent.

2. 2. The learning plan must be completed, in consultation with the employee's supervisor, by the last day of March for the following fiscal year.

2. 3. Divisions and/or policy centres may set an earlier diary date for upcoming fiscal-year learning plans, based on their planning requirements.

2. 4. The learning plan is integrated into the annual performance evaluation, and is placed on the employee's record, as outlined in IM ch. IV.4.

2. 4. 1. Updates to the learning plan should be maintained at the unit level for planning and reporting purposes.

3. Public Service Employees

3. 1. Public Service Employees (PSEs) will use the learning plan in the performance agreement, as directed by the Treasury Board of Canada Secretariat (TBS).

3. 2. The *TBS Directive on Performance Management* applies to PSEs; the performance agreement is within the TBS Public Service Performance Management (PSPM) application.

EXCEPTION: The *TBS Directive on the Performance Management Program for Executives* applies to PSEs at the EX level/equivalent. PSEs at the EX level/equivalent will use the performance agreement that includes a learning plan, contained within the TBS Executive Talent Management System.

3. 3. Learning plans must be established, and adjusted when necessary, as outlined in the TBS performance management directives.

References

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

LTDM - ch. 3.2. Employee Continuous Development

Moved from AM II.11.: 2010-07-29

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

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1. The continuous development of employees is achieved through participating in various informal and formal learning, training and development activities including, but not limited to: specialized police training; understudy training programs; supervisory, management and executive training; in-service training; coaching and mentoring; assignments and secondments; academic and vocational training; official languages training; self-improvement; recertification training and refresher/update training.

2. The continuous development of employees is accomplished through various methodologies and providers.

3. An employee may participate in a learning, training or development activity at public expense, if it is documented in his/her learning plan that has been approved by his/her supervisor or manager with the appropriate delegation of authority to authorize the expenditure.

3. 1. Form GC211 is used to authorize participation in a learning, training or development activity delivered by an institution outside the RCMP, in cases where costs will be paid by the RCMP as incurred.

3. 2. Form A-250 is used to authorize participation in the Educational/Tuition Reimbursement Program through which an employee is reimbursed approved costs upon successful completion of a learning activity outside working hours at an accredited educational institution. See ch. 3.3.

4. Before commencing a learning, training or development activity, the supervisor or manager will discuss all anticipated costs with the employee. The employee must be advised in advance of any costs for which he/she will be responsible.

5. In the case of employer-directed learning, all associated and approved costs are to be paid by the RCMP as incurred.

6. An employee may not be approved for a learning, training or development activity at public expense if:

6. 1. offered outside of Canada and is not work-related or is available at a more reasonable cost within Canada; or

6. 2. he/she is on leave without pay or suspended with or without pay, unless the training has been directed by the RCMP and is required to eliminate a deficiency directly related to the disciplinary action.

7. For delegation of signing authority pertaining to training and outside agency training, see Matrix C.1. - Delegation of Authority for Travel/Training.

8. In-service training includes any learning, training or development activity delivered by the RCMP. In-service training is part of the employee continuous development process and may be provided locally, divisionally, regionally or centrally as appropriate.

8. 1. In-service training is generally provided during working hours.

8. 2. National standards for training may apply to specific subject areas.

References

Date Modified: 2010-07-29

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

LTDM - ch. 3.5. Training Required Under the Treasury Board Policy on Learning, Training and Development

Moved from AM II.44.: 2010-07-29

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. General
2. Identification Process
3. Monitoring and Reporting Requirements
4. Responsibilities
5. Consequences of Non-Compliance

1. General

1. 1. The Policy on Learning, Training, and Development came into effect on 2006-05-15 with a retroactive date of 2006-01-01.

1. 1. 1. The objective of the TB policy is to help build a skilled, well-trained and professional workforce, to strengthen organizational leadership and to adopt leading-edge management practices to encourage innovation and continuous improvements in performance.

1. 1. 2. Training under the TB policy is employer-directed learning.

1. 2. The policy applies to the core public administration as outlined in Schedule IV of the *Financial Administration Act* (FAA). For the RCMP this includes RMs, CMs, PSEs and TCEs hired for a period of at least six months plus one day.

1. 3. For the calendar of required training courses, see the Canada School of Public Service (CSPS) website.

1. 4. For additional information, see FAQs - Implementation of the Directive on The Administration of Required Training.

2. Identification Process

2. 1. The process used to identify employees meeting the criteria for mandatory training is automated using HRMIS staffing data and the Signing Authorities Database (SAD).

2. 2. A list of employees required to attend training is generated monthly and transmitted to the CSPS by Learning and Development.

2. 3. The required training course is uploaded into HRMIS and the employee is notified of his/her training requirements by e-mail.

2. 4. To ensure proper tracking and reporting, HRMIS is updated upon completion of the required training.

3. Monitoring and Reporting Requirements

3. 1. Learning and Development

3. 1. 1. Monthly, identify and submit a list of affected employees to the CSPS.

3. 1. 2. Communicate with stakeholders concerning their responsibilities and requirements. Stakeholders include employees who must complete required training, regional required training contacts and functional authority centres.

3. 1. 3. Track successful completion of required training courses using HRMIS. This information will be included in the Annual Report on Required Training.

3. 1. 4. Monthly, enter required training course results in HRMIS to ensure proper tracking and reporting of completed required training.

3. 1. 5. Enter completed required training courses in HRMIS for employees who have attended for developmental purposes on a cost-recovery basis.

3. 2. Regional Representative

3. 2. 1. Monitor divisional compliance using HRMIS.

3. 2. 2. Respond to inquiries from divisional employees.

3. 2. 3. If you are a regional financial representative, on a monthly basis submit to National Headquarters Finance a list of employees identified as new managers who require signing authority under sec. 32, FAA.

3. 3. Corporate Finance

3. 3. 1. Monitor the lists of employees requiring sec. 32 FAA, signing authority and withhold the delegation without proof of successful completion of required training.

4. Responsibilities

4. 1. Employee

4. 1. 1. All employees will ensure that required training courses are identified on their learning plan for inclusion in the Annual Learning Plan.

4. 1. 2. Newly-appointed CMs, PSEs and TCEs as of 2006-01-01 must register for the orientation program within two months of appointment. The employee must obtain his/her manager's approval before registration.

4. 1. 2. 1. Newly-hired RMs are required to complete the online portion of the orientation program.

4. 1. 3. Existing managers and executives who have been validated for financial authority delegation must ensure that they are revalidated every five years. If initial validation has not been completed, contact Learning and Development.

4. 1. 4. Governor-in-Council (GIC) appointees are not subject to the policy, however in the spirit and intent of the policy, they are required to complete the validation.

4. 1. 4. 1. GIC appointees who have completed the Authority Delegation Training (ADT) and are then promoted, will not have to complete the next level of the ADT.

4. 1. 5. New supervisors, managers and executives as of 2006-01-01, will take level-specific training through classroom delivery at the CSPS which must be successfully completed before exercising new delegated signing authorities. The employee is responsible for registering for the required regional classroom training within two months of appointment.

4. 1. 5. 1. New supervisors are employees who have been promoted, deployed or transferred into a position after 2006-01-01 and are presently in a position involving reporting, e.g. leave approval. This includes all indeterminate employees in an acting assignment of more than four months and in a supervisory position for the first time after 2006-01-01.

4. 1. 5. 2. New managers and executives are employees appointed after 2006-01-01 and have or require signing authority under sec. 32 FAA, . This includes all indeterminate employees in an acting assignment of more than four months and in a managerial or executive position for the first time after 2006-01-01.

4. 1. 6. New and existing functional specialists in Procurement, Materiel Management and Real Property (PMMRP), and all new Information Management (IM) specialists as of 2006-01-01, are required to complete the CSPS training in their area of expertise. PMMRP specialists must complete the training within two years of their nomination date and IM specialists within six months of their nomination date.

4. 2. Unit Commander

4. 2. 1. The unit commander is responsible for all costs:

4. 2. 1. 1. incurred for regional supervisor/manager/executive courses including travel, accommodation and incidentals but excluding the classroom registration costs, i.e. course fee;

4. 2. 1. 2. incurred for the regional orientation program, including travel, accommodation and incidentals;

4. 2. 1. 3. associated with cancellation or non-attendance fees. The CSPS will invoice the full course fee for employees who do not complete the course or cancel after the cancellation date.

4. 2. 2. The unit commander will verify the delivery dates for courses for which his/her employees have registered or will register.

4. 3. Commissioner

4. 3. 1. Pursuant to sec. 6.1.1. of the Policy on Learning, Training, and Development, the Commissioner has been delegated the responsibility for required training. All targeted employees must successfully complete the required training.

5. Consequences of Non-Compliance

5. 1. The consequences of non-compliance with this policy will result in delegated authorities being withheld from:

5. 1. 1. newly-appointed managers and executives until successful completion of required training; and

5. 1. 2. existing managers and executives who have not demonstrated knowledge of specific legal responsibilities according to the employer standards on knowledge.

5. 2. The performance evaluation of a designated superior by a Deputy Head will consider the proportion of the manager's employees who complete the required training within the specified time period.

5. 3. Required training will be part of the Commissioner's Management Accountability Framework (MAF) and bilateral meetings with the Treasury Board Deputy Ministers.

References

- RCMP, Corporate Management and Comptrollership, 9-2-4 Matrix D - Delegation of Financial Authorities
- Treasury Board *Directive on the Administration of Required Training*
- Treasury Board Legal decision – Records File G. 580-341

Date Modified: 2010-07-29

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LTDM - ch. 3.6. Leadership and Management Development Programs

Directive amended: 2018-06-13

For information regarding this policy, contact Learning and Development Directorate, Human Resources Sector at Irrelevant

1. Definitions
2. General
3. Supervisor Development Program
4. Manager Development Program
5. Executive/Officer Development Program

1. Definitions

1. 1. **Employer-directed learning** means pre-approved learning, training, and development activities that an employee is required to attend for one or more of the following reasons:

1. 1. 1. it is requested by the delegated level,

1. 1. 2. current job requirements, or

1. 1. 3. policy requirements.

2. General

2. 1. The purpose of the leadership and management development programs is to promote the principles of leadership, management, and performance improvement.

2. 1. 1. The objective is to enhance the leadership cadre at all levels in the RCMP to contribute to a safe and secure Canada through the development of individual leadership and management skills and the implementation of performance improvement principles to deliver concrete results at the unit/division and national levels.

2. 2. The Supervisor Development Program (SDP), the Manager Development Program (MDP) and the Executive/Officer Development Program (EODP) are part of the RCMP's Leadership and Management Continuum.

2. 3. RCMP leadership and management development programs are employer-directed learning.

2. 4. National Performance Programs (NPP) designs and delivers RCMP leadership and management development programs.

2. 4. 1. NPP Performance Centres located across the country deliver the SDP and the MDP.

2. 4. 2. NPP delivers the EODP at the national Headquarters in Ottawa.

2. 5. The SDP, MDP, and EODP are competency based developmental programs designed for RMs. The expected duration of each program is twelve months.

NOTE: Supervisors, managers, and executives who are PSEs take level-specific training at the Canada School of Public Service (CSPS). See LTDM ch. 3.5., Training Required Under the Treasury Board Policy on Learning, Training and Development.

2. 6. Participants complete the SDP, MDP, and EODP programs in three phases: Phase 1: Pre-class, Phase 2: In-class, and Phase 3: Application of knowledge and skills in the workplace.

2. 7. Each program uses a blended learning approach that includes online learning, in-class instruction, self-development and application activities implemented on the job.

2. 8. The SDP and the MDP are part of the Non-Commissioned Officer (NCO) promotion process.

3. Supervisor Development Program

3. 1. The SDP is a competency based developmental program that supports RMs in making the transition from the Constable to Corporal rank.

3. 2. The SDP develops leadership and management competencies with an emphasis on improving unit performance.

3. 3. Participants for the SDP are prioritized in the order of the following criteria:

3. 3. 1. newly promoted Corporals (Cpls.) in a supervisory position,

3. 3. 2. other Cpls., and

3. 3. 3. others at the discretion of the OIC, Performance Centre (e.g. Constable acting long-term in a supervisory role).

3. 4. Newly promoted Cpls. should be enrolled in the SDP as soon as practicable following their promotion to Cpl.

4. Manager Development Program

4. 1. The MDP is a competency based developmental program that supports RMs in making the transition from the Corporal to Sergeant rank.

4. 2. The MDP builds on the knowledge and skills learned in the SDP, and supports participants in the planning and implementation of a project that aligns with unit, divisional, or national objectives and priorities.

4. 3. The program focuses on three main areas: action management, employee management, and leadership effectiveness.

4. 4. Participants for the MDP are prioritized in the order of the following criteria:

4. 4. 1. newly promoted Sergeants (Sgts.),

4. 4. 2. other Sgts., and

4. 4. 3. others at the discretion of the OIC, Performance Centre.

4. 4. 4. The MDP program is a progression from the SDP. Participants in the MDP are expected to have successfully completed the SDP.

4. 5. Newly promoted Sgts. should be enrolled in the MDP as soon as practicable following their promotion to Sgt.

NOTE: Effective 2018-04-01, any member who has previously enrolled in, but has not completed the SDP, must complete any outstanding requirements before being enrolled in the MDP.

5. Executive/Officer Development Program

5. 1. The EODP is a competency based development program that supports RMs in making the transition to the officer cadre at the rank of Inspector (Insp.).

5. 2. The EODP provides participants with the knowledge and skills necessary to enhance their leadership and management skills and help them rise above the challenges relative to their rank and role advancing the corporate agenda.

5. 3. The EODP is a progression from the MDP. Participants in the EODP are expected to have successfully completed the MDP.

5. 4. A member who is promoted to the rank of Insp. must successfully complete the EODP.

5. 5. The eligibility criteria for the EODP are:

5. 5. 1. commissioned officers at the Insp. rank; and

5. 5. 2. others at the discretion of the Director General of Executive/Officer Development and Resourcing (E/ODR).

5. 6. New Insps. should enroll in the EODP when they have completed one year of service at the Insp. rank.

References

Date Modified: 2018-06-13

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LTDM - ch. 3.6. Leadership Development Programs

Policy Amended: 2020-09-18

For information regarding this policy, contact National Leadership Programs, Learning and Development, Human Resources Sector.

1. General
2. Foundations of Leadership
3. Supervisor Development Program
4. Manager Development Program
5. Executive/Officer Development Program

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1. General

1. 1. The purpose of the leadership development programs is to promote the principles of leadership through personal development.

1. 1. 1. The objective is to enhance the leadership cadre at all levels in the RCMP to contribute to a safe and secure Canada. This is done through the development of leadership and management skills and the implementation of performance improvement principles that deliver concrete results at the individual contributor, unit, division, and national levels.

1. 2. The Foundations of Leadership (FOL), the Supervisor Development Program (SDP), the Manager Development Program (MDP), and the Executive/Officer Development Program (EODP) are part of the RCMP's Leadership and Management Learning Road Map.

1. 3. RCMP leadership development programs are employer-supported learning.

1. 4. National Leadership Programs (NLP) designs and delivers RCMP leadership development programs.

1. 4. 1. NLP Leadership Centres located across the country deliver the SDP and the MDP.

1. 4. 2. NLP delivers the EODP at National Headquarters in Ottawa.

1. 4. 3. NLP delivers the FOL online through Agora.

1. 5. The SDP, MDP, and EODP are competency-based developmental programs designed for regular members (RMs). The expected duration of each program is one year.

NOTE: Supervisors, managers, and executives who are public service employees take level-specific training at the Canada School of Public Service. Refer to LTDM ch. 3.5., Training Required Under the Treasury Board Policy on Learning, Training and Development.

1. 6. Participants complete the SDP, MDP, and EODP programs in three phases:

1. 6. 1. phase 1: pre-class;

1. 6. 2. phase 2: in-class; and

1. 6. 3. phase 3: application of knowledge and skills in the workplace.

1. 7. Each program uses a blended learning approach that includes online learning, in-class instruction, self-development, and application activities implemented on the job.

2. Foundations of Leadership

2. 1. The FOL is a series of online courses that support employees in developing essential leadership skills.

3. Supervisor Development Program

3. 1. The SDP is a competency-based developmental program that supports RMs in making the transition from the constable (Cst.) to corporal (Cpl.) rank.

3. 2. The SDP develops leadership and management competencies with an emphasis on improving unit performance.

3. 3. Participants in the SDP are prioritized in the order of the following criteria:

3. 3. 1. newly promoted Cpls. in a supervisory position;

3. 3. 2. newly promoted Cpls. in a non-supervisory position; and

3. 3. 3. others at the discretion of the officer in charge (OIC), Leadership Centre (for example, a Cst. acting long-term in a supervisory role).

3. 4. Newly promoted Cpls. should be enrolled in the SDP as soon as practicable following their promotion to Cpl.

4. Manager Development Program

4. 1. The MDP is a competency-based developmental program that supports RMs in making the transition from the Cpl. to sergeant (Sgt.) rank.

4. 2. The MDP builds on the knowledge and skills learned in the SDP, and supports participants in the planning and implementation of a project that aligns with unit, divisional, or national objectives and priorities.

4. 3. The program focuses on three main areas: action management, employee management, and leadership effectiveness.

4. 4. Participants for the MDP are prioritized in the order of the following criteria:

4. 4. 1. newly promoted Sgts.;

4. 4. 2. other Sgts.; and

4. 4. 3. others at the discretion of the OIC, Leadership Centre.

4. 4. 4. The MDP program is a progression from the SDP. Participants in the MDP are expected to have successfully completed the SDP.

4. 5. Newly promoted Sgts. should be enrolled in the MDP as soon as practicable following their promotion to Sgt.

NOTE: Effective 2018-04-01, any employee who has previously enrolled in, but has not completed the SDP, must complete any outstanding requirements before being enrolled in the MDP.

5. Executive/Officer Development Program

5. 1. The EODP is a competency-based development program that supports RMs in making the transition to the officer cadre at the rank of inspector (Insp.).

5. 2. The EODP provides participants with the knowledge and skills necessary to enhance their leadership and management skills and help them rise above the challenges relative to their rank and role while advancing the corporate strategy.

5. 3. The EODP is a progression from the MDP. Participants in the EODP are expected to have successfully completed the MDP.

5. 4. A regular member who is promoted to the rank of Insp. must successfully complete the EODP.

5. 5. The eligibility criteria for the EODP are:

5. 5. 1. commissioned officers at the Insp. rank; and

5. 5. 2. others at the discretion of the Director General, Executive/Officer Development and Resourcing.

5. 6. New Insps. should enroll in the EODP when they have completed one year of service at the Insp. rank.

References

Date Modified: 2020-09-18

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LTDM - ch. 4.1. Course Coding

Moved from AM II.11.: 2010-07-29

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. General

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1. General

1. Training related to government initiatives and specialized courses required for specific operational duties or having liability implications will be coded by Learning and Development Dir. in the Human Resource Management Information System (HRMIS).

2. Learning and Development Dir. will issue HRMIS course codes upon receipt of appropriate documentation, i.e. Course Training Standard or form 3997.

References

Date Modified: 2010-07-29

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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LTDM - ch. 4.2. Testing and Reporting of Results

Moved from AM II.11.: 2010-07-29

For information regarding this policy, contact Learning and Development Dir., Human Resources Sector.

1. General

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1. General

1. 1. As specified in the Course Training Standards (CTSs) or Program Training Standards (PTSs), assessments are used to measure learning objectives achieved on RCMP courses or programs.

1. 2. No letter grades, numeric scores or class standings are reported on the employee's file.

1. 3. Course completion documentation is placed on the employee's record.

1. 4. Successful completion of a coded course is documented on the Human Resource Management Information System (HRMIS).

1. 4. 1. To update training information on HRMIS, documentation of successful completion should be submitted to the training section, e.g. course certificate, training nominal roll.

1. 5. Employees are responsible for documenting successful completion of non-coded learning experiences on their employee record.

1. 6. If a participant did not successfully complete a course, he/she:

1. 6. 1. will be notified by the course coordinator;

1. 6. 2. will be provided with all performance assessments;

1. 6. 3. may be eligible for remedial training as specified in the CTS;

1. 6. 4. will have unsuccessful completion documented, by the course coordinator, on their employee record; and

1. 6. 5. may grieve the results through the applicable grievance process.

1. 7. In exceptional circumstances, course credit may be approved by the respective policy center, if the employee meets all the criteria outlined in the CTS.

References

Date Modified: 2010-07-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - ch. 1.1. Framework

Directive Amended: 2013-05-29

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Monitoring

App. 1-1-1 Delegated Levels of Signing Authority
App. 1-1-2 Pay Periods and Pay Factors
App. 1-1-3 Members Pay System Pay Period Calendar
App. 1-1-4 Annual Rates of Pay
App. 1-1-5 Statement of Earnings and Deductions Codes

1. General

1. 1. According to sec. 22(1), *RCMP Act*, the Treasury Board (TB) is responsible for establishing the pay and allowances to be paid to members.

1. 1. 1. The TB is also responsible for determining the rules governing pay and allowances.

1. 1. 2. The RCMP is responsible for ensuring the proper implementation and application of TB authorities and rules.

1. 1. 3. The terms and conditions of employment for regular and civilian members apply to all members, including teleworkers and members who serve on redeployment, unless otherwise exempt by this chapter. Temporary civilian employees are covered by other terms and conditions of employment. See AM II.31.

1. 2. The *Canada Labour Code*, Part II applies to RCMP employees.

1. 3. Pay factors and pay periods apply to all regular and civilian members, as well as temporary civilian employees. See App. 1-1-2.

1. 4. Annual rates of pay for all regular and civilian members, and temporary civilian employees, including officers, are outlined in App. 1-1-4.

1. 5. The Members Pay System (MPS) Pay Period Calendar and Statement of Earnings and Deductions Codes are outlined in App. 1-1-3 and 1-1-5 respectively.

1. 6. Employees will comply with RCMP directives, rules, and regulations.

1. 7. An employee absent from work without prior approval must report the absence or lateness and the reason for it to his/her delegated level as soon as practicable. See App. 1-1-1.

1. 8. A part-time (P/T) employee is entitled to compensation in the same proportion as his/her weekly hours of work, as prescribed in the employee's appointment authoritative document, compared to the standard weekly 40 hours of work of a full-time (F/T) employee.

1. 9. Air Services, Musical Ride, and International Peace Operations Branch (IPOB) employees are subject to additional terms and conditions of employment and/or other policies and authorities that, when in conflict with these directives, may take precedence.

1. 10. For health and safety purposes, the delegated level will make every reasonable effort to consult with employees under his/her command to obtain their views and suggestions regarding improved work procedures and techniques, as well as the reduction of employment injury.

2. Monitoring

2. 1. The Director, Pay and Benefits, National Compensation Services (NCS) is responsible for:

2. 1. 1. monitoring regional and divisional compensation operations to ensure correct application of, and compliance with, directives; and

2. 1. 2. reviewing audit and evaluation reports regarding RCMP compensation programs and directives.

References

Date Modified: 2013-05-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 1-1-1 Delegated Levels of Signing Authority

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Appendix Amended: 2019-09-13

Levels of Delegation

Level 1 - Direct Reports to Commissioner
Level 2 - Direct Reports to Level 1
Level 3 - Direct Reports to Level 2
Level 4 - Direct Reports to Level 3

Definition of Delegated Human Resource Manager (DMHR) - Delegated Manager for HR means an officer level/equivalent or senior Non-commissioned officer (NCO) who is responsible for the Human Resources duties and responsibilities as delegated by the divisional Commanding Officer (CO), or Chief Human Resources Officer (CHRO).

Notes:

The Commissioner and the CHRO have complete authority for all HR delegations. In this instrument, when the Commissioner or the CHRO's box is checked it is to indicate that they are the only ones with that authority.

When a position is delegated, the positions in a direct reporting relationship above that position are also delegated.

National Compensation Services (NCS) (2019-01-17)							
Delegation	**Reference**	**Delegation Levels**					
		[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	**Compensation Services**
1. Hours of Work	NCM 2.1.	X	X	X	X		
2. Redeployment	NCM 2.4.	X	X	X	X		
3. Recovery of Overpayments of salary, wages or pay and	NCM 2.5., sec. 3.1.1.	X	X	X			

allowances at a minimum recovery rate of 10 percent							
4. Recovery of Overpayments of salary, wages or pay and allowances at recovery rate less than 10 percent	NCM 2.5., sec. 3.2.	X					X
5. Telework	NCM 2.6.	X	X	X			
6. Payout of Lieu Time Off (LTO) credits (excluding financial hardship)	NCM 2.7.	X	X	X	X		
7. Use of LTO credits for financial penalty or financial hardship	NCM 2.7.	X	X	X			
8. Extra Duty Pay (i.e., Lieu Time Off, Operational Response, Overtime, Premiums)	NCM 2.7.	X	X	X	X		
9. Acting Pay	NCM 2.7, sec. 5.5.	X	X	X	X		
10. Allowance - Loss of Operational Allowance (with written Treasury Board approval)	NCM 2.8, sec. 1.	X					
11. Bilingualism Bonus	NCM 2.8, sec. 2.	X	X	X	X		
12. Cadet Recruitment Allowance - supplementary training	NCM 2.8., sec. 3.1.2.1.	X	X				
13. Fort McMurray Allowance	NCM 2.8., sec. 4.	X	X	X	X		
14. Operational Clothing Allowance	NCM 2.8., sec. 6.	X	X	X	X		
15. Service Pay Allowance	NCM 2.8., sec. 7.	X	X	X	X		
16. Senior Constable Provisional Allowance	NCM 2.8., sec. 8.	X	X	X	X		
17. Air Services Pay/Allowances	NCM 2.8., sec. 9.	X	X	X			
18. Field Trainer Allowance	NCM 2.8., sec. 11.	X	X	X	X		
19. Engagement Rate of Pay above minimum (CM and S/Cst.)	NCM 2.9., sec. 3.2.1.	X	X	X		X	
20. Operational Response for Officers	NCM 2.10., sec. 4.	X	X	X			
21. Death Benefits, Funeral and Burial Entitlements	NCM 2.11.	X				X	X

22. Annual Leave with Pay	NCM 3.1., sec. 2.	X	X	X	X	X	
23. Payout of Annual Leave to Commissioned Officers	NCM 3.1., sec. 2.6.2.	X	X	X			
24. Payout of Excess Annual Leave to Non-Commissioned Officers, including Constables	NCM 3.1., sec. 2.6.3.1.	X					X
25. Special Leave with Pay (i.e., Police community relations program)	NCM 3.1., sec. 3.	X	X				X
26. Compassionate/Personal Leave with Pay	NCM 3.1., sec. 4.	X	X	X	X		
27. Wellness Leave with Pay	NCM 3.1., sec. 5.	X	X	X	X		
28. Management Leave with Pay for Officers (Insp., Supt., CM and S/Cst. Equivalents)	NCM 3.1., sec. 6.	X	X	X			
29. Other Leave with Pay (Court Leave - Non-Duty Related, 336 Hours' Time Off)	NCM 3.1., sec. 7.	X	X	X	X		
30. Leave without Pay (excluding Self-Funded Leave without Pay)	NCM 3.2.	X	X	X	X	X	
31. Self-Funded Leave without Pay	NCM 3.2., sec. 10.	X					

NCM = National Compensation Manual

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Date Modified: 2019-09-13

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NCM - App. 1-1-2 Pay Periods and Pay Factors

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Directive Amended: 2012-07-30

1. Pay Periods

1. 1. A pay period consists of 14 calendar days, commencing on Thursday and ending on Wednesday, with a net cheque issued or directly deposited into the member's bank account at the end of each pay period.

1. 2. See App. 1-1-3 for RCMP member pay period calendars.

2. Pay Factors

2. 1. Payment of earnings on a "pay period" basis involves the determination of entitlements when salaries and allowances are expressed in other than weekly rates.

2. 2. Entitlements expressed in annual, monthly, bi-weekly, weekly or hourly amounts are always determined using the following TBS pay factors:

2. 2. 1. to calculate the four-week (monthly) value, divide the annual rate (amount) by the factor 13.044;

2. 2. 2. to calculate the two-week (pay period) value, divide the annual rate (amount) by the factor 26.088;

2. 2. 3. to calculate the weekly value, divide the annual rate (amount) by the factor 52.176;

2. 2. 4. to calculate the daily value, divide the annual rate (amount) by the factor 260.88; and

2. 2. 5. to calculate the hourly value, divide the annual rate (amount) by the factor 2087.04.

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Date Modified: 2012-07-30

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 1-1-4 Annual Rates of Pay - SPS-ADM

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Directive Amended: 2017-11-02

Group	Sub-Group	Abbreviation
Special Services Group	Administration	SPS-ADM

Classification Level	Effective Period			
	$	2013-06-21	**X**	2016-06-21 - Restructure
	A	2014-06-21	**C**	2016-06-21
	B	2015-06-21	**D**	2017-06-21

ADM-01									
From	**$**	48,796	50,652	52,576	54,575				
To	**A**	49,406	51,285	53,233	55,257				
	B	50,024	51,926	53,898	55,948				
	X	50,274	52,186	54,167	56,228				
	C	50,902	52,838	54,844	56,931				
	D	51,538	53,498	55,530	57,643				
ADM-02									
From	**$**	54,374	56,440	58,586					
To	**A**	55,054	57,146	59,318					
	B	55,742	57,860	60,059					
	X	56,021	58,149	60,359					

	C	56,721	58,876	61,113					
	D	57,430	59,612	61,877					
ADM-03									
From	**$**	58,281	60,495	62,794					
To	**A**	59,010	61,251	63,579					
	B	59,748	62,017	64,374					
	X	60,047	62,327	64,696					
	C	60,798	63,106	65,505					
	D	61,558	63,895	66,324					
ADM-04									
From	**$**	63,663	66,082	68,793					
To	**A**	64,459	66,908	69,653					
	B	65,265	67,744	70,524					
	X	65,591	68,083	70,877					
	C	66,411	68,934	71,763					
	D	67,241	69,796	72,660					
ADM-05									
From	**$**	76,002	78,892	82,171					
To	**A**	76,952	79,878	83,198					
	B	77,914	80,876	84,238					
	X	78,304	81,280	84,659					
	C	79,283	82,296	85,717					
	D	80,274	83,325	86,788					
ADM-06									
From	**$**	84,658	87,876	91,328					
To	**A**	85,716	88,974	92,470					

	B	86,787	90,086	93,626					
	X	87,221	90,536	94,094					
	C	88,311	91,668	95,270					
	D	89,415	92,814	96,461					
ADM-07 [1]									
From	**$**	89,112	to	101,892					
To	**A**	90,226	to	103,166					
	B	91,354	to	104,456					
	X	91,811	to	104,978					
	C	92,959	to	106,290					
	D	94,121	to	107,619					
ADM-08 [1]									
From	**$**	92,014	to	108,305					
To	**A**	93,164	to	109,659					
	B	94,329	to	111,030					
	X	94,801	to	111,585					
	C	95,986	to	112,980					
	D	97,186	to	114,392					

Pay Notes

[1] - No monetary compensation for overtime.

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Date Modified: 2017-11-02

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Directive Amended: 2017-05-10

Group	Sub-Group	Abbreviation
Law Enforcement Support	Aircraft Maintenance Engineers	LES-AME

Classification Level	Effective Period			
	$	2014-01-01	B	2016-01-01
	A	2015-01-01	C	2016-04-01

AME-01									
From	$	79,933	83,129	86,452	89,910				
To	A	80,932	84,168	87,533	91,034				
	B	81,944	85,220	88,627	92,172				
	C	83,829	87,180	90,665	94,292				
AME-02									
From	$	107,882							
To	A	109,231							
	B	110,596							
	C	113,140							
AME-03[1]									
From	$	124,070							
To	A	125,621							

	B	127,191							
	C	130,117							

Pay Notes

[1] No monetary compensation for overtime.

Responsibility Allowance - LES-AME-01
2% - supervising one engineer
3% - supervising two engineers
4% - supervising more than two engineers

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Date Modified: 2017-05-10

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Appendix Amended: 2020-00-00

Group	Sub-Group	Abbreviation
Special Services Group	Chaplain	SPS-CHP

Classification Level	Effective Period			
	$	2017-10-01	**B**	2019-10-01
	X	2018-10-01 (wage adjustment)	**C**	2020-10-01
	A	2018-10-01	**D**	2021-10-01

CHP-01									
From	**$**	54,215	56,328	58,431	60,546	62,659			
To	**X**	55,299	57,455	59,600	61,757	63,912			
	A	56,405	58,604	60,792	62,992	65,190			
	B	57,533	59,776	62,008	64,252	66,494			
	C	58,396	60,673	62,938	65,216	67,491			
	D	59,272	61,583	63,882	66,194	68,503			
CHP-02									
From	**$**	61,708	64,124	66,542	68,964	71,376			
To	**X**	62,942	65,406	67,873	70,343	72,804			
	A	64,201	66,714	69,230	71,750	74,260			
	B	65,485	68,048	70,615	73,185	75,745			
	C	66,467	69,069	71,674	74,283	76,881			

	D	67,464	70,105	72,749	75,397	78,034			
CHP-03									
From	**$**	72,251	74,736	77,237	79,714	82,223			
To	**X**	73,696	76,231	78,782	81,308	83,867			
	A	75,170	77,756	80,358	82,934	85,544			
	B	76,673	79,311	81,965	84,593	87,255			
	C	77,823	80,501	83,194	85,862	88,564			
	D	78,990	81,709	84,442	87,150	89,892			

Pay Notes

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Date Modified: 2020-06-19

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Directive Amended: 2017-08-16

Group	Sub-Group	Abbreviation
Special Services Group	Clerk	SPS-CK

Classification Level	Effective Period			
	$	2013-06-21	**X**	2016-06-21 - Restructure
	A	2014-06-21	**C**	2016-06-21
	B	2015-06-21	**D**	2017-06-21

CK-01									
From	**$**	33,128	33,817	34,518	35,217	35,901	36,601		
To	**A**	33,542	34,240	34,949	35,657	36,350	37,059		
	B	33,961	34,668	35,386	36,103	36,804	37,522		
	X	34,131	34,841	35,563	36,284	36,988	37,710		
	C	34,558	35,277	36,008	36,738	37,450	38,181		
	D	34,990	35,718	36,458	37,197	37,918	38,658		
CK-02									
From	**$**	35,958	36,786	37,606	38,426				
To	**A**	36,407	37,246	38,076	38,906				
	B	36,862	37,712	38,552	39,392				
	X	37,046	37,901	38,745	39,589				

	C	37,509	38,375	39,229	40,084				
	D	37,978	38,855	39,719	40,585				
CK-03									
From	**$**	40,786	41,853	42,924	43,993				
To	**A**	41,296	42,376	43,461	44,543				
	B	41,812	42,906	44,004	45,100				
	X	42,021	43,121	44,224	45,326				
	C	42,546	43,660	44,777	45,893				
	D	43,078	44,206	45,337	46,467				
CK-04									
From	**$**	45,189	46,389	47,586	48,777				
To	**A**	45,754	46,969	48,181	49,387				
	B	46,326	47,556	48,783	50,004				
	X	46,558	47,794	49,027	50,254				
	C	47,140	48,391	49,640	50,882				
	D	47,729	48,996	50,261	51,518				
CK-05									
From	**$**	49,387	50,743	52,112	53,466				
To	**A**	50,004	51,377	52,763	54,134				
	B	50,629	52,019	53,423	54,811				
	X	50,882	52,279	53,690	55,085				
	C	51,518	52,932	54,361	55,774				
	D	52,162	53,594	55,041	56,471				
CK-06									
From	**$**	56,214	57,692	59,157	60,637				
To	**A**	56,917	58,413	59,896	61,395				

	B	57,628	59,143	60,645	62,162				
	X	57,916	59,439	60,948	62,473				
	C	58,640	60,182	61,710	63,254				
	D	59,373	60,934	62,481	64,045				
CK-07									
From	**$**	62,354	64,079	65,806	67,550				
To	**A**	63,133	64,880	66,629	68,394				
	B	63,922	65,691	67,462	69,249				
	X	64,242	66,019	67,799	69,595				
	C	65,045	66,844	68,646	70,465				
	D	65,858	67,680	69,504	71,346				

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Date Modified: 2017-08-16

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Directive Amended: 2017-08-04

Group	Sub-Group	Abbreviation
Special Services Group	Computer Personnel	SPS-CP

Classification Level	Effective Period			
	$	2013-12-22	**X**	2016-04-01 (Restructure)
	A	2014-12-22	**C**	2016-12-22
	B	2015-12-22	**D**	2017-12-22

CP-01									
From	$	53,611	55,593	57,573	59,541	61,508	63,474	65,439	69,088
To	A	54,281	56,288	58,293	60,285	62,277	64,267	66,257	69,952
	B	54,960	56,992	59,022	61,039	63,055	65,070	67,085	70,826
	X	55,510	57,562	59,612	61,649	63,686	65,721	67,756	71,534
	C	56,204	58,282	60,357	62,420	64,482	66,543	68,603	72,428
	D	56,907	59,011	61,111	63,200	65,288	67,375	69,461	73,333
CP-02									
From	$	66,360	68,486	70,607	72,730	74,855	76,976	79,098	81,222
To	A	67,190	69,342	71,490	73,639	75,791	77,938	80,087	82,237
	B	68,030	70,209	72,384	74,559	76,738	78,912	81,088	83,265
	X	68,710	70,911	73,108	75,305	77,505	79,701	81,899	84,098
	C	69,569	71,797	74,022	76,246	78,474	80,697	82,923	85,149
	D	70,439	72,694	74,947	77,199	79,455	81,706	83,960	86,213

CP-03										
From	$	78,333	81,029	83,728	86,428	89,124	91,820	94,517	97,322	
To	A	79,312	82,042	84,775	87,508	90,238	92,968	95,698	98,539	
	B	80,303	83,068	85,835	88,602	91,366	94,130	96,894	99,771	
	X	81,106	86,693	86,693	89,488	92,280	95,071	97,863	100,769	
	C	82,120	84,948	87,777	90,607	93,434	96,259	99,086	102,029	
	D	83,147	86,010	88,874	91,740	94,602	97,462	100,325	103,304	
CP-04										
From	$	89,690	92,783	95,875	98,967	102,059	105,151	108,244	111,639	
To	A	90,811	93,943	97,073	100,204	103,335	106,465	109,597	113,034	
	B	91,946	95,117	98,286	101,457	104,627	107,796	110,967	114,447	
	X	92,865	96,068	99,269	102,472	105,673	108,874	112,077	115,591	
	C	94,026	97,269	100,510	103,753	106,994	110,235	113,478	117,036	
	D	95,201	98,485	101,766	105,050	108,331	111,613	114,896	118,499	
CP-05 [1]										
From	$	103,267	107,116	110,965	114,816	118,666	122,517	126,369	130,217	134,571
To	A	104,558	108,455	112,352	116,251	120,149	124,048	127,949	131,845	136,253
	B	105,865	109,811	113,756	117,704	121,651	125,599	129,548	133,493	137,956
	C	107,188	111,184	115,178	119,175	123,172	127,169	131,167	135,162	139,680
	D	108,528	112,574	116,618	120,665	124,712	128,759	132,807	136,852	141,426

Pay Notes

[1] - No monetary compensation for overtime.

[2] - Terminable Allowance under this group ceased to be paid 2006-12-22.

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Date Modified: 2017-08-04

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Directive Amended: 2017-07-19

Group	Sub-Group	Abbreviation
Special Services Group	Education Services	SPS-EDU

Classification Level	Effective Period			
	$	2013-07-01	**X**	2016-07-01 (Restructure)
	A	2014-07-01	**C**	2016-07-01
	B	2015-07-01	**D**	2017-07-01

EDU-01									
From	**$**	63,090	66,384	68,767	71,149	73,532			
To	**A**	63,879	67,214	69,627	72,038	74,451			
	B	64,677	68,054	70,497	72,938	75,382			
	X	65,000	68,394	70,849	73,303	75,759			
	C	65,813	69,249	71,735	74,219	76,706			
	D	66,636	70,115	72,632	75,147	77,665			
EDU-02									
From	**$**	75,589	77,961	80,316					
To	**A**	76,534	78,936	81,320					
	B	77,491	79,923	82,337					
	X	77,878	80,323	82,749					

	C	78,851	81,327	83,783					
	D	79,837	82,344	84,830					
EDU-03									
From	**$**	80,671	83,218	85,753					
To	**A**	81,679	84,258	86,825					
	B	82,700	85,311	87,910					
	X	83,114	85,738	88,350					
	C	84,153	86,810	89,454					
	D	85,205	87,895	90,572					
EDU-04									
From	**$**	86,503	89,121	91,739					
To	**A**	87,584	90,235	92,886					
	B	88,679	91,363	94,047					
	X	89,122	91,820	94,517					
	C	90,236	92,968	95,698					
	D	91,364	94,130	96,894					
EDU-05 [1]									
From	**$**	93,240	96,106	98,942					
To	**A**	94,406	97,307	100,179					
	B	95,586	98,523	101,431					
	X	96,064	99,016	101,938					
	C	97,265	100,254	103,212					
	D	98,481	101,507	104,502					
EDU-06[1]									
From	**$**	95,346	98,089	101,348					

To	**A**	97,015	99,806	103,122					
	B	98,470	101,303	104,669					
	C	100,439	103,329	106,762					

Pay Notes

[1] - No monetary compensation for overtime.

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Date Modified: 2017-07-19

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Directive Amended: 2017-08-16

Group	Sub-Group	Abbreviation
Special Services Group	Environmental Operator	SPS-EVO

Classification Level	Effective Period			
	$	2013-08-05	**X**	2016-08-05 - Restructure
	A	2014-08-05	**C**	2016-08-05
	B	2015-08-05	**D**	2017-08-05

EVO-01						
From	**$**	43,285	44,266	45,164		
To	**A**	43,828	44,830	45,727		
	B	44,370	45,393	46,291		
	X	51,028	52,197	53,240		
	C	51,675	52,844	53,908		
	D	52,322	53,512	54,576		
EVO-02						
From	**$**	47,334	48,482	49,525		
To	**A**	47,918	49,087	50,152		
	B	48 524	49 692	50 778		
	X	55,807	57,143	58,395		

	C	56,496	57,853	59,126		
	D	57,206	58,583	59,856		
EVO-03						
From	**$**	51,529	52,802	54,117		
To	**A**	52,176	53,470	54,785		
	B	52,823	54,138	55,474		
	X	60,754	62,256	63,801		
	C	61,505	63,029	64,594		
	D	62,277	63,822	65,408		
EVO-04						
From	**$**	57,832	59,376	60,775		
To	**A**	58,562	60,128	61,526		
	B	59,293	60,879	62,298		
	X	68,184	70,020	71,648		
	C	69,039	70,897	72,546		
	D	69,895	71,773	73,443		
EVO-05						
From	**$**	62,340	63,843	65,408		
To	**A**	63,112	64,636	66,222		
	B	63,905	65,450	67,057		
	X	73,485	75,259	77,116		
	C	74,403	76,198	78,076		
	D	75,342	77,158	79,057		
EVO-06						
From	**$**	62,569	64,281	65,888	67,557	69,311
To	**A**	63,342	65,095	66,702	68,392	70,187

	B	64,135	65,909	67,537	69,248	71,064
	X	73,756	75,801	77,659	79,641	81,728
	C	74,674	76,740	78,640	80,643	82,751
	D	75,613	77,700	79,621	81,645	83,795
EVO-07						
From	**$**	67,891	69,665	71,606	73,422	75,426
To	**A**	68,747	70,542	72,504	74,340	76,365
	B	69,603	71,419	73,401	75,280	77,325
	X	80,038	82,125	84,421	86,570	88,929
	C	81,040	83,148	85,485	87,656	90,035
	D	82,062	84,191	86,550	88,762	91,162
EVO-08						
From	**$**	72,921	74,883	76,907	78,890	80,977
To	**A**	73,839	75,822	77,867	79,871	82,000
	B	74,758	76,761	78,848	80,873	83,022
	X	85,965	88,282	90,682	92,999	95,482
	C	87,030	89,388	91,809	94,167	96,672
	D	88,115	90,515	92,957	95,336	97,882
EVO-09						
From	**$**	77,262	79,495	81,854	84,170	86,675
To	**A**	78,222	80,497	82,876	85,214	87,760
	B	79,203	81,499	83,920	86,278	88,866
	X	91,078	93,729	96,505	99,218	102,202
	C	92,226	94,898	97,715	10,449	103,475
	D	93,374	96,087	98,947	101,701	104,769

Pay Notes

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Appendix Amended: 2018-11-26

Group	Sub-Group	Abbreviation
Special Services Group	Senior Officer Level	SPS-EX

Classification Level	Effective Period			
	$	2013-04-01	**B**	2015-04-01
	X	2014-04-01	**Z**	2016-04-01 - Wage Adjustment
	A	2014-04-01	**C**	2016-04-01
	Y	2015-04-01	**D**	2017-04-01

EX-01 [1]									
From	**$**	105,700	to	124,300					
To	**X**	106,300	to	125,000					
	A	107,100	to	125,900					
	Y	106,900	to	125,700					
	B	108,400	to	127,500					
	Z	109,459	to	128,775					
	C	110,900	to	130,400					
	D	112,300	to	132,100					
EX-02 [1]									

From	$	118,500	to	139,300					
To	X	119,000	to	140,000					
	A	120,000	to	141,100					
	Y	119,600	to	140,700					
	B	121,500	to	142,900					
	Z	122,680	to	144,329					
	C	124,300	to	146,200					
	D	125,900	to	148,100					
EX-03 [1]									
From	$	132,600	to	155,900					
To	X	133,200	to	156,700					
	A	134,300	to	157,900					
	Y	133,900	to	157,500					
	B	136,000	to	159,900					
	Z	137,274	to	161,499					
	C	139,100	to	163,600					
	D	140,900	to	165,700					
EX-04 [1]									
From	$	152,000	to	178,800					
To	X	152,800	to	179,700					
	A	154,000	to	181,100					
	Y	153,600	to	180,600					
	B	155,900	to	183,400					
	Z	157,449	to	185,234					
	C	159,500	to	187,600					
	D	161,500	to	190,000					

EX-05 [1]									
From	$	170,300	to	200,300					
To	X	171,200	to	201,400					
	A	172,500	to	202,900					
	Y	172,200	to	202,500					
	B	174,700	to	205,500					
	Z	176,422	to	207,555					
	C	178,700	to	210,200					
	D	181,000	to	212,900					

Pay Notes

[1] - No monetary compensation for overtime.

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Date Modified: 2018-11-26

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Directive Amended: 2017-12-21

Group	Sub-Group	Abbreviation
Forensic Laboratory and Identification	Forensic Identification Technician	FLI-FIT

Classification Level	Effective Period			
	$	2013-06-21	**X**	2016-06-21 - Restructure
	A	2014-06-21	**C**	2016-06-21
	B	2015-06-21	**D**	2017-06-21

FIT-01									
From	**$**	47,679	49,064	50,486	51,956	53,466			
To	**A**	48,275	49,677	51,117	52,605	54,134			
	B	48,878	50,298	51,756	53,263	54,811			
	X	49,123	50,550	52,015	53,529	55,085			
	C	49,737	51,182	52,665	54,198	55,774			
	D	50,359	51,821	53,323	54,876	56,471			
FIT-02									
From	**$**	54,050	55,613	57,215	58,877	60,583	62,347	64,159	
To	**A**	54,726	56,308	57,930	59,613	61,340	63,126	64,961	
	B	55,410	57,012	58,654	60,358	62,107	63,915	65,773	
	X	55,687	57,297	58,948	60,660	62,418	64,235	66,102	

	C	56,383	58,013	59,684	61,418	63,198	65,038	66,928	
	D	57,088	58,738	60,430	62,186	63,988	65,851	67,765	
FIT-03									
From	**$**	63,783	65,632	67,542	69,507				
To	**A**	64,580	66,452	68,386	70,376				
	B	65,388	67,283	69,241	71,256				
	X	65,714	67,619	69,587	71,612				
	C	66,536	68,465	70,457	72,507				
	D	67,368	69,321	71,338	73,413				
FIT-04									
From	**$**	73,596	75,729	77,933	80,200				
To	**A**	74,516	76,676	78,907	81,203				
	B	75,447	77,634	79,894	82,218				
	X	75,825	78,022	80,293	82,629				
	C	76,772	78,998	81,297	83,661				
	D	77,732	79,985	82,313	84,707				

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Directive Amended: 2017-12-21

Group	Sub-Group	Abbreviation
Forensic Laboratory and Identification	Forensic Science Laboratory Technologist	FLI-FSLT

Classification Level	Effective Period			
	$	2013-06-22	**Y**	2016-06-22 - Restructure
	A	2014-06-22	**C**	2016-06-22
	B	2015-06-22	**D**	2017-06-22
	X	2016-06-22 - Restructure		

FSLT-01									
From	**$**	46,150	47,992	49,915	51,908	53,984	56,147		
To	**A**	46,727	48,592	50,539	52,557	54,659	56,849		
	B	47,311	49,199	51,171	53,214	55,342	57,560		
	X	48,003	49,919	51,920	53,993	56,152	58,402		
	Y	48,243	50,169	52,180	54,263	56,433	58,694		
	C	48,846	50,796	52,832	54,941	57,138	59,428		
	D	49,457	51,431	53,492	55,628	57,852	60,171		
FSLT-02									
From	**$**	55,840	58,073	60,397	62,813	65,321	67,936		

To	**A**	56,538	58,799	61,152	63,598	66,138	68,785		
	B	57,245	59,534	61,916	64,393	66,965	69,645		
	X	58,083	60,405	62,822	65,335	67,945	70,664		
	Y	58,373	60,707	63,136	65,662	68,285	71,017		
	C	59,103	61,466	63,925	66,483	69,139	71,905		
	D	59,842	62,234	64,724	67,314	70,003	72,804		
FSLT-03									
From	**$**	67,565	70,266	73,080	76,000	79,038	82,200		
To	**A**	68,410	71,144	73,994	76,950	80,026	83,228		
	B	69,265	72,033	74,919	77,912	81,026	84,268		
	X	70,278	73,087	76,015	79,052	82,212	85,501		
	Y	70,629	73,452	76,395	79,447	82,623	85,929		
	C	71,512	74,370	77,350	80,440	83,656	87,003		
	D	72,406	75,300	78,317	81,446	84,702	88,091		
FSLT-04									
From	**$**	74,321	77,295	80,386	83,599	86,948	90,424		
To	**A**	75,250	78,261	81,391	84,644	88,035	91,554		
	B	76,191	79,239	82,408	85,702	89,135	92,698		
	X	77,306	80,398	83,614	86,956	90,439	94,054		
	Y	77,693	80,800	84,032	87,391	90,891	94,524		
	C	78,664	81,810	85,082	88,483	92,027	95,706		
	D	79,647	82,833	86,146	89,589	93,177	96,902		

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Directive Amended: 2017-07-27

Group	Sub-Group	Abbreviation
Special Services Group	General Technician	SPS-GTEC

Classification Level	Effective Period			
	$	2013-06-22	**B**	2016-06-22 - Restructure
	A	2014-06-22	**C**	2016-06-22
	B	2015-06-22	**D**	2017-06-22

GTEC-01									
From	**$**	40,989	42,118	43,245	44,365	46,141			
To	**A**	41,501	42,644	43,786	44,920	46,718			
	B	42,020	43,177	44,333	45,482	47,302			
	X	42,230	43,393	44,555	45,709	47,539			
	C	42,758	43,935	45,112	46,280	48,133			
	D	43,292	44,484	45,676	46,859	48,735			
GTEC-02									
From	**$**	47,005	48,368	49,727	51,090	53,133			
To	**A**	47,593	48,973	50,349	51,729	53,797			
	B	48,188	49,585	50,978	52,376	54,469			
	X	48,429	49,833	51,233	52,638	54,741			
	C	49,034	50,456	51,873	53,296	55,425			

	D	49,647	51,087	52,521	53,962	56,118			
GTEC-03									
From	**$**	52,567	54,142	55,732	57,311	59,605			
To	**A**	53,224	54,819	56,429	58,027	60,350			
	B	53,889	55,504	57,134	58,752	61,104			
	X	54,158	55,782	57,420	59,046	61,410			
	C	54,835	56,479	58,138	59,784	62,178			
	D	55,520	57,185	58,865	60,531	62,955			
GTEC-04									
From	**$**	59,227	61,061	62,904	64,749	67,340			
To	**A**	59,967	61,824	63,690	65,558	68,182			
	B	60,717	62,597	64,486	66,377	69,034			
	X	61,021	62,910	64,808	66,709	69,379			
	C	61,784	63,696	65,618	67,543	70,246			
	D	62,556	64,492	66,438	68,387	71,124			
GTEC-05									
From	**$**	66,477	68,513	70,560	72,678	75,584			
To	**A**	67,308	69,369	71,442	73,586	76,529			
	B	68,149	70,236	72,335	74,506	77,486			
	X	68,490	70,587	72,697	74,879	77,873			
	C	69,346	71,469	73,606	75,815	78,846			
	D	70,213	72,362	74,526	76,763	79,832			
GTEC-06									
From	**$**	73,566	75,965	78,384	80,794	84,026			
To	**A**	74,486	76,915	79,364	81,804	85,076			
	B	75,417	77,876	80,356	82,827	86,139			
	X	75,794	78,265	80,758	83,241	86,570			
	C	76,741	79,243	81,767	84,282	87,652			

	D	77,700	80,234	82,789	85,336	88,748			
GTEC-07									
From	**$**	84,305	87,143	89,979	92,672	96,377			
To	**A**	85,359	88,232	91,104	93,830	97,582			
	B	86,426	89,335	92,243	95,003	98,802			
	X	86,858	89,782	92,704	95,478	99,296			
	C	87,944	93,863	93,863	96,671	100,537			
	D	89,043	92,040	95,036	97,879	101,794			
GTEC-08									
From	**$**	95,636	98,666	101,681	104,696	108,886			
To	**A**	96,831	99,899	102,952	106,005	110,247			
	B	98,041	101,148	104,239	107,330	111,625			
	X	98,531	101,654	104,760	107,867	112,183			
	C	99,763	102,925	106,070	109,215	113,585			
	D	101,010	104,212	107,396	110,580	115,005			

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Directive Amended: 2018-02-16

Group	Sub-Group	Abbreviation
Law Enforcement Support	Intercept Monitor	LES-IM

Classification Level	Effective Period			
	$	2014-01-01	**B**	2016-01-01
	A	2015-01-01		

IM-01									
From	**$**	46,606	48,470	50,409	52,423	54,521	56,700	58,969	
To	**A**	47,189	49,076	51,039	53,078	55,203	57,409	59,706	
	B	47,779	49,689	51,677	53,741	55,893	58,127	60,452	
IM-02									
From	**$**	51,258	53,310	55,446	57,663	59,971	62,370	64,864	
To	**A**	51,899	53,976	56,139	58,384	60,721	63,150	65,675	
	B	52,548	54,651	56,841	59,114	61,480	63,939	66,496	
IM-03									
From	**$**	58,113	60,439	62,854	65,371	67,984	70,704		
To	**A**	58,839	61,194	63,640	66,188	68,834	71,588		
	B	59,574	61,959	64,436	67,015	69,694	72,483		

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Directive Amended: 2017-08-16

Group	Sub-Group	Abbreviation
Special Services Group	Liaison	SPS-LN

Classification Level	Effective Period			
	$	2013-06-21	**X**	2016-06-21 - Restructure
	A	2014-06-21	**C**	2016-06-21
	B	2015-06-21	**D**	2017-06-21

LN-01									
From	**$**	48,796	50,652	52,576	54,575				
To	**A**	49,406	51,285	53,233	55,257				
	B	50,024	51,926	53,898	55,948				
	X	50,274	52,186	54,167	56,228				
	C	50,902	52,838	54,844	56,931				
	D	51,538	53,498	55,530	57,643				
LN-02									
From	**$**	54,374	56,440	58,586					
To	**A**	55,054	57,146	59,318					
	B	55,742	57,860	60,059					

	X	56,021	58,149	60,359					
	C	56,721	58,876	61,113					
	D	57,430	59,612	61,877					
LN-03									
From	**$**	63,663	66,082	68,793					
To	**A**	64,459	66,908	69,653					
	B	65,265	67,744	70,524					
	X	65,591	68,083	70,877					
	C	66,411	68,934	71,763					
	D	67,241	69,796	72,660					
LN-04									
From	**$**	76,002	78,892	82,171					
To	**A**	76,952	79,878	83,198					
	B	77,914	80,876	84,238					
	X	78,304	81,280	84,659					
	C	79,283	82,296	85,717					
	D	80,274	83,325	86,788					
LN-05									
From	**$**	84,658	87,876	91,328					
To	**A**	85,716	88,974	92,470					
	B	86,787	90,086	93,626					
	X	87,221	90,536	94,094					
	C	88,311	91,668	95,270					
	D	89,415	92,814	96,461					

LN-06 [1]		

From	**$**	89,112 to 101,892
To	**A**	90,226 to 103,166
	B	91,354 to 104,456
	X	91,811 to 104,978
	C	92,959 to 106,290
	D	94,121 to 107,619

Pay Notes

[1] No overtime compensation

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Directive Amended: 2017-08-16

Group	Sub-Group	Abbreviation
Special Services Group	Manipulating	SPS-MAL

Classification Level	Effective Period			
	$	2013-08-05	**X**	2016-08-05 - Restructure
	A	2014-08-05	**C**	2016-08-05
	B	2015-08-05	**D**	2017-08-05

MAL-01										
From	**$**	41,303	43,077	44,871						
To	**A**	41,824	43,619	45,435						
	B	42,346	44,162	45,998						
	X	43,410	45,268	47,146						
	C	43,953	45,831	47,731						
	D	44,496	46,395	48,336						
MAL-02										
From	**$**	42,638	44,475	46,353						
To	**A**	43,181	45,038	46,938						
	B	43,723	45,602	47,522						
	X	44,809	46,750	48,712						
	C	45,372	47,334	49,317						
	D	45,936	47,918	49,943						

MAL-03										
From	$	44,141	46,040	47,960						
To	A	44,684	46,624	48,565						
	B	45,247	47,209	49,171						
	X	46,374	48,398	50,402						
	C	46,958	49,004	51,028						
	D	47,543	49,609	51,675						
MAL-04										
From	$	45,644	47,626	49,588						
To	A	46,207	48,231	50,214						
	B	46,791	48,837	50,840						
	X	47,960	50,068	52,113						
	C	48,565	50,694	52,760						
	D	49,171	51,320	53,428						
MAL-05										
From	$	47,188	49,212	51,279						
To	A	47,772	49,818	51,926						
	B	48,378	50,444	52,573						
	X	49,588	51,696	53,887						
	C	50,214	52,343	54,555						
	D	50,840	52,990	55,244						
MAL-06										
From	$	48,837	50,945	53,073						
To	A	49,442	51,592	53,741						
	B	50,068	52,239	54,409						
	X	51,320	53,553	55,766						
	C	51,967	54,221	56,454						
	D	52,614	54,889	57,164						
MAL-07										
From	$	50,465	52,698	54,889						
To	A	51,091	53,366	55,578						

	B	51,738	54,033	56,267						
	X	53,032	55,390	57,665						
	C	53,700	56,079	58,395						
	D	54,367	56,788	59,126						
MAL-08										
From	**$**	52,719	58,521[2]	60,629[3]	54,994	61,046[3]	63,237[3]	57,310	63,613[2]	65,909[3]
To	**A**	53,386	59,251[2]	61,401[3]	55,682	61,797[2]	64,030[3]	58,020	64,406[2]	66,723[3]
	B	54,054	60,002[2]	62,173[3]	56,371	62,569[2]	64,823[3]	58,750	65,220[2]	67,557[3]
	X	55,411	61,505[2]	63,717[3]	57,790	64,156[2]	66,451[3]	60,211	66,827[2]	69,248[3]
	C	56,100	62,277[2]	64,510[3]	58,521	64,949[3]	67,307[3]	60,962	67,662[2]	70,104[3]
	D	56,809	63,049[2]	65,324[3]	59,251	65,763[3]	68,142[3]	61,735	68,518[2]	71,001[3]
MAL-09										
From	**$**	54,722	58,270[1]	57,101	60,816[1]	59,460	63,321[1]			
To	**A**	55,411	59,021[1]	57,811	61,568[1]	60,211	64,135[1]			
	B	56,100	59,752[1]	58,541	62,340[1]	60,962	64,928[1]			
	X	57,498	61,234[1]	60,002	63,905[1]	62,486	66,556[1]			
	C	58,208	61,985[1]	60,754	64,698[1]	63,258	67,370[1]			
	D	58,938	62,778[1]	61,505	65,512[1]	64,051	68,204[1]			
MAL-10										
From	**$**	56,830	59,314	61,797						
To	**A**	57,540	60,065	62,569						
	B	58,249	60,816	63,342						
	X	59,710	62,340	64,928						
	C	60,462	63,112	65,742						
	D	61,213	63,905	66,556						
MAL-11										
From	**$**	58,938	61,505	64,030						
To	**A**	59,668	62,277	64,823						
	B	60,420	63,049	64,637						

	X	61,922	64,636	67,286						
	C	62,695	65,450	68,121						
	D	63,488	66,264	68,977						
MAL-12										
From	**$**	60,962	63,634	66,284						
To	**A**	61,735	64,427	67,119						
	B	62,507	65,241	67,954						
	X	64,072	66,869	69,645						
	C	64,865	67,704	70,521						
	D	65,679	68,559	71,398						
MAL-13										
From	**$**	63,175	65,971	68,705						
To	**A**	63,968	66,806	69,561						
	B	64,761	67,641	70,438						
	X	66,389	69,331	72,191						
	C	67,224	70,208	73,088						
	D	68,058	71,085	74,006						
MAL-14										
From	**$**	65,157	67,996	70,834						
To	**A**	65,971	68,851	71,711						
	B	66,806	69,707	72,608						
	X	68,476	71,460	74,424						
	C	69,331	72,358	75,363						
	D	70,208	73,255	76,302						

Pay Notes

[1] - Supervisory Rate (A1)

[2] - Supervisory Rate (B1)

[3] - Supervisory Rate (B2)

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Appendix Amended: 2019-06-12

Group	Sub-Group	Abbreviation
Special Services Group	Ships' Officers	SPS-MA

Classification Level	Effective Period			
	$	2013-04-01	**C**	2016-04-01
	A	2014-04-01	**D**	2017-04-01
	B	2015-04-01	**X**	2017-04-01 - Restructure

MA-01									
From	**$**	49,588	51,362	53,157	55,014	56,955			
To	**A**	50,214	52,009	53,825	55,703	57,665			
	B	50,840	52,656	54,493	56,392	58,395			
	C	51,466	53,324	55,181	57,101	59,126			
	D	52,113	53,992	55,870	57,811	59,856			
	X	58,375	60,462	62,569	64,740	67,036			
MA-02									
From	**$**	56,496	58,500	60,545	62,674				
To	**A**	57,206	59,230	61,296	63,467				
	B	57,915	59,961	62,069	64,260				
	C	58,646	60,712	62,841	65,053				

	D	59,376	61,463	63,634	65,867				
	X	66,493	68,831	71,272	73,777				
MA-03									
From	**$**	58,541	61,213	63,363	65,596				
To	**A**	59,272	61,985	64,156	66,410				
	B	60,023	62,757	64,949	67,244				
	C	60,775	63,550	65,763	68,079				
	D	61,526	64,343	66,577	68,935				
	X	68,914	72,065	74,570	77,200				
MA-04									
From	**$**	62,069	64,677	66,652	69,311				
To	**A**	62,841	65,491	67,787	70,187				
	B	63,634	66,305	68,643	71,064				
	C	64,427	67,140	69,498	71,961				
	D	65,241	67,975	70,375	72,859				
	X	73,067	76,135	78,828	81,603				
MA-05									
From	**$**	66,097	68,851	71,252	73,735				
To	**A**	66,931	69,707	72,149	74,653				
	B	67,766	70,584	73,046	75,593				
	C	68,622	71,460	73,965	76,532				
	D	69,478	72,358	74,883	77,492				
	X	77,805	81,040	83,878	86,800				

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Directive Amended: 2017-11-16

Group	Sub-Group	Abbreviation
Special Services Group	Medical Officer	SPS-MO

Classification Level	Effective Period			
	$	2013-10-01	**X**	2016-10-01 - Restructure
	A	2014-10-01	**C**	2016-10-01
	B	2015-10-01	**D**	2017-10-01

MO-01									
From	**$**	116,510	121,298	126,096	130,893	135,687	140,484	145,283	150,073
To	**A**	117,966	122,814	127,672	132,529	137,383	142,240	147,099	151,949
	B	119,441	124,349	129,268	134,186	139,100	144,018	148,938	153,848
	X	124,219	129,323	134,439	139,553	144,664	149,779	154,896	160,002
	C	125,772	130,940	136,119	141,297	146,472	151,651	156,832	162,002
	D	127,344	132,577	137,820	143,063	148,303	153,547	158,792	164,027
MO-02									
From	**$**	144,017	149,009	154,005	158,997	164,180	169,148		
To	**A**	145,817	150,872	155,930	160,984	166,232	171,262		
	B	147,640	152,758	157,879	162,996	168,310	173,403		
	X	153,546	158,868	164,194	169,516	175,042	180,339		
	C	155,465	160,854	166,246	171,635	177,230	182,593		
	D	157,408	162,865	168,324	173,780	179,445	184,875		
MO-03									
From	**$**	164,429	170,224	175,764	181,079				

To	A	166,484	172,352	177,961	183,342				
	B	168,565	174,506	180,186	185,634				
	X	175,308	181,486	187,393	193,059				
	C	177,499	183,755	189,735	195,472				
	D	179,718	186,052	192,107	197,915				
MO-04 [1]									
From	$	122,059	to	136,470					
To	X	137,434	to	151,845					
	A	139,839	to	154,502					
	Y	160,815	to	177,677					
	Z	176,190	to	193,052					
	B	178,833	to	195,948					
	C	182,410	to	199,867					

Pay Notes

[1] - No monetary compensation for overtime.

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Directive Amended: 2017-12-21

Group	Sub-Group	Abbreviation
Special Services Group	Program Administration	SPS-PADM

Classification Level	Effective Period			
	$	2013-06-21	**X**	2016-06-21 - Restructure
	A	2014-06-21	**C**	2016-06-21
	B	2015-06-21	**D**	2017-06-21

PADM-01									
From	**$**	48,796	50,652	52,576	54,575				
To	**A**	49,406	51,285	53,233	55,257				
	B	50,024	51,926	53,898	55,948				
	X	50,274	52,186	54,167	56,228				
	C	50,902	52,838	54,844	56,931				
	D	51,538	53,498	55,530	57,643				
PADM-02									
From	**$**	54,374	56,440	58,586					
To	**A**	55,054	57,146	59,318					
	B	55,742	57,860	60,059					
	X	56,021	58,149	60,359					

	C	56,721	58,876	61,113					
	D	57,430	59,612	61,877					
PADM-03									
From	**$**	58,281	60,495	62,794					
To	**A**	59,010	61,251	63,579					
	B	59,748	62,017	64,374					
	X	60,047	62,327	64,696					
	C	60,798	63,106	65,505					
	D	61,558	63,895	66,324					
PADM-04									
From	**$**	63,663	66,082	68,793					
To	**A**	64,459	66,908	69,653					
	B	65,265	67,744	70,524					
	X	65,591	68,083	70,877					
	C	66,411	68,934	71,763					
	D	67,241	69,796	72,660					
PADM-05									
From	**$**	76,002	78,892	82,171					
To	**A**	76,952	79,878	83,198					
	B	77,914	80,876	84,238					
	X	78,304	81,280	84,659					
	C	79,283	82,296	85,717					
	D	80,274	83,325	86,788					
PADM-06 [1]									
From	**$**	89,112	92,503	96,014	98,898	101,892			
To	**A**	90,226	93,659	97,214	100,134	103,166			

	B	91,354	94,830	98,429	101,386	104,456			
	X	91,811	95,304	98,921	101,893	104,978			
	C	92,959	96,495	100,158	103,167	106,290			
	D	94,121	97,701	101,410	104,457	107,619			
PADM-07 [1]									
From	**$**	92,014	to	108,305					
To	**A**	93,164	to	109,659					
	B	94,329	to	111,030					
	X	94,801	to	111,585					
	C	95,986	to	112,980					
	D	97,186	to	114,392					

Pay Notes

[1] - No overtime compensation

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Date Modified: 2017-12-21

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Directive Amended: 2017-11-02

Group	Sub-Group	Abbreviation
Special Services Group	Personnel Administration	SPS-PN

Classification Level	Effective Period			
	$	2013-10-01	**X**	2016-10-01 - Restructure
	A	2014-10-01	**C**	2016-10-01
	B	2015-10-01	**D**	2017-10-01

PN-01									
From	**$**	49,670	51,835	54,140	56,560	59,105	61,788		
To	**A**	50,291	52,483	54,817	57,267	59,844	62,560		
	B	50,920	53,139	55,502	57,983	60,592	63,342		
	X	51,175	53,405	55,780	58,273	60,895	63,659		
	C	51,815	54,073	56,477	59,001	61,656	64,455		
	D	52,463	54,749	57,183	59,739	62,427	65,261		
PN-02									
From	**$**	62,657	64,862	67,158	69,545				
To	**A**	63,440	65,673	67,997	70,414				
	B	64,233	66,494	68,847	71,294				
	X	64,554	66,826	69,191	71,650				

	C	65,361	67,661	70,056	72,546				
	D	66,178	68,507	70,932	73,453				
PN-03									
From	**$**	70,259	72,770	75,381	78,094				
To	**A**	71,137	73,680	76,323	79,070				
	B	72,026	74,601	77,277	80,058				
	X	72,386	74,974	77,663	80,458				
	C	73,291	75,911	78,634	81,464				
	D	74,207	76,860	79,617	82,482				
PN-04									
From	**$**	78,114	80,842	83,777	86,824				
To	**A**	79,090	81,853	84,824	87,909				
	B	80,079	82,876	85,884	89,008				
	X	80,479	83,290	86,313	89,453				
	C	81,485	84,331	87,392	90,571				
	D	82,504	85,385	88,484	91,703				
PN-05									
From	**$**	87,468	90,670	93,996	97,458				
To	**A**	88,561	91,803	95,171	98,676				
	B	89,668	92,951	96,361	99,909				
	X	90,116	93,416	96,843	100,409				
	C	91,242	94,584	98,054	101,664				
	D	92,383	95,766	99,280	102,935				
PN-06 [1] [2]									
From	**$**	92,755	to	108,099					
To	**A**	93,914	to	109,450					

	B	95,088	to	110,818					
	X	95,563	to	111,372					
	C	96,758	to	112,764					
	D	97,967	to	114,174					

Pay Notes

[1] - No monetary compensation for overtime.

[2]- Performance pay.

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Date Modified: 2017-11-02

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Directive Amended: 2017-05-10

Group	Sub-Group	Abbreviation
Law Enforcement Support	Protective	LES-PRO

Classification Level	Effective Period			
	$	2014-01-01	B	2016-01-01
	A	2015-01-01	C	2016-04-01

PRO-01									
From	$	51,705	53,769	55,923	58,160	60,485			
To	A	52,351	54,441	56,622	58,887	61,241			
	B	53,006	55,122	57,330	59,623	62,007			
	C	54,225	56,389	58,648	60,994	63,433			
PRO-02									
From	$	56,358	58,610	60,954	63,394	65,928			
To	A	57,062	59,343	61,716	64,186	66,752			
	B	57,776	60,084	62,487	64,989	67,587			
	C	59,105	61,466	63,925	66,483	69,141			

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Mass Casualty Commission Exhibit

Date Modified: 2017-05-10

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New Appendix: 2016-07-21

Group	Sub-Group	Abbreviation
Law Enforcement Support	Pilots	LES-PT

Classification Level	Effective Period						
	$	2016-07-19					
PT-01	$	87,911	90,213	92,585	95,019	97,525	100,099	
PT-02	$	93,579	96,043	98,577	101,186	103,865	106,622	109,456
PT-03	$	106,469	109,298	112,212	115,211	118,290	121,457	124,713

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Directive Amended: 2017-07-27

Group	Sub-Group	Abbreviation
Special Services Group	Photographer/Technician	SPS-PTEC

Classification Level	Effective Period			
	$	2013-06-22	**X**	2016-06-22 - Restructure
	A	2014-06-22	**C**	2016-06-22
	B	2015-06-22	**D**	2017-06-22

PTEC-01									
From	**$**	32,531	33,398	34,262	35,121	36,527			
To	**A**	32,938	33,815	34,690	35,560	36,984			
	B	33,350	34,238	35,124	36,005	37,446			
	X	33,517	34,409	35,300	36,185	37,633			
	C	33,936	34,839	35,741	36,637	38,103			
	D	34,360	35,274	36,188	37,095	38,579			
PTEC-02									
From	**$**	37,159	38,209	39,254	40,283	41,893			
To	**A**	37,623	38,687	39,745	40,787	42,417			
	B	38,093	39,171	40,242	41,297	42,947			
	X	38,283	39,367	40,443	41,503	43,162			

	C	38,762	39,859	40,949	42,022	43,702			
	D	39,247	40,357	41,461	42,547	44,248			
PTEC-03									
From	**$**	40,505	41,666	42,843	44,015	45,776			
To	**A**	41,011	42,187	43,379	44,565	46,348			
	B	41,524	42,714	43,921	45,122	46,927			
	X	41,732	42,928	44,141	45,348	47,162			
	C	42,254	43,465	44,693	45,915	47,752			
	D	42,782	44,008	45,252	46,489	48,349			
PTEC-04									
From	**$**	43,711	45,012	46,323	47,622	49,527			
To	**A**	44,257	45,575	46,902	48,217	50,146			
	B	44,810	46,145	47,488	48,820	50,773			
	X	45,034	46,376	47,725	49,064	51,027			
	C	45,597	46,956	48,322	49,677	51,665			
	D	46,167	47,543	48,926	50,298	52,311			
PTEC-05									
From	**$**	46,125	47,394	48,699	50,057	51,528	53,587		
To	**A**	46,702	47,986	49,308	50,683	52,172	54,257		
	B	47,286	48,586	49,924	51,317	52,824	54,935		
	X	47,522	48,829	50,174	51,574	53,088	55,210		
	C	48,116	49,439	50,801	52,219	53,752	55,900		
	D	48,717	50,057	51,436	52,872	54,424	56,599		
PTEC-06									
From	**$**	49,417	50,903	52,432	53,999	55,620	57,846		
To	**A**	50,035	51,539	53,087	54,674	56,315	58,569		

	B	50,660	52,183	53,751	55,357	57,019	59,301		
	X	50,913	52,444	54,020	55,634	57,304	59,598		
	C	51,549	53,100	54,695	56,329	58,020	60,343		
	D	52,193	53,764	55,379	57,033	58,745	61,097		
PTEC-07									
From	**$**	52,670	54,251	55,883	57,557	59,281	61,653		
To	**A**	53,328	54,929	56,582	58,276	60,022	62,424		
	B	53,995	55,616	57,289	59,004	60,772	63,204		
	X	54,265	55,894	57,575	59,299	61,076	63,520		
	C	54,943	56,593	58,295	60,040	61,839	64,314		
	D	55,630	57,300	59,024	60,791	62,612	65,118		

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Directive Amended: 2017-05-10

Group	Sub-Group	Abbreviation
Law Enforcement Group	Regular Member	RM

Classification Level	Effective Period			
	$	2014-01-01	B	2016-01-01
	A	2015-01-01	C	2016-04-01

CST.									
From	$	50,674[2]	65,840[3]	71,435[4]	77,032[5]	82,108[6]			
To	A	51,307[2]	66,663[3]	72,328[4]	77,995[5]	83,134[6]			
	B	51,949[2]	67,496[3]	73,232[4]	78,970[5]	84,174[6]			
	C	53,144[2]	69,049[3]	74,916[4]	80,786[5]	86,110[6]			
CPL.									
From	$	86,621	89,910						
To	A	87,704	91,034						
	B	88,800	92,172						
	C	90,842	94,292						
SGT.									
From	$	95,153	97,999						

To	**A**	96,342	99,224						
	B	97,547	100,464						
	C	99,790	102,775						
S/SGT.									
From	**$**	103,937	106,822						
To	**A**	105,236	108,157						
	B	106,552	109,509						
	C	109,002	112,028						
S/S/M S/M C/S/M									
From	**$**	107,146							
To	**A**	108,485							
	B	109,841							
	C	112,367							

INSP. [1]									
From	**$**	117,380	121,639	126,051					
To	**A**	118,847	123,159	127,627					
	B	120,333	124,699	129,222					
	C	123,100	127,567	132,194					
SUPT. [1]									
From	**$**	132,989	136,407	139,916					
To	**A**	134,651	138,112	141,665					
	B	136,335	139,838	143,436					
	C	139,470	143,055	146,735					

Pay Notes

[1] - No monetary compensation for overtime.

[2] - Engagement rate.

[3] - Rate after 6 months service and upon being recommended for promotion by Staffing and Personnel.

[4] - Rate after 12 months service and upon being recommended for promotion by Staffing and Personnel.

[5] - Rate after 24 months service and upon being recommended for promotion by Staffing and Personnel.

[6] - After 12 months service at the rate tied to the pay note 5 (increment).

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New Appendix: 2018-11-26

Group	Sub-Group	Abbreviation
Law Enforcement Group	RM Senior Officer Level	RMSO

Classification Level	Effective Period			
	$	2014-04-01	C	2016-04-01
	A	2015-01-01		
	B	2016-01-01		

C/Supt.[1]									
From	$	119,000	to	140,000					
To	A	120,500	to	141,800					
	B	122,000	to	143,600					
	C	124,800	to	146,900					
A/Commr.[1] (Level 1)									
From	$	133,200	to	156,700					
To	A	134,900	to	158,700					
	B	136,600	to	160,700					
	C	139,700	to	164,400					

A/Commr.[1] (Level 2)									
From	**$**	152,800	to	179,700					
To	**A**	154,700	to	182,000					
	B	156,700	to	184,300					
	C	160,300	to	188,500					
D/Commr.[1]									
From	**$**	171,200	to	201,400					
To	**A**	173,400	to	204,000					
	B	175,600	to	206,500					
	C	179,600	to	211,300					

Pay Notes

[1] - No monetary compensation for overtime.

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Directive Amended: 2017-08-16

Group	Sub-Group	Abbreviation
Special Services Group	Store Attendant	SPS-SAT

Classification Level	Effective Period			
	$	2013-08-05	X	2016-08-05 - Restructure
	A	2014-08-05	C	2016-08-05
	B	2015-08-05	D	2017-08-05

SAT-01									
From	$	30,554	31,848	33,184					
To	A	30,930	32,245	33,601					
	B	31,326	32,641	34,019					
	X	31,556	32,892	34,269					
	C	31,953	33,309	34,707					
	D	32,349	33,727	35,146					
SAT-02									
From	$	36,690	38,339	39,925					
To	A	37,149	38,819	40,426					
	B	37,608	39,299	40,927					
	X	37,901	39,591	41,240					

	C	38,381	40,092	41,762					
	D	38,861	40,593	42,283					
SAT-03									
From	**$**	42,930	44,830	46,666					
To	**A**	43,473	45,393	47,251					
	B	44,016	45,957	47,835					
	X	44,350	46,311	48,190					
	C	44,913	46,896	48,795					
	D	45,477	47,480	49,400					
SAT-04									
From	**$**	45,143	47,125	49,087					
To	**A**	45,706	47,710	49,692					
	B	46,270	48,315	50,319					
	X	46,624	48,670	50,694					
	C	47,209	49,275	51,320					
	D	47,793	49,901	51,967					
SAT-05									
From	**$**	50,360	52,531	54,743					
To	**A**	50,986	53,178	55,432					
	B	51,633	53,846	56,121					
	X	52,030	54,242	56,538					
	C	52,677	54,910	57,248					
	D	53,345	55,599	57,957					
SAT-06									
From	**$**	51,946	54,221	56,475					
To	**A**	52,593	54,889	57,185					

	B	53,261	55,578	57,894					
	X	53,658	55,995	58,333					
	C	54,326	56,705	59,063					
	D	55,014	57,414	59,794					
SAT-07									
From	**$**	54,388	56,747	59,126					
To	**A**	55,077	57,456	59,856					
	B	55,766	58,166	60,608					
	X	56,183	58,604	61,067					
	C	56,893	59,335	61,839					
	D	57,602	60,086	62,611					
SAT-08									
From	**$**	56,997	59,460	61,943					
To	**A**	57,707	60,211	62,716					
	B	58,437	60,962	63,509					
	X	58,875	61,422	63,989					
	C	59,606	62,194	64,782					
	D	60,357	62,966	65,596					
SAT-09									
From	**$**	62,298	64,990	67,724					
To	**A**	63,070	65,804	68,580					
	B	63,863	66,618	69,436					
	X	64,343	67,119	69,958					
	C	65,157	67,954	70,834					
	D	65,971	68,810	71,711					
SAT-10									

From	$	65,721	68,559	71,419					
To	A	66,535	69,415	72,316					
	B	67,370	70,292	73,213					
	X	67,871	70,813	73,756					
	C	68,726	71,690	74,674					
	D	69,582	72,587	75,613					
SAT-11									
From	$	68,267	71,252	74,236					
To	A	69,123	72,149	75,154					
	B	69,978	73,046	76,093					
	X	70,500	73,589	76,657					
	C	71,377	74,507	77,617					
	D	72,274	75,446	78,577					
SAT-12									
From	$	71,085	74,173	77,262					
To	A	71,982	75,092	78,222					
	B	72,879	76,031	79,203					
	X	73,422	76,594	79,788					
	C	74,340	77,554	80,789					
	D	75,280	78,514	81,791					
SAT-13									
From	$	73,860	77,074	80,288					
To	A	74,779	78,034	81,290					
	B	75,718	79,015	82,313					
	X	76,281	79,600	82,939					
	C	77,241	80,601	83,982					

	D	78,201	81,603	85,026					

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Directive Amended: 2017-05-10

Group	Sub-Group	Abbreviation
Law Enforcement Support	Security and Enforcement	LES-SE

Classification Level	Effective Period			
	$	2014-01-01	B	2016-01-01
	A	2015-01-01	C	2016-04-01

SE-01									
From	$	49,369	51,444	53,524	55,607	57,993			
To	A	49,986	52,087	54,193	56,302	58,718			
	B	50,611	52,738	54,870	57,006	59,452			
	C	51,775	53,951	56,132	58,317	60,819			
SE-02									
From	$	54,084	56,178	58,252	60,361	62,779			
To	A	54,760	56,880	58,980	61,116	63,564			
	B	55,445	57,591	59,717	61,880	64,359			
	C	56,720	58,916	61,090	63,303	65,839			
SE-03									
From	$	57,996	60,401	62,805	65,184	68,423			
To	A	58,721	61,156	63,590	65,999	69,278			

	B	59,455	61,920	64,385	66,824	70,144			
	C	60,822	63,344	65,866	68,361	71,757			
SE-04									
From	**$**	71,773	74,889	78,008	81,127	84,367			
To	**A**	72,670	75,825	78,983	82,141	85,422			
	B	73,578	76,773	79,970	83,168	86,490			
	C	75,270	78,539	81,809	85,081	88,479			
SE-05									
From	**$**	79,819	82,917	86,043	89,170	92,532			
To	**A**	80,817	83,953	87,119	90,285	93,689			
	B	81,827	85,002	88,208	91,414	94,860			
	C	83,709	86,957	90,237	93,517	97,042			

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Directive Amended: 2017-07-27

Group	Sub-Group	Abbreviation
Special Services Group	Technical Consultant	SPS-TC

Classification Level	Effective Period			
	$	2013-06-22	**X**	2016-06-22 - Restructure
	A	2014-06-22 - Restructure	**C**	2016-06-22 - Restructure
	B	2015-06-22	**Y**	2016-06-22
			D	2017-06-22

TC-01									
From	**$**	41,953	43,628	45,376	47,189	49,078	51,042		
To	**A**	42,477	44,173	45,943	47,779	49,691	51,680		
	B	43,008	44,725	46,517	48,376	50,312	52,326		
	X	43,637	45,379	47,198	49,084	51,048	53,092		
	Y	43,855	45,606	47,434	49,329	51,303	53,357		
	C	44,403	46,176	48,027	49,946	51,944	54,024		
	D	44,958	46,753	48,627	50,570	52,593	54,699		
TC-02									
From	**$**	46,150	47,992	49,915	51,908	53,984	56,147		
To	**A**	46,727	48,592	50,539	52,557	54,659	56,849		

	B	47,311	49,199	51,171	53,214	55,342	57,560		
	X	48,003	49,919	51,920	53,993	56,152	58,402		
	Y	48,243	50,169	52,180	54,263	56,433	58,694		
	C	48,846	50,796	52,832	54,941	57,138	59,428		
	D	49,457	51,431	53,492	55,628	57,852	60,171		
TC-03									
From	**$**	50,762	52,794	54,904	57,099	59,384	61,760		
To	**A**	51,397	53,454	55,590	57,813	60,126	62,532		
	B	52,039	54,122	56,285	58,536	60,878	63,314		
	X	52,800	54,914	57,109	59,392	61,769	64,240		
	Y	53,064	55,189	57,395	59,689	62,078	64,561		
	C	53,727	55,879	58,112	60,435	62,854	65,368		
	D	54,399	56,577	58,838	61,190	63,640	66,185		
TC-04									
From	**$**	55,840	58,073	60,397	62,813	65,321	67,936		
To	**A**	56,538	58,799	61,152	63,598	66,138	68,785		
	B	57,245	59,534	61,916	64,393	66,965	69,645		
	X	58,083	60,405	62,822	65,335	67,945	70,664		
	Y	58,373	60,707	63,136	65,662	68,285	71,017		
	C	59,103	61,466	63,925	66,483	69,139	71,905		
	D	59,482	62,234	64,724	67,314	70,003	72,804		
TC-05									
From	**$**	61,421	63,876	66,435	69,089	71,856	74,728		
To	**A**	62,189	64,674	67,265	69,953	72,754	75,662		
	B	62,966	65,482	68,106	70,827	73,663	76,608		

	X	63,887	66,440	69,103	71,863	74,741	77,729		
	Y	64,206	66,772	69,449	72,222	75,115	78,118		
	C	65,009	67,607	70,317	73,125	76,054	79,094		
	D	65,822	68,452	71,196	74,039	77,005	80,083		
TC-06									
From	**$**	67,565	70,266	73,080	76,000	79,038	82,200		
To	**A**	68,410	71,144	73,994	76,950	80,026	83,228		
	B	69,265	72,033	74,919	77,912	81,026	84,268		
	X	70,278	73,087	76,015	79,052	82,212	85,501		
	Y	70,629	73,452	76,395	79,447	82,623	85,929		
	C	71,512	74,370	77,350	80,440	83,656	87,003		
	D	72,406	75,300	78,317	81,446	84,702	88,091		
TC-07									
From	**$**	74,321	77,295	80,386	83,599	86,948	90,424		
To	**A**	75,250	78,261	81,391	84,644	88,035	91,554		
	B	76,191	79,239	82,408	85,702	89,135	92,698		
	X	77,306	80,398	83,614	86,956	90,439	94,054		
	Y	77,693	80,800	84,032	87,391	90,891	94,524		
	C	78,664	81,810	85,082	88,483	92,027	95,706		
	D	79,647	82,833	86,146	89,589	93,177	96,902		
TC-08									
From	**$**	81,757	85,025	88,422	91,960	95,640	99,464		
To	**A**	82,779	86,088	89,527	93,110	96,836	100,707		
	B	83,814	87,164	90,646	94,274	98,046	101,966		
	X	85,040	88,439	91,972	95,653	99,481	103,458		
	Y	85,465	88,881	92,432	96,131	99,978	103,975		

	C	86,533	89,992	93,587	97,333	101,228	105,275		
	D	87,615	91,117	94,757	98,550	102,493	106,591		

Pay Notes

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Date Modified: 2017-07-27

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Directive Amended: 2017-08-16

Group	Sub-Group	Abbreviation
Special Services Group	Trades Master	SPS-TM

Classification Level	Effective Period			
	$	2013-08-05	**X**	2016-08-05 - Restructure
	A	2014-08-05	**C**	2016-08-05
	B	2015-08-05	**D**	2017-08-05

TM-05									
From	**$**	47,188	49,212	51,279					
To	**A**	47,772	49,818	51,926					
	B	48,378	50,444	52,573					
	X	49,588	51,696	53,887					
	C	50,214	52,343	54,555					
	D	50,840	52,990	55,244					
TM-06									
From	**$**	48,962	51,091	53,220					
To	**A**	49,567	51,738	53,887					
	B	50,193	52,385	54,555					
	X	51,446	53,700	55,912					

	C	52,093	54,367	56,601					
	D	52,740	55,056	57,310					
TM-07									
From	**$**	50,527	52,760	54,952					
To	**A**	51,153	53,428	55,640					
	B	51,800	54,096	56,329					
	X	53,094	55,453	57,728					
	C	53,762	56,141	58,458					
	D	54,430	56,851	59,188					
TM-08									
From	**$**	52,760	55,035	57,352					
To	**A**	53,428	55,724	58,061					
	B	54,096	56,413	58,792					
	X	55,453	57,832	60,253					
	C	56,141	58,562	61,004					
	D	56,851	59,293	61,776					
TM-09									
From	**$**	54,847	58,416[1]	57,227	60,942[1]	59,564	63,446[1]		
To	**A**	55,536	59,147[1]	57,936	61,693[1]	60,315	64,239[1]		
	B	56,225	59,877[1]	58,667	62,486[1]	61,067	65,032[1]		
	X	57,623	61,359[1]	60,128	64,030[1]	62,590	66,660[1]		
	C	58,354	62,152[1]	60,879	64,844[1]	63,363	67,474[1]		
	D	59,084	62,924[1]	61,630	65,637[1]	64,156	68,330[1]		
TM-10									
From	**$**	56,955	59,418	61,902					

To	**A**	57,665	60,169	62,674					
	B	58,395	60,921	63,467					
	X	59,856	62,444	65,053					
	C	60,608	63,216	65,867					
	D	61,359	64,010	66,681					
TM-11									
From	**$**	59,042	61,630	64,197					
To	**A**	59,773	62,402	64,990					
	B	60,524	63,175	65,804					
	X	62,048	64,761	67,453					
	C	62,820	65,575	68,288					
	D	63,613	66,389	69,144					
TM-12									
From	**$**	61,088	63,780	66,430					
To	**A**	61,860	64,573	67,265					
	B	62,632	65,387	68,100					
	X	64,197	67,015	69,811					
	C	64,990	67,580	70,688					
	D	65,804	68,705	71,565					
TM-13									
From	**$**	63,196	65,992	68,747					
To	**A**	63,989	66,827	69,603					
	B	64,782	67,662	70,479					
	X	66,410	69,352	72,232					
	C	67,244	70,229	73,130					
	D	68,079	71,105	74,048					

TM-14									
From	**$**	65,324	68,184	71,043					
To	**A**	66,138	69,039	71,940					
	B	66,973	69,895	72,838					
	X	68,643	71,648	74,653					
	C	69,498	72,546	75,593					
	D	70,375	73,443	76,532					

Pay Notes

[1] - Supervisory Rate (A1)

Nature of Supervisory Responsibility

A1 - Takes the lead as a working member of a group, assigns and explains work, helps workers to solve work problems by giving detailed instructions and demonstrations and motivates the group to meet specific quality and quantity standards.

Level 1 - one to five employees (6.5%)

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Directive Amended: 2018-02-20

Group	Sub-Group	Abbreviation
Law Enforcement Support	Telecommunications Operator	LES-TO

Classification Level	Effective Period			
	$	2014-01-01	B	2016-01-01
	A	2015-01-01		

TO-01									
From	$	50,405	52,429	54,519	56,703	58,970			
To	A	51,035	53,084	55,200	57,412	59,707			
	B	51,673	53,748	55,890	58,130	60,453			
TO-02									
From	$	55,442	57,663	59,976	62,372	64,864			
To	A	56,135	58,384	60,726	63,152	65,675			
	B	56,837	59,114	61,485	63,941	66,496			
TO-03									
From	$	60,440	62,857	65,375	67,982	70,702			
To	A	61,196	63,643	66,192	68,832	71,586			
	B	61,961	64,439	67,019	69,692	72,481			
TO-04									

From	**$**	65,877	68,508	71,254	74,105	77,066			
To	**A**	66,700	69,364	72,145	75,031	78,029			
	B	67,534	70,231	73,047	75,969	79,004			

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Directive Amended: 2017-07-27

Group	Sub-Group	Abbreviation
Special Services Group	Interpreter/Translator	SPS-TRL

Classification Level	Effective Period			
	$	2013-04-19	**X**	2016-04-19 (Restructure)
	A	2014-04-19	**C**	2016-04-19
	B	2015-04-19	**Y**	2017-04-19 (Restructure)
			D	2017-04-19

TRL-01									
From	**$**	51,612	52,954	54,292	55,629	56,966			
To	**A**	52,257	53,616	54,971	56,324	57,678			
	B	52,910	54,286	55,658	57,028	58,399			
	X	53,307	54,693	56,075	57,456	58,837			
	C	53,973	55,377	56,776	58,174	59,572			
	Y	54,243	55,654	57,060	58,465	59,870			
	Z	---	---	---	---	---			
	D	54,921	56,350	57,773	59,196	60,618			
TRL-02									
From	**$**	56,435	58,972	61,515	64,051	66,595	69,128	71,670	74,542
To	**A**	57,140	59,709	62,284	64,852	67,427	69,992	72,566	75,474
	B	57,854	60,455	63,063	65,663	68,270	70,867	73,473	76,417

	X	58,288	60,908	63,536	66,155	68,782	71,399	74,024	76,990
	C	59,017	61,669	64,330	66,982	69,642	72,291	74,949	77,952
	Y	59,312	61,977	64,652	67,317	69,990	72,652	75,324	78,342
	Z	---	---	---	---	---	---	---	---
	D	60,053	62,752	65,460	68,158	70,865	73,560	76,266	79,321
TRL-03									
From	**$**	69,184	72,212	75,235	78,258	81,283	84,314	87,730	
To	**A**	70,049	73,115	76,175	79,236	82,299	85,368	88,827	
	B	70,925	74,029	77,127	80,226	83,328	86,435	89,937	
	X	71,457	74,584	77,705	80,828	83,953	87,083	90,612	
	C	72,350	75,516	78,676	81,838	85,002	88,172	91,745	
	Y	72,712	75,894	79,069	82,247	85,427	88,613	92,204	
	Z	---	---	---	---	---	---	---	
	D	73,621	76,843	80,057	83,275	86,495	89,721	93,357	
TRL-04 [1,2]									
From	**$**	75,874	to	97,172					
To	**A**	76,822	to	98,387					
	B	77,782	to	99,617					
	X	78,365	to	100,364					
	C	79,345	to	101,619					
	Z	79,742	to	102,127					
	D	80,738	to	103,404					
TRL-05 [1,2]									
From	**$**	95,107	to	105,813					
To	**A**	96,296	to	107,136					
	B	97,500	to	108,475					
	X	98,231	to	109,289					
	C	99,459	to	110,655					
	Z	99,956	to	111,208					
	D	101,206	to	112,598					

Pay Notes

[1] - No monetary compensation for overtime.

[2] - Performance Pay

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New: 2017-08-24

Group	Sub-Group	Abbreviation
Special Services Group	Word Processing Operator	SPS-WPO

Classification Level	Effective Period			
	$	2013-06-21	**X**	2016-06-21 - Restructure
	A	2014-06-21	**C**	2016-06-21
	B	2015-06-21	**D**	2017-06-21

WPO-01											
From	**$**	32,101	32,924	33,743	34,554	35,366	36,179	36,997	37,810	38,626	39,446
To	**A**	32,502	33,336	34,165	34,986	35,808	36,631	37,459	38,283	39,109	39,939
	B	32,908	33,753	34,592	35,423	36,256	37,089	37,927	38,762	39,598	40,438
	X	33,073	33,922	34,765	35,600	36,437	37,274	38,117	38,956	39,796	40,640
	C	33,486	34,346	35,200	36,045	36,892	37,740	38,593	39,443	40,293	41,148
	D	33,905	34,775	35,640	36,496	37,353	38,212	39,075	39,936	40,797	41,662
WPO-02											
From	**$**	38,439	39,387	40,384	41,387						
To	**A**	38,919	39,879	40,889	41,904						
	B	39,405	40,377	41,400	42,428						
	X	39,602	40,579	41,607	42,640						
	C	40,097	41,086	42,127	43,173						
	D	40,598	41,600	42,654	43,713						

WPO-03											
From	$	41,938	43,067	44,202	45,340						
To	A	42,462	43,605	44,755	45,907						
	B	42,993	44,150	45,314	46,481						
	X	43,208	44,371	45,541	46,713						
	C	43,748	44,926	46,110	47,297						
	D	44,295	45,488	46,686	47,888						

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Appendix Amended: 2019-01-21

For bi-weekly, daily, hourly calculation formulas see App. 1-1-2.

Sub-Group	Code
Regular Member	RM
RM Senior Officer	RMSO
CM Senior Officer	EX
Special Constable	
Aircraft Maintenance Engineers	AME
Protective	PRO
Pilots	PT
Security and Enforcement	SE
Civilian Member	
Administration	ADM
Chaplain	CHP
Clerk	CK
Computer Personnel	CP
Education Services	EDU
Electronics Engineer	EE
Economics and Social Science Services	ESS
Electronics Technician	ETEC

Environmental Operator	EVO
Financial Management	FIN
Forensic Identification Technician	FIT
Forensic Science Laboratory Specialist	FSLS
Forensic Science Laboratory Technologist	FSLT
General Technician	GTEC
Health Nurse	HN
Intercept Monitor	IM
Law	LAW
Liaison	LN
Ships' Officers	MA
Manipulating	MAL
Medical Officer	MO
Program Administration	PADM
Personnel Administration	PN
Psychology	PSY
Photographer/Technician	PTEC
Purchasing and Supply	PUR
Scientific Research	RS
Store Attendant	SAT
Technical Consultant	TC
Trades Master	TM
Telecommunications Operator	TO
Interpreter/Translator	TRL
Word Processing Operator	WPO

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NCM - App. 1-1-5 Statement of Earnings and Deductions Codes

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Appendix Amended: 2019-01-21

Code	Explanation
5% GST/TPS	GK - 5% GST (Excluding Parking)
5% GST-PRK/STAT	GL - 5% GST on Ontario Parking Charges
8% MST/TVM	GF - 8% Manitoba - Sales Tax on Group Life Insurance Premiums
8% RST-ONT	GR - 8% Ontario RST (Excluding Parking)
9% QST/TVQ-EE	GD - 9% Quebec - Sales Tax on Insurance Premiums - Employee Share
9% QST/TVQ-ER	GE - 9% Quebec - Sales Tax on Insurance Premiums - Government Share
13% HST/TVH	SA - 13% Harmonized Sales Tax (HST)
A/P ADJ-RAJ SU	04 - Acting Pay (Adjustment)
A/P-TRAIT SU	03 - Acting Pay
A250-NT	90 - Reimbursement of Tuition Fees (A-250 Program) - Non-taxable
A250-T	89 - Reimbursement of Tuition Fees (A-250 Program) - Taxable
A-CMESS-A-SOUS	MH - Mess Dues - Combined (Adjustment)
ADJ-OCA3ITF-RAJ	8D - Operational Clothing Allowance (Daily) - Tier 3 - Prior Year Adjustment
AIR-ALL-ISA	19 - Air Services Allowance
AIR R-1-RESP	16 - Air Responsibility Allowance (Annual)
AIR R-2-RESP	17 - Air Responsibility Allowance (Per Diem)

AJR-MESS-ASOUS	MF - Mess Dues - Junior NCOs (Adjustment)
ALOA-IPIO	6F - Allowance - Loss of Operational Allowances (MFSI)
ANN-RENTES GC	ND - Canadian Government Annuities
AOFF-MESS-AOFF	MB - Mess Dues - Officers (Adjustment)
AP-OA-TSU-DO	5D - Acting Premium - Operational Availability
AP-OR-TSU-CIOI	5C - Acting Premium - Operational Readiness
AP-OT-TSU-HS	5B - Acting Premium - Overtime
ASR-MESS-SOU O	MD - Mess Dues - Senior NCOs (Adjustment)
AUTO LOAN/PRÊT	CN - Automobile Posting Loan - Repayment
AWRD-PDD	96 - Awards - Under $500 (Non-taxable)
BIA	AV - Bankruptcy and Insolvency Act - Assignment of Pay
BIL-BONUS-BIL	76 - Bilingual Bonus
BTFL-PRÊT FID	CR - Benefit Trust Fund Loan - Repayment (1st and 2nd pay period only)
C MESS-AUTRE	MG - Mess Dues - Composite
CF-ANN<90	PI - RCMPSA - Repay CFSA Annuity (Pre 1990) (Old Fund)
CF-ANN<90A	PJ - RCMPSA - Repay CFSA Annuity (Pre 1990) Adjustment (Old Fund)
CFTA-AIC	91 - Field Trainer Allowance
CO-OP-COOP	NB - Credit Union - Alterna
CPPQPP-RPCRRQ	CPP/QPP
CR UN-AUT COOP	NC - Credit Union - Other
CRA/IRC	68 - Cadet Recruitment Allowance
CSB-OEC	MY - Canada Savings Bonds
CSL	NS - Repayment of Canada Student Loan
D GRAT-IND DEC	39 - Death Gratuity - Two Months' Salary
DA/ID	4C - Deployment Allowance (CSIS)

DAMS-DOMM	BB - Damages
DEATH-1-DECES	41 - Retroactive Non-reportable Death Settlement (Pensionable)
DEATH-2-DECES	42 - Retroactive Non-reportable Death Settlement (Non-pensionable)
DI-1-AI	KG - DI - Member Share
DI-2-AI	KJ - DI - Government Share
DI-3-AI	KH - DI - Member Share (Adjustment)
DI-4-AI	KK - DI - Government Share (Adjustment)
DI-5-AI	LG - DI - Senior Executive and Equivalent
DI-6-AI	LH - DI - Senior Executive and Equivalent (Adjustment)
DIRDEP-DEPDIR	NP - Direct Deposit
DPH-RES-JFP	4S – DPH (Designated Paid Holiday) Pay - Reservists
DPHADJ-RAJJFDP	1R - Designated Paid Holiday - Adjustment
DPHPT-JFDPTP	1Q - Designated Paid Holiday
EA/ILE	4D - Environment Allowance (CSIS)
ELECTRIC-PARK	BF - Parking - Electrical Plug-In Charges
FALT/IFOLT	4A - Field Allowance (Long Term) - CSIS
FAST/IFOCT	4B - Field Allowance (Short Term) - CSIS
FINES-AMENDES	BA - Fines and Forfeitures of Pay
FLA-L-ETR	65 - Foreign Language Allowance
FSD-HOSTILITY	49 - Foreign Service Hostility Allowance
FSP-PRIME SE	60 - Foreign Service Premium
FTAXA-IMPOT-FR	GB - Federal Income Tax Adjustment
GARAGES	CB - Garages
GARN-1&2-SAIS	AA - Garnishment of Pay - First and second cycles of month only
GARN-1-SAISIE	G1 - Garnishment of Pay - First cycle of month only
GARN-2-SAISIE	G2 - Garnishment of Pay - Second cycle of month only

GARN-ALL-SAIS	G3 - Garnishment of Pay - All pay periods including cycle 3
GRA/IRG	4H - Geographical Relocation Allowance (CSIS)
GWL-10-GWL	LK - Great West Life - Optional Accidental Death and Dismemberment (Adjustment)
GWL-1-GWL	KA - Great West Life - Basic
GWL-2-GWL	KC - Great West Life - Optional
GWL-3A-GWL	LL - Great West Life - Optional Dependent (Children Only)
GWL-3-GWL	KE - Great West Life - Spouse
GWL-4-GWL	KB - Great West Life - Basic (Adjustment)
GWL-5-GWL	KD - Great West Life - Optional (Adjustment)
GWL-6A-GWL	LM – Great West Life - Optional Dependent (Children Only) - Adjustment
GWL-6-GWL	KF - Great West Life - Spouse (Adjustment)
GWL-8A-GWL	LN - Great West Life - Basic - Senior Executive Life Insurance - Adjustment Taxable Benefit)
GWL-8-GWL	LF - Great West Life - Basic - Senior Executive Life Insurance (Taxable Benefit)
GWL-9-GWL	LJ - Great West Life - Optional Accidental Death and Dismemberment
HA/ID	6B - Hardship Allowance (MFSI)
HA-BON	6E - Hardship Allowance Bonus (MFSI)
HLTH-PAR-SANTE	M2 - Healthpartners
HNEA-IEI	81 - Health Nurse Education Allowance
IMPÔT-FED-TAX	Federal Income Tax - Current
IMPÔT-PROV-TAX	Quebec Provincial Income Tax - Current
IPFUEL-PICOMB	3C - Fuel and Utilities Differential (IPGHD)
IPLIV-PIVIE	3B - Living Cost Differential (IPGHD)
IP-PI-ENV	3A - Environment Allowance (IPGHD)
IPSCD-PIIFL	3D - Shelter Cost Differential (IPGHD)

IPTRANT-PIVONI	3G - Vacation Travel Assistance (Non-taxable)
IPTRAVT-PIVOYI	3F - Vacation Travel Assistance (Taxable)
IREA-1-IFFR	66 - Management Category - Incidental Relocation Expense Allowance (Inter-divisional Transfer)
IREA-2-IFFR	67 - Management Category - Incidental Relocation Expense Allowance (Intra-divisional Transfer)
JR MESS-SOUS	ME - Mess Dues - Junior NCOs
KIT-1-EQUIP	CC - Kit and Clothing Repayment
KIT-PEN EQUIP	BC - Kit Shortages
LMA/IMC	53 - Local Market Allowance
LMA-ADJ-IMC	54 - Local Market Allowance Adjustment
LOSS-PERTE	BD - Loss of Equipment
LS-PERF-MF	74 - Performance Award - Senior Executives
LS-EX/MF-CD	9L - Lump Sum Equivalent - Surplus Executives
LTO-HCC	43 - LTO - Bank Clearance
LTORSP-HCCREER	9J - Payout of Lieu Time Off to RRSP
MAT-ALLCE-MAT	70 - Maternity Allowance
MEALS-2-REPAS	CE - Meals - Bi-weekly
MEALS-3-REPAS	CF - Meals - Adjustment
M-INT-D-INT-H	56 - Mortgage Interest Differential - Intra/Interdivisional Transfer
M-INT-NCR-M-INT	57 - Mortgage Interest Differential - Protective Services (NCR)
MISC-DIVERS	BE - Miscellaneous Recoveries
MSPBC-1-RAM CB	HE - B.C. Medicare Plan - Member Share
MSPBC-2-RAM CB	HF - B.C. Medicare Plan - Member Share (Adjustment)
MSPBC-3-RAM CB	HG - B.C. Medicare Plan - Government Share
MSPBC-4-RAM CB	HH - B.C. Medicare Plan - Government Share (Adjustment)
NUN-TAX	FO - Nunavut Payroll Tax

NUN-TAX-ADJ	FP - Nunavut Payroll Tax (Adjustment)
NWT-TAX	FX - NWT Payroll Tax
NWT-TAX-ADJ	FY - NWT Payroll Tax (Adjustment)
OAADJ-RAJDO	28 Operational Availability - Adjustment
O/P-NS-1-TP-NP	AK - Recovery of Overpayment - Non-superannuable
O/P-NS-2-TP-NP	AM - Recovery of Overpayment - Non-superannuable
O/P-NS-3-TP-NP	AN - Recovery of Overpayment - Non-superannuable
O/P-NS-4-TP-NP	AP - Recovery of Overpayment - Non-superannuable
O/P-NS-TPN-PENS	AE - Recovery of Overpayment - Non-superannuable
O/P-NT-NI-TP	AZ - Recovery of Overpayment - Non-taxable
O/T ADJ-RAJ HS	02 - Overtime (Adjustment)
O/T-H SUPPL	Overtime
OA/IO	4J - Operational Allowance (CSIS)
OCA-1-ITF	8A - Operational Clothing Allowance (Protective) - Tier 1
OCA-2-ITF	8B - Operational Clothing Allowance (Full-Time Operational) - Tier 2
OCA-3-ITF	8C - Operational Clothing Allowance (Daily) - Tier 3 - Current Year
OFF-MESS-OFF	MA - Officer's Mess Dues
OFSP/PSEO	6A - Operations Foreign Service Premium (MFSI)
OP1S-OF-TP1P	AD - Recovery of Overpayment - Superannuable
OP2S-OF-TP2P	AF - Recovery of Overpayment - Superannuable
OP3S-OF-TP3P	AG - Recovery of Overpayment - Superannuable
OP4S-OF-TP4P	AH - Recovery of Overpayment - Superannuable
OP5S-OF-TP5P	AJ - Recovery of Overpayment - Superannuable
OTH-CHAR-DIVER	M3 - Other Charitable Organization
PA/IA	4K - Posting Allowance (CSIS)
PALD-RRSP-PCR	9H - Payout of Annual Leave on Discharge to RRSP

PAR-ALLCE-PAR	9P - Parental Allowance
PARK-86A-STAT	CO - Parking - Ontario (Adjustment)
PARK-86-STAT	CQ - Parking - Ontario
PARK-86TX-STAT	CV - Parking - Ontario - Taxable
PARK-ADJ-STAT	CP - Parking (Adjustment)
PARK-ALL-STAT	80 - Parking Allowance - Senior Management and Equivalent
PARK-STAT	CS - Parking
PARK-TX-STAT	CX - Parking (Taxable) - Benefit to the Employee
PAY LL-REM TLC	37 - PAYOUT OF ANNUAL LEAVE
PAY MD-REM MD	38 - Payment for Month of Death
PAYE-SERV PAY	05 - Service Pay
PD-ALL-AFF	63 - Post Differential Allowance
PEA-2-ADP	58 - Pay Equity/Salary Relativity Allowance - Non-pensionable
PEADJ-2-RAJP	59 - Pay Equity/Salary Relativity Allowance Adjustment - (Non-pensionable)
PLA-PER SOLDE	61 - Post Living Allowance
PLSF-1-PLIT	2N - Payment in Lieu of Severance - Liquidation of Full Accumulation - Taxable
PLSF-2-PLIT	2P - Payment in Lieu of Severance - Liquidation of Full Accumulation - Non-taxable
PLSP-1-PLIP	2Q - Payment in Lieu of Severance - Liquidation of Partial Accumulation - Taxable
PLSP-2-PLIP	2R - Payment in Lieu of Severance - Liquidation of Partial Accumulation - Non- taxable
POST-AFFECT	CM - Posting Loan - Repayment
PROV-ALL-IP	20 - Senior Cst. Provisional Allowance
PSAC-U-AFPC	CU - PSAC Union Dues
PS-ANN<90	PG - RCMPSA - Repay PSSA Annuity (Pre 1990) (Old Fund)

PS-ANN<90A	PH - RCMPSA - Repay PSSA Annuity (Pre 1990) Adjustment (Old Fund)
PSHCP-10-RSSFP	JJ - PSHCP - Management Category - Member Share
PSHCP-11-RSSFP	JK - PSHCP - Management Category - Member Share (Adjustment)
PSHCP-12-PSHCP	JM - PSHCP - Management Category - Government Share
PSHCP-13-RSSFP	JN - PSHCP - Management Category - Government Share (Adjustment)
PSHCP-1-RSSFP	JA - PSHCP - Member Share - Current
PSHCP-4-RSSFP	JB - PSHCP - Member Share (Adjustment)
PSHCP-6-RSSFP	JC - PSHCP - Government Share
PSHCP-7-RSSFP	JD - PSHCP - Government Share (Adjustment)
PTAXA-IMPÔT-PR	GC - Provincial Income Tax (Adjustment)
QRLY-TRIM	NG - RCMP Quarterly
QTRS A-RAJ LOG	CJ - Government Quarters (Adjustment)
QTRS S-LOG CEL	CG - Government Quarters - Single
QTRS-LOG	CH - Government Quarters
QTRS-TX-LOG IMP	CT - Government Quarters - Taxable
RA-ASSOC-RECRE	NE - R.A. Centre - Ottawa
RCA1X-OF	PV - RCA Elected Single Rate Service (Old Fund)
RCA2X-OF	PW - RCA Elected Double Rate Service (Old Fund)
RCA-35-CDR	PR - RCMP/Retirement Compensation Agreement (RCMP/RCA) - Over 35 Years Current (Old Fund)
RCA-35NF-CDR	VR - RCMP Retirement Compensation Agreement (RCMP/RCA) - Over 35 Years Current (New Fund)
RCA-A35NFR-CDR	VS - RCMP Retirement Compensation Agreement (RCMP/RCA) - Over 35 Years Current Adjustment (New Fund)
RCA-A-35-R-CDR	PS - RCMP/Retirement Compensation Agreement (RCMP/RCA) - Over 35 Years - Current Adjustment (Old Fund)
REC OPTREC PRT	AB - Recovery of Overpayments - Non-reversible Deduction
REC-5-REC	AC - Emergency Salary Advance - Recovery

REC-6-REC	AR - Recovery of Pay - Other Paying Office
REC-7-REC	AS - Recovery of Overpayments - Prior Years
REF-RX-NF	RX - Refund of RCA Over-contribution - Prior Year (New Fund)
REF-RY-NF	RY - Refund RCMPSF Over-contribution - Prior Year (New Fund)
REG ADJ-RAJBAS	01 - Regular Pay (Adjustment)
REG-TRAIT-BASE	Regular Pay
REL-INTRA-RÉIN	50 - Transfer Allowance - Intra-divisional Transfer
REL-INTER-RÉIN	51 - Transfer Allowance - Inter-divisional Transfer
RETRO-AP/SUP	10 - Retroactive Salary Revision - Acting Pay (Current and Prior Fiscal Years)
RETRO-APP/PTS	5E – Retroactive Salary Revision – Acting Premium
RETRO-OA/DO-1	5H – Retroactive Salary Revision – Operational Availability (Current Fiscal Year)
RETRO-OA/DO-2	5J – Retroactive Salary Revision – Operational Availability (Prior Fiscal Year)
RETRO-OT/SUR-1	08 - Retroactive Salary Revision - Overtime (Current Fiscal Year)
RETRO-OT/SUR-2	09 - Retroactive Salary Revision - Overtime (Prior Fiscal Year)
RETRO-RP/PR-1	06 - Retroactive Salary Revision - Regular Pay (Current Fiscal Year)
RETRO-RP/PR-2	07 - Retroactive Salary Revision - Regular Pay (Prior Fiscal Year)
RETRO-SP/SS-1	5M – Retroactive Salary Revision – Service Pay (Current Fiscal Year)
RETRO-SP/SS-2	5L – Retroactive Salary Revision – Service Pay (Prior Fiscal Year)
RETRO-6-RETRO	4U – Retroactive Salary Revision – Regular Pay (Reservists)
RETRO-7-RETRO	4V – Retroactive Salary Revision – Extra Duty Pay (Reservists)
RiskAllow/IndemRisq	6C - Risk Allowance (MFSI)
RP ADJ-RAJTR	1T - Regular Pay Adjustment - Non-superannuable
RP NS-TR NPEN	1U - Regular Pay - Recovery - Non-superannuable
RTRO-OR/CIOI-1	5F – Retroactive Salary Revision – Operational Readiness (Current Fiscal Year)

RTRO-OR/CIOI-2	5G – Retroactive Salary Revision – Operational Readiness (Prior Fiscal Year)
SA-LWOP-1X	WO - RCMPSA - LWOP Deficiency - Single Rate - (Old Fund)
SA-LWOP-1X-A	WP - RCMPSA - LWOP Deficiency - Single Rate Adjustment (Old Fund)
SA-LWOP-25X	WS - RCMPSA - LWOP Deficiency - 2.5 Rate (Old Fund)
SA-LWOP-25X-A	WT - RCMPSA - LWOP Deficiency - 2.5 Rate Adjustment (Old Fund)
SA-LWOP-2X	WQ - RCMPSA - LWOP Deficiency - Double Rate (Old Fund)
SA-LWOP-2X-A	WR - RCMPSA - LWOP Deficiency - Double Rate Adjustment (Old Fund)
SAPS-89A-SALPR	PF - RCMPSA - Prior Service (Service before 90-01-01) (Adjustment)
SAPS-89-SALPR	PE - RCMPSA - Prior Service (Service prior to 90-01-01)
SAPS-90A-SALPR	PL - RCMPSA - Prior Service (Service after 89-12-31) (Adjustment)
SAPS-90-SALPR	PK - RCMPSA - Prior Service (Service after 89-12-31)
SA-W/WN-1X>89	WG - RCMPSA Post 1989 Elected Single Rate Service While or While Not a Contributor (Old Fund)
SA-W/WN-25X>89	WJ - RCMPSA Post 1989 Elected 2.5 Rate Service While or While Not a Contributor (Old Fund)
SA-W/WN-2X>89	WH - RCMPSA Post 1989 Elected Double Rate Service While or While Not a Contributor (Old Fund)
SA-W-1X<90	WA - RCMPSA Pre 1990 Elected Single Rate Service While a Contributor (Old Fund)
SA-W-25X<90	WE - RCMPSA Pre 1990 Elected 2.5 Rate Service While a Contributor (Old Fund)
SA-W-2X<90	WC - RCMPSA Pre 1990 Elected Double Rate Service While a Contributor (Old Fund)
SA-WN-1X<90	WB - RCMPSA Pre 1990 Elected Single Rate Service While Not a Contributor (Old Fund)
SA-WN-25X<90	WF - RCMPSA Pre 1990 Elected 2.5 Rate Service While Not a Contributor (Old Fund)
SA-WN-2X<90	WD - RCMPSA Pre 1990 Elected Double Rate Service While Not a Contributor (Old Fund)
SD-1-RELEVE	11 - Shift Differential - 1

SD-2-RELEVE	12 - Shift Differential - 2
SEVER-1-CESS	30 - Severance Pay Eligible to RRSP
SEVER-2-CESS	31 - Severance Pay - Cash - Eligible
SEVER-3-CESS	32 - Severance Pay - Cash - Non-eligible
SEVER-4-CESS	33 - Severance Pay - Non-eligible to RRSP
SEVER-5-CESS	9Q - Severance Pay - Exempt Income for Status Indian (Career % Time Worked on a Reserve) Eligible
SEVER-6-CESS	9R - Severance Pay - Exempt Income for Status Indian (Career % Time Worked on a Reserve) Non-eligible
SF-35-LPR	VC - RCMPSF - Current Over 35 Years' Pensionable Service (New Fund)
SF-A/R-LPR	VB - RCMPSF - Current Adjustment (New Fund)
SF-A-35-R-LPR	VD - RCMPSF - Over 35 Years' Pensionable Service Current Adjustment (New Fund)
SFL-CA	NN - Self-Funded Leave Without Pay (ALTERNA SAVINGS)
SFL-CPD-CA	NO - Self-Funded Leave Without Pay (Desjardins Trust)
SF-LPR	VA - RCMPSF - Current (New Fund)
SF-LWOP-1X	XO - RCMPSF - LWOP Deficiency - Single Rate - (New Fund)
SF-LWOP-1X-A	XP - RCMPSF - LWOP Deficiency - Single Rate Adjustment (New Fund)
SF-LWOP-25X	XS - RCMPSF - LWOP Deficiency - 2.5 Rate (New Fund)
SF-LWOP-25X-A	XT - RCMPSF - LWOP Deficiency - 2.5 Rate Adjustment (New Fund)
SF-LWOP-2X	XQ - RCMPSF - LWOP Deficiency - Double Rate (New Fund)
SF-LWOP-2X-A	XR - RCMPSF - LWOP Deficiency - Double Rate Adjustment (New Fund)
SF-W/WN-1X>89	XG - RCMPSF Post 1989 Elected Single Rate Service While or While Not a Contributor (New Fund)
SF-W/WN-25X>89	XJ - RCMPSF Post 1989 Elected 2.5 Rate Service While or While Not a Contributor (New Fund)
SF-W/WN-2X>89	XH - RCMPSF Post 1989 Elected Double Rate Service While or While Not a Contributor (New Fund)
SF-W-1X<90	

	XA - RCMPSF Pre 1990 Elected Single Rate Service While a Contributor (New Fund)
SF-W-25X<90	XE - RCMPSF Pre 1990 Elected 2.5 Rate Service While a Contributor (New Fund)
SF-W-2X<90	XC - RCMPSF Pre 1990 Elected Double Rate Service While a Contributor (New Fund)
SF-WN-1X<90	XB - RCMPSF Pre 1990 Elected Single Rate Service While Not a Contributor (New Fund)
SF-WN-25X<90	XF - RCMPSF Pre 1990 Elected 2.5 Rate Service While Not a Contributor (New Fund)
SF-WN-2X<90	XD - RCMPSF Pre 1990 Elected Double Rate Service While Not a Contributor (New Fund)
SHELTER-FS	NL - Foreign Service Shelter Share (Non-reversible)
SL1-I-LI1-I	S1 - Payment in Lieu of Severance - Liquidation Full Accumulation - Information Reporting
SL2-I-LI2-I	S2 - Payment in Lieu of Severance - Liquidation Partial Accumulation - Information Reporting
SR-MESS-SOUS O	MC - Mess Dues - Senior NCOs
SRP/PSR	6D - Special Risk Premium (MFSI)
S-I-INTRA-E-I	4P – Savings and Incentives – Intra divisional Transfer
S-I-INTER-E-I	4Q – Savings and Incentives – Inter divisional Transfer
S-I-CADET-E-I	4R – Savings and Incentives – Cadets Inter divisional Transfer
TA-ADJ1B-IP	1B - CP Terminable Allowance Adjustments
TB1-Q-AI1	JR - PSHCP (Taxable Benefit Quebec) - Regular Members
TR EX-VOYAGE	CD - Travel Expenses
TRANS-3-DEM	52 - Transfer Allowance - Protective Services
TRANSNT/MUTNI	4L - Transfer Allowance (Non-taxable) - CSIS
TRANSQ/MUTQ	4M - Transfer Allowance-Quebec Residents (CSIS)
TRAVTX-VOY-IMP	CW - Travel Assistance Benefits - Taxable
TRM-ALLW-PAYME	1J - Terminable Allowance Ongoing Biweekly Payment

TSA/IST	4E - Transition Support Allowance (CSIS)
TSAA/ISTR	4F - Transition Support Allowance (Adjustment) - CSIS
U-CAPE/ACEP	U1 - Union Dues-CAPE
U-CAPE-A-ACEP	U2 - Union Dues-CAPE (Adjustment)
U-PIPSC/IPFPC	U3 – Union Dues-PIPSC
U-PIPSC-A-IPFP	U4 – Union Dues-PIPSC (Adjustment)
UA-CENTRAIDE	NK - United Way
UIC RB-RIS CAC	72 - EI Rebate
UIC-ASS CHOM	EI
UICDTP-ACDTP	GA - EI Demand on Third Parties
UTILS-UTIL PUB	CA - Utilities
VAC-LIQ	1F - Payout of Annual Leave - Senior Officers
VAC-RES-VAC	4T – Vacation Pay In Lieu - Reservists
WFA-1-RDE	9A - Workforce Adjustment - Eligible to RRSP
WFA-2-RDE	9B - Workforce Adjustment - Cash-eligible
WFA-3-RDE	9C - Workforce Adjustment - Cash-non-eligible
WFA-4-RDE	9D - Workforce Adjustment - Non-eligible to RRSP

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Directive Amended: 2017-12-21

Group	Sub-Group	Abbreviation
Forensic Laboratory and Identification	Forensic Science Laboratory Specialist	FLI-FSLS

Classification Level	Effective Period			
	$	2013-10-01	**X**	2016-10-01 - Restructure
	A	2014-10-01	**C**	2016-10-01
	B	2015-10-01	**D**	2017-10-01

FSLS-01[2]									
From	**$**	30,736	to	64,695					
To	**A**	31,120	to	65,504					
	B	31,509	to	66,323					
	X	31,509	to	68,030					
	C	31,903	to	66,880					
	D	32,302	to	69,741					
FSLS-02									
From	**$**	60,419	63,122	65,843	69,332[3]	72,582	75,838	79,085	82,340
To	**A**	61,174	63,911	66,666	70,199[3]	73,489	76,786	80,074	83,369
	B	61,939	64,710	67,499	71,076[3]	74,408	77,746	81,075	84,411
	X	n/a	n/a	n/a	74,408[3]	77,746	81,075	84,411	87,743
	C	62,713	65,519	68,343	75,338[3]	78,718	82,088	85,466	88,840
	D	63,497	66,338	69,197	76,280[3]	79,702	83,114	86,534	89,951
From	**$**	85,590	88,841	92,094					
To	**A**	86,660	89,952	93,245					
	B	87,743	91,076	94,411					

	X	91,076	94,411	95,799					
	C	92,214	95,591	96,996					
	D	93,367	96,786	98,208					
FSLS-03									
From	$	86,799	90,033	93,264	96,500	99,738	n/a		
To	A	87,884	91,158	94,430	97,706	100,985	n/a		
	B	88,983	92,297	95,610	98,927	102,247	n/a		
	X	92,297	95,610	98,927	102,247	105,689	109,670		
	C	93,451	96,805	100,164	103,525	107,010	111,041		
	D	94,619	98,015	101,416	104,819	108,348	112,429		
FSLS-04[1]									
From	$	95,754	99,708	103,656	107,603	111,550	n/a		
To	A	96,951	100,954	104,952	108,948	112,944	n/a		
	B	98,163	102,216	106,264	110,310	114,356	n/a		
	X	102,216	106,264	110,310	114,356	116,605	119,692		
	C	103,494	107,592	111,689	115,785	118,063	121,188		
	D	104,788	108,937	113,085	117,232	119,539	122,703		

Pay Notes

1. No monetary compensation for overtime.
2. A Performance Pay increase of 4% may be approved by the commander semi-annually.
3. Pay Barrier
    a. A member must satisfy the following three criteria to cross the pay barrier:
        1. has successfully completed the FLS Understudy Program or be deemed to have the equivalent forensic specialization;
        2. has demonstrated the expertise and skills required to present scientific evidence in a legal process; and
        3. has taken a lead role in a research activity related to forensic science which results in the amassment and documentation of a sufficient body of knowledge that is of adequate quality to be published in a peer reviewed journal.
    b. The A/Commr. Forensic Laboratory Services is authorized to interpret the criteria in 3.a) 1. to 3. and decide if a member has met the criteria to cross the pay barrier.
    c. The responsibility to recommend a member to cross the pay barrier-based on evidence of meeting the criteria rests with the member's manager.

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Forensic Laboratory and Identification	Forensic Science Laboratory Specialist	FLI-FSLS

Classification Level	Effective Period			
	$	2017-10-01	Y	2019-10-01 (wage adjustment)
	X	2018-10-01 (wage adjustment)	B	2019-10-01
	A	2018-10-01	C	2020-10-01
			D	2021-10-01

FSLS-01 [2]									
From	$	32,302	to	69,741					
To	X	32,560	to	70,299					
	A	33,211	to	71,705					
	Y	33,277	to	71,848					
	B	33,943	to	73,285					
	C	34,452	to	74,384					
	D	34,969	to	75,500					
FSLS-02									
From	$	63,497	66,338	69,197	76,280[3]	79,702	83,114	86,534	89,951
To	X	64,005	66,869	69,751	76,890	80,340	83,779	87,226	90,671
	A	65,285	68,206	71,146	78,428	81,947	85,455	88,971	92,484

	Y	65,416	68,342	71,288	78,585	82,111	85,626	89,149	92,669
	B	66,724	69,709	72,714	80,157	83,753	87,339	90,932	94,522
	C	67,725	70,755	73,805	81,359	85,009	88,649	92,296	95,940
	D	68,741	71,816	74,912	82,579	86,284	89,979	93,680	97,379
From	**$**	93,367	96,786	98,208					
To	**X**	94,114	97,560	98,994					
	A	95,996	99,511	100,974					
	Y	96,188	99,710	101,176					
	B	98,112	101,704	103,200					
	C	99,584	103,230	104,748					
	D	101,078	104,778	106,319					
FSLS-03									
From	**$**	94,619	98,015	101,416	104,819	108,348	112,429		
To	**X**	95,376	98,799	102,227	105,658	109,215	113,328		
	A	97,284	100,775	104,272	107,771	111,399	115,595		
	Y	97,479	100,977	104,481	107,987	111,622	115,826		
	B	99,429	102,997	106,571	110,147	113,854	118,143		
	C	100,920	104,542	108,170	111,799	115,562	119,915		
	D	102,434	106,110	109,793	113,476	117,295	121,714		
FSLS-04 [1]									
From	**$**	104,788	108,937	113,085	117,232	119,539	122,703		
To	**X**	105,626	109,808	113,990	118,170	120,495	123,685		
	A	107,739	112,004	116,270	120,533	122,905	126,159		
	Y	107,954	112,228	116,503	120,774	123,151	126,411		
	B	110,113	114,473	118,833	123,189	125,614	128,939		
	C	111,765	116,190	120,615	125,037	127,498	130,873		
	D	113,441	117,933	122,424	126,913	129,410	132,836		

Pay Notes

1. No monetary compensation for overtime.
2. A Performance Pay increase of 4% may be approved by the commander semi-annually.
3. Pay Barrier

a. A member must satisfy the following three criteria to cross the pay barrier:

    1. has successfully completed the FLS Understudy Program or be deemed to have the equivalent forensic specialization;
    2. has demonstrated the expertise and skills required to present scientific evidence in a legal process; and
    3. has taken a lead role in a research activity related to forensic science which results in the amassment and documentation of a sufficient body of knowledge that is of adequate quality to be published in a peer reviewed journal.

b. The A/Commr. Forensic Laboratory Services is authorized to interpret the criteria in 3.a) 1. to 3. and decide if a member has met the criteria to cross the pay barrier.

c. The responsibility to recommend a member to cross the pay barrier-based on evidence of meeting the criteria rests with the member's manager.

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Directive Amended: 2017-12-13

Group	Sub-Group	Abbreviation
Special Services Group	Electronics Engineer	SPS-EE

Classification Level	Effective Period			
	$	2013-10-01	**C**	2016-10-01
	A	2014-10-01	**Y**	2017-10-01 (Restructure EE 3, EE 4)
	B	2015-10-01	**D**	2017-10-01
	X	2016-04-01 (Restructure)		

EE-01									
From	**$**	49,349	to	57,836[2]					
To	**A**	49,966	to	58,559[2]					
	B	50,591	to	59,291[2]					
	X	51,097	to	59,884[2]					
	C	51,736	to	60,633[2]					
	D	52,383	to	61,391[2]					
EE-02									
From	**$**	63,028	65,411	67,622	69,834	72,050			
To	**A**	63,816	66,229	68,467	70,707	72,951			
	B	64,614	67,057	69,323	71,591	73,863			
	X	65,260	67,728	70,016	72,307	74,602			
	C	66,076	68,575	70,891	73,211	75,535			

	D	66,902	69,432	71,777	74,126	76,479			
EE-03									
From	**$**	77,247	80,025	82,793	85,559	88,329	91,096	93,862	
To	**A**	78,213	81,025	83,828	86,628	89,433	92,235	95,035	
	B	79,191	82,038	84,876	87,711	90,551	93,388	96,223	
	X	79,983	82,858	85,725	88,588	91,457	94,322	97,185	
	C	80,983	83,894	86,797	89,695	92,600	95,501	98,400	
	Y	81,185	84,104	87,014	89,919	92,832	95,740	98,646	
	D	82,200	85,155	88,102	91,043	93,992	96,937	99,879	
EE-04									
From	**$**	90,395	93,397	96,407	99,414	102,420	105,427		
To	**A**	91,525	94,564	97,612	100,657	103,700	106,745		
	B	92,669	95,746	98,832	101,915	104,996	108,079		
	X	93,596	96,703	99,820	102,934	106,046	109,160		
	C	94,766	97,912	101,068	104,221	107,372	110,525		
	Y	95,003	98,157	101,321	104,482	107,640	110,801		
	D	96,191	99,384	102,588	105,788	108,986	112,186		
EE-05									
From	**$**	103,807	107,299	110,808	114,315	117,833	121,348		
To	**A**	105,105	108,640	112,193	115,744	119,306	122,865		
	B	106,419	109,998	113,595	117,191	120,797	124,401		
	X	107,483	111,098	114,731	118,363	122,005	125,645		
	C	108,827	112,487	116,165	119,843	123,530	127,216		
	D	110,187	113,893	117,617	121,341	125,074	128,806		
EE-06[1]									
From	**$**	115,793	119,515	123,250	126,977	130,703	134,429		
To	**A**	117,240	121,009	124,791	128,564	132,337	136,109		
	B	118,706	122,522	126,351	130,171	133,991	137,810		

	X	119,893	123,747	127,615	131,473	135,331	139,188		
	C	121,392	125,294	129,210	133,116	137,023	140,928		
	D	122,909	126,860	130,825	134,780	138,736	142,690		

Pay Notes

1 - No monetary compensation for overtime.

2 - With intermediate steps of $60.

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Electronics Engineer	SPS-EE

Classification Level	Effective Period			
	$	2017-10-01	**B**	2019-10-01
	X	2018-10-01 (wage adjustment)	**C**	2020-10-01
	A	2018-10-01	**D**	2021-10-01
	Y	2019-10-01 (wage adjustment)		

EE-01									
From	**$**	52,383	to	61,391[2]					
To	**X**	52,802	to	61,882[2]					
	A	53,858	to	63,120[2]					
	Y	53,966	to	63,246[2]					
	B	55,045	to	64,511[2]					
	C	55,871	to	65,479[2]					
	D	56,709	to	66,461[2]					
EE-02									
From	**$**	66,902	69,432	71,777	74,126	76,479			
To	**X**	67,437	69,987	72,351	74,719	77,091			

	A	68,786	71,387	73,798	76,213	78,633			
	Y	68,924	71,530	73,946	76,365	78,790			
	B	70,302	72,961	75,425	77,892	80,366			
	C	71,357	74,055	76,556	79,060	81,571			
	D	72,427	75,166	77,704	80,246	82,795			
EE-03									
From	**$**	82,200	85,155	88,102	91,043	93,992	96,937	99,879	
To	**X**	82,858	85,836	88,807	91,771	94,744	97,712	100,678	
	A	84,515	87,553	90,583	93,606	96,639	99,666	102,692	
	Y	84,684	87,728	90,764	93,793	96,832	99,865	102,897	
	B	86,378	89,483	92,579	95,669	98,769	101,862	104,955	
	C	87,674	90,825	93,968	97,104	100,251	103,390	106,529	
	D	88,989	92,187	95,378	98,561	101,755	104,941	108,127	
EE-04									
From	**$**	96,191	99,384	102,588	105,788	108,986	112,186		
To	**X**	96,961	100,179	103,409	106,634	109,858	113,083		
	A	98,900	102,183	105,477	108,767	112,055	115,345		
	Y	99,098	102,387	105,688	108,985	112,279	115,576		
	B	101,080	104,435	107,802	111,165	114,525	117,888		
	C	102,596	106,002	109,419	112,832	116,243	119,656		
	D	104,135	107,592	111,060	114,524	117,987	121,451		
EE-05									
From	**$**	110,187	113,893	117,617	121,341	125,074	128,806		
To	**X**	111,068	114,804	118,558	122,312	126,075	129,836		
	A	113,289	117,100	120,929	124,758	128,597	132,433		
	Y	113,516	117,334	121,171	125,008	128,854	132,698		
	B	115,786	119,681	123,594	127,508	131,431	135,352		
	C	117,523	121,476	125,448	129,421	133,402	137,382		

	D	119,286	123,298	127,330	131,362	135,403	139,443		
EE-06[1]									
From	**$**	122,909	126,860	130,825	134,780	138,736	142,690		
To	**X**	123,892	127,875	131,872	135,858	139,846	143,832		
	A	126,370	130,433	134,509	138,575	142,643	146,709		
	Y	126,623	130,694	134,778	138,852	142,928	147,002		
	B	129,155	133,308	137,474	141,629	145,787	149,942		
	C	131,092	135,308	139,536	143,753	147,974	152,191		
	D	133,058	137,338	141,629	145,909	150,194	154,474		

Pay Notes

[1] - No monetary compensation for overtime.

[2] - With intermediate steps of $300.

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Directive Amended: 2017-06-23

Group	Sub-Group	Abbreviation
Special Services Group	Economics and Social Science Services	SPS-ESS

Classification Level	Effective Period			
	$	2013-06-22	X	2016-06-22 (Restructure)
	A	2014-06-22	C	2016-06-22
	B	2015-06-22	D	2017-06-22

ESS-01									
From	$	48,355	50,045	51,801	54,339	56,214			
To	A	48,959	50,671	52,449	55,018	56,917			
	B	49,571	51,304	53,105	55,706	57,628			
	X	50,067	51,817	53,636	56,263	58,204			
	C	50,693	52,465	54,306	56,966	58,932			
	D	51,327	53,121	54,985	57,678	59,669			
ESS-02									
From	$	54,101	55,412	57,353	59,958	62,026			
To	A	54,777	56,105	58,070	60,707	62,801			
	B	55,462	56,806	58,796	61,466	63,586			
	X	56,017	57,374	59,384	62,081	64,222			
	C	56,717	58,091	60,126	62,857	65,025			
	D	57,426	58,817	60,878	63,643	65,838			

ESS-03									
From	**$**	59,756	61,460	63,162	65,359	67,614			
To	**A**	60,503	62,228	63,952	66,176	68,459			
	B	61,259	63,006	64,751	67,003	69,315			
	X	61,872	63,636	65,399	67,673	70,008			
	C	62,645	64,431	66,216	68,519	70,883			
	D	63,428	65,236	67,044	69,375	71,769			
ESS-04									
From	**$**	64,505	66,711	69,017	72,157	74,647			
To	**A**	65,311	67,545	69,880	73,059	75,580			
	B	66,127	68,389	70,754	73,972	76,525			
	X	66,788	69,703	71,462	74,712	77,290			
	C	67,623	69,936	72,355	75,646	78,256			
	D	68,468	70,810	73,259	76,592	79,234			
ESS-05									
From	**$**	77,118	79,472	82,070	85,804	88,764			
To	**A**	78,082	80,465	83,096	86,877	89,874			
	B	79,058	81,471	84,135	87,963	90,997			
	X	79,849	82,286	84,976	88,843	91,907			
	C	80,847	83,315	86,038	89,954	93,056			
	D	81,858	84,356	87,113	91,078	94,219			
ESS-06									
From	**$**	87,128	90,182	93,427	97,678	101,048			
To	**A**	88,217	91,309	94,595	98,899	102,311			
	B	89,320	92,450	95,777	100,135	103,590			
	X	90,213	93,375	96,735	101,136	104,626			
	C	91,341	94,542	97,944	102,400	105,934			
	D	92,483	95,724	99,168	103,680	107,258			

ESS-07									
From	**$**	98,444	101,417	104,493	109,247	113,016			
To	**A**	99,675	102,685	105,799	110,613	114,429			
	B	100,921	103,969	107,121	111,996	115,859			
	X	101,930	105,009	108,192	113,116	117,018			
	C	103,204	106,322	109,544	114,530	118,481			
	D	104,494	107,651	110,913	115,962	119,962			
ESS-08									
From	**$**	107,030	109,995	113,106	118,251	122,331			
To	**A**	108,368	111,370	114,520	119,729	123,860			
	B	109,723	112,762	115,952	121,226	125,408			
	X	110,820	113,890	117,112	122,438	126,662			
	C	112,205	115,314	118,576	123,968	128,245			
	D	113,608	116,755	120,058	125,518	129,848			

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Economics and Social Science Services	SPS-ESS

Classification Level	Effective Period			
	$	2017-06-22	B	2019-06-22
	X	2018-06-22 (wage adjustment)	C	2020-06-22
	A	2018-06-22	D	2021-06-22
	Y	2019-06-22 (wage adjustment)		

ESS-01									
From	$	51,327	53,121	54,985	57,678	59,669			
To	X	51,738	53,546	55,425	58,139	60,146			
	A	52,773	54,617	56,534	59,302	61,349			
	Y	52,879	54,726	56,647	59,421	61,472			
	B	53,937	55,821	57,780	60,609	62,701			
	C	54,746	56,658	58,647	61,518	63,642			
	D	55,567	57,508	59,527	62,441	64,597			
ESS-02									
From	$	57,426	58,817	60,878	63,643	65,838			
To	X	57,885	59,288	61,365	64,152	66,365			
	A	59,043	60,474	62,595	65,435	67,692			

	Y	59,161	60,595	62,717	65,566	67,827			
	B	60,344	61,807	63,971	66,877	69,184			
	C	61,249	62,734	64,931	67,880	70,222			
	D	62,168	63,675	65,905	68,898	71,275			
ESS-03									
From	**$**	63,428	65,236	67,044	69,375	71,769			
To	**X**	63,935	65,758	67,580	69,930	72,343			
	A	65,214	67,073	68,932	71,329	73,790			
	Y	65,344	67,207	69,070	71,472	73,938			
	B	66,651	68,551	70,451	72,901	75,417			
	C	67,651	69,579	71,508	73,995	76,548			
	D	68,666	70,623	72,581	75,105	77,696			
ESS-04									
From	**$**	68,468	70,810	73,259	76,592	79,234			
To	**X**	69,016	71,376	73,845	77,205	79,868			
	A	70,396	72,804	75,322	78,749	81,465			
	Y	70,537	72,950	75,473	78,906	81,628			
	B	71,948	74,409	76,982	80,484	83,261			
	C	73,027	75,525	78,137	81,691	84,510			
	D	74,122	76,658	79,309	82,916	85,778			
ESS-05									
From	**$**	81,858	84,356	87,113	91,078	94,219			
To	**X**	82,513	85,031	87,810	91,807	94,973			
	A	84,163	86,732	89,566	93,643	96,872			
	Y	84,331	86,905	89,745	93,830	97,066			
	B	86,018	88,643	91,540	95,707	99,007			
	C	87,308	89,973	92,913	97,143	100,492			
	D	88,618	91,323	94,307	98,600	101,999			

ESS-06									
From	**$**	92,483	95,724	99,168	103,680	107,258			
To	**X**	93,223	96,490	99,961	104,509	108,116			
	A	95,087	98,420	101,960	106,599	110,278			
	Y	95,277	98,617	102,164	106,812	110,499			
	B	97,183	100,589	104,207	108,948	112,709			
	C	98,641	102,098	105,770	110,582	114,400			
	D	100,121	103,629	107,357	112,241	116,116			
ESS-07									
From	**$**	104,494	107,651	110,913	115,962	119,962			
To	**X**	105,330	108,512	111,800	116,890	120,922			
	A	107,437	110,682	114,036	119,228	123,340			
	Y	107,652	110,903	114,264	119,466	123,587			
	B	109,805	113,121	116,549	121,855	126,059			
	C	111,452	114,818	118,297	123,683	127,950			
	D	113,124	116,540	120,071	125,538	129,869			
ESS-08									
From	**$**	113,608	116,755	120,058	125,518	129,848			
To	**X**	114,517	117,689	121,018	126,522	130,887			
	A	116,807	120,043	123,438	129,052	133,505			
	Y	117,041	120,283	123,685	129,310	133,772			
	B	119,382	122,689	126,159	131,896	136,447			
	C	121,173	124,529	128,051	133,874	138,494			
	D	122,991	126,397	129,972	135,882	140,571			

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Directive Amended: 2017-07-19

Group	Sub-Group	Abbreviation
Special Services Group	Electronics Technician	SPS-ETEC

Classification Level	Effective Period			
	$	2013-09-01	X	2016-09-01 Restructure
	A	2014-09-01	C	2016-09-01
	B	2015-09-01	D	2017-09-01

ETEC-01									
From	$	33,563	35,123	36,699	38,269	39,842	41,409	42,976	44,541
To	A	33,983	35,562	37,158	38,747	40,340	41,927	43,513	45,098
	B	34,408	36,007	37,622	39,231	40,844	42,451	44,057	45,662
	X	34,408	36,007	37,622	39,231	40,844	42,451	44,057	45,662
	C	34,838	36,457	38,092	39,721	41,355	42,982	44,608	46,233
	D	35,273	36,913	38,568	40,218	41,872	43,519	45,166	46,811
From	$	46,106	47,950						
To	A	46,682	48,549						
	B	47,266	49,156						
	X	47,266	50,139						
	C	47,857	50,766						
	D	48,455	51,401						
ETEC-02									
From	$	46,164	47,932	51,755	55,581	57,806			
To	A	46,741	48,531	52,402	56,276	58,529			

	B	47,325	49,138	53,057	56,979	59,261			
	X	47,325	49,138	53,057	56,979	60,446			
	C	47,917	49,752	53,720	57,691	61,202			
	D	48,516	50,374	54,392	58,412	61,967			
ETEC-03									
From	**$**	51,275	53,234	57,473	61,718	64,186			
To	**A**	51,916	53,899	58,191	62,489	64,988			
	B	52,565	54,573	58,918	63,270	65,800			
	X	52,565	54,573	58,918	63,270	67,116			
	C	53,222	55,255	59,654	64,061	67,955			
	D	53,887	55,946	60,400	64,862	68,804			
ETEC-04									
From	**$**	57,160	59,350	61,551	63,753	66,303	68,690		
To	**A**	57,875	60,092	62,320	64,550	67,132	69,549		
	B	58,598	60,843	63,099	65,357	67,971	70,418		
	X	58,598	60,843	63,099	65,357	67,971	71,826		
	C	59,330	61,604	63,888	66,174	68,821	72,724		
	D	60,072	62,374	64,687	67,001	69,681	73,633		
ETEC-05									
From	**$**	63,377	65,826	68,266	70,706	73,536	76,184		
To	**A**	64,169	66,649	69,119	71,590	74,455	77,136		
	B	64,971	67,482	69,983	72,485	75,386	78,100		
	X	64,971	67,482	69,983	72,485	75,386	79,662		
	C	65,783	68,326	70,858	73,391	76,328	80,658		
	D	66,605	69,180	71,744	74,308	77,282	81,666		
ETEC-06									
From	**$**	69,944	72,654	75,368	78,083	81,207	84,132		
To	**A**	70,818	73,562	76,310	79,059	82,222	85,184		
	B	71,703	74,482	77,264	80,047	83,250	86,249		
	X	71,703	74,482	77,264	80,047	83,250	87,974		

	C	72,599	75,413	78,230	81,048	84,291	89,074		
	D	73,506	76,356	79,208	82,061	85,345	90,187		
ETEC-07									
From	**$**	76,628	79,462	82,302	85,139	88,546	91,731		
To	**A**	77,586	80,455	83,331	86,203	89,653	92,878		
	B	78,556	81,461	84,373	87,281	90,774	94,039		
	X	78,556	81,461	84,373	87,281	90,774	95,920		
	C	79,538	82,479	85,428	88,372	91,909	97,119		
	D	80,532	83,510	86,496	89,477	93,058	98,333		
ETEC-08									
From	**$**	82,721	85,629	88,533	91,438	95,095	98,518		
To	**A**	83,755	86,699	89,640	92,581	96,284	99,749		
	B	84,802	87,783	90,761	93,738	97,488	100,996		
	X	84,802	87,783	90,761	93,738	97,488	103,016		
	C	85,862	88,880	91,896	94,910	98,707	104,304		
	D	86,935	89,991	93,045	96,096	99,941	105,608		
ETEC-09									
From	**$**	88,828	91,980	95,132	98,283	102,213	105,894		
To	**A**	89,938	93,130	96,321	99,512	103,491	107,218		
	B	91,062	94,294	97,525	100,756	104,785	108,558		
	X	91,062	94,294	97,525	100,756	104,785	110,729		
	C	92,200	95,473	98,744	102,015	106,095	112,113		
	D	93,353	96,666	99,978	103,290	107,421	113,514		

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Electronics Technician	SPS-ETEC

Classification Level	Effective Period			
	$	2017-09-01	**C**	2020-09-01
	A	2018-09-01	**Y**	2021-09-01 (wage adjustment)
	B	2019-09-01	**D**	2021-09-01
	X	2020-09-01 (wage adjustment)		

ETEC-01									
From	**$**	35,273	36,913	38,568	40,218	41,872	43,519	45,166	46,811
To	**A**	35,978	37,651	39,339	41,022	42,709	44,389	46,069	47,747
	B	36,698	38,404	40,126	41,842	43,563	45,277	46,990	48,702
	X	36,698	38,404	40,126	41,842	43,563	45,277	46,990	48,702
	C	37,248	38,980	40,728	42,470	44,216	45,956	47,695	49,433
	Y	37,248	38,980	40,728	42,470	44,216	45,956	47,695	49,433
	D	37,807	39,565	41,339	43,107	44,879	46,645	48,410	50,174
From	**$**	48,455	51,401						
To	**A**	49,424	52,429						
	B	50,412	53,478						
	X	50,412	53,745						
	C	51,168	54,551						

	Y	51,168	54,824						
	D	51,936	55,646						
ETEC-02									
From	**$**	48,516	50,374	54,392	58,412	61,967			
To	**A**	49,486	51,381	55,480	59,580	63,206			
	B	50,476	52,409	56,590	60,772	64,470			
	X	50,476	52,409	56,590	60,772	64,792			
	C	51,233	53,195	57,439	61,684	65,764			
	Y	51,233	53,195	57,439	61,684	66,093			
	D	52,001	53,993	58,301	62,609	67,084			
ETEC-03									
From	**$**	53,887	55,946	60,400	64,862	68,804			
To	**A**	54,965	57,065	61,608	66,159	70,180			
	B	56,064	58,206	62,840	67,482	71,584			
	X	56,064	58,206	62,840	67,482	71,942			
	C	56,905	59,079	63,783	68,494	73,021			
	Y	56,905	59,079	63,783	68,494	73,386			
	D	57,759	59,965	64,740	69,521	74,487			
ETEC-04									
From	**$**	60,072	62,374	64,687	67,001	69,681	73,633		
To	**A**	61,273	63,621	65,981	68,341	71,075	75,106		
	B	62,498	64,893	67,301	69,708	72,497	76,608		
	X	62,498	64,893	67,301	69,708	72,497	76,991		
	C	63,435	65,866	68,311	70,754	73,584	78,146		
	Y	63,435	65,866	68,311	70,754	73,584	78,537		
	D	64,387	66,854	69,336	71,815	74,688	79,715		
ETEC-05									
From	**$**	66,605	69,180	71,744	74,308	77,282	81,666		
To	**A**	67,937	70,564	73,179	75,794	78,828	83,299		
	B	69,296	71,975	74,643	77,310	80,405	84,965		

	X	69,296	71,975	74,643	77,310	80,405	85,390		
	C	70,335	73,055	75,763	78,470	81,611	86,671		
	Y	70,335	73,055	75,763	78,470	81,611	87,104		
	D	71,390	74,151	76,899	79,647	82,835	88,411		
ETEC-06									
From	$	73,506	76,356	79,208	82,061	85,345	90,187		
To	A	74,976	77,883	80,792	83,702	87,052	91,991		
	B	76,476	79,441	82,408	85,376	88,793	93,831		
	X	76,476	79,441	82,408	85,376	88,793	94,300		
	C	77,623	80,633	83,644	86,657	90,125	95,715		
	Y	77,623	80,633	83,644	86,657	90,125	96,194		
	D	78,787	81,842	84,899	87,957	91,477	97,637		
ETEC-07									
From	$	80,532	83,510	86,496	89,477	93,058	98,333		
To	A	82,143	85,180	88,226	91,267	94,919	100,300		
	B	83,786	86,884	89,991	93,092	96,817	102,306		
	X	83,786	86,884	89,991	93,092	96,817	102,818		
	C	85,043	88,187	91,341	94,488	98,269	104,360		
	Y	85,043	88,187	91,341	94,488	98,269	104,882		
	D	86,319	89,510	92,711	95,905	99,743	106,455		
ETEC-08									
From	$	86,935	89,991	93,045	96,096	99,941	105,608		
To	A	88,674	91,791	94,906	98,018	101,940	107,720		
	B	90,447	93,627	96,804	99,978	103,979	109,874		
	X	90,447	93,627	96,804	99,978	103,979	110,423		
	C	91,804	95,031	98,256	101,478	105,539	112,079		
	Y	91,804	95,031	98,256	101,478	105,539	112,639		
	D	93,181	96,456	99,730	103,000	107,122	114,329		
ETEC-09									
From	$	93,353	96,666	99,978	103,290	107,421	113,514		
To	A	95,220	98,599	101,978	105,356	109,569	115,784		

	B	97,124	100,571	104,018	107,463	111,760	118,100		
	X	97,124	100,571	104,018	107,463	111,760	118,691		
	C	98,581	102,080	105,578	109,075	113,436	120,471		
	Y	98,581	102,080	105,578	109,075	113,436	121,073		
	D	100,060	103,611	107,162	110,711	115,138	122,889		

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Directive Amended: 2017-05-10

Group	Sub-Group	Abbreviation
Special Services Group	Financial Management	SPS-FIN

Classification Level	Effective Period			
	$	2013-11-07	**X**	2016-11-07 (Restructure)
	A	2014-11-07	**C**	2016-11-07
	B	2015-11-07	**D**	2017-11-07

FIN-01								
From	**$**	51,528	54,988	58,447	61,906	65,365	68,823	72,282
To	**A**	52,172	55,675	59,178	62,680	66,182	69,683	73,186
	B	52,824	56,371	59,918	63,464	67,009	70,554	74,101
	X	53,352	56,935	60,517	64,099	67,679	71,260	74,842
	C	54,019	57,647	61,273	64,900	68,525	72,151	75,778
	D	54,694	58,368	62,039	65,711	69,382	73,053	76,725
FIN-02								
From	**$**	62,721	66,451	70,178	73,904	77,631	81,358	85,085
	A	63,505	67,282	71,055	74,828	78,601	82,375	86,149
	B	64,299	68,123	71,943	75,763	79,584	83,405	87,226
	X	64,942	68,804	72,662	76,521	80,380	84,239	88,098
	C	65,754	69,664	73,570	77,478	81,385	85,292	89,199
	D	66,576	70,535	74,490	78,446	82,402	86,358	90,314
FIN-03								
From	**$**	80,186	83,565	86,942	90,318	93,694	97,447	103,333

To	**A**	81,188	84,610	88,029	91,447	94,865	98,665	104,625
	B	82,203	85,668	89,129	92,590	96,051	99,898	105,933
	X	83,025	86,525	90,020	93,516	97,012	100,897	106,992
	C	84,063	87,607	91,145	94,685	98,225	102,158	108,329
	D	85,114	88,702	92,284	95,869	99,453	103,435	109,683

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Group	Sub-Group	Abbreviation
Special Services Group	Financial Management	SPS-FIN

Classification Level	Effective Period			
	$	2017-11-07	B	2019-11-07
	X	2018-11-07 (wage adjustment)	C	2020-11-07
	A	2018-11-07	D	2021-11-07
	Y	2019-11-07 (wage adjustment)		

FIN-01									
From	$	54,694	58,368	62,039	65,711	69,382	73,053	76,725	
To	X	55,132	58,835	62,535	66,237	69,937	73,637	77,339	
	A	56,235	60,012	63,786	67,562	71,336	75,110	78,886	
	Y	56,347	60,132	63,914	67,697	71,479	75,260	79,044	
	B	57,474	61,335	65,192	69,051	72,909	76,765	80,625	
	C	58,336	62,255	66,170	70,087	74,003	77,916	81,834	
	D	59,211	63,189	67,163	71,138	75,113	79,085	83,062	
FIN-02									
From	$	66,576	70,535	74,490	78,446	82,402	86,358	90,314	
To	X	67,109	71,099	75,086	79,074	83,061	87,049	91,037	
	A	68,451	72,521	76,588	80,655	84,722	88,790	92,858	
	Y	68,588	72,666	76,741	80,816	84,891	88,968	93,044	

	B	69,960	74,119	78,276	82,432	86,589	90,747	94,905	
	C	71,009	75,231	79,450	83,668	87,888	92,108	96,329	
	D	72,074	76,359	80,642	84,923	89,206	93,490	97,774	
FIN-03									
From	**$**	85,114	88,702	92,284	95,869	99,453	103,435	109,683	
To	**X**	85,795	89,412	93,022	96,636	100,249	104,262	110,560	
	A	87,511	91,200	94,882	98,569	102,254	106,347	112,771	
	Y	87,686	91,382	95,072	98,766	102,459	106,560	112,997	
	B	89,440	93,210	96,973	100,741	104,508	108,691	115,257	
	C	90,782	94,608	98,428	102,252	106,076	110,321	116,986	
	D	92,144	96,027	99,904	103,786	107,667	111,976	118,741	

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Directive Amended: 2017-11-16

Group	Sub-Group	Abbreviation
Special Services Group	Health Nurse	SPS-HN

Classification Level	Effective Period			
	$	2013-10-01	X	2016-10-01 – Restructure
	A	2014-10-01	C	2016-10-01
	B	2015-10-01	D	2017-10-01

HN-01											
From	$	67,480	68,165	68,856							
To	A	68,324	69,017	69,717							
	B	69,178	69,880	70,588							
	X	69,967	70,717								
	C	70,842	71,601								
	D	71,728	72,496								
HN-02											
From	$	68,860	70,232	71,612	72,994	74,373	75,744	77,127	78,509		
To	A	69,721	71,110	72,507	73,906	75,303	76,691	78,091	79,490		
	B	70,593	71,999	73,413	74,830	76,244	77,650	79,067	80,484		
	X	71,469	73,413	74,830	76,244	79,285	81,030				
	C	72,362	74,331	75,765	77,197	80,276	82,043				
	D	73,267	75,260	76,712	78,162	81,279	83,069				
HN-03											
From	$	70,257	71,617	72,990	74,345	75,714	77,082	78,449	79,811	81,175	
To	A	71,135	72,512	73,902	75,274	76,660	78,046	79,430	80,809	82,190	
	B	72,024	73,418	74,826	76,215	77,618	79,022	80,423	81,819	83,217	
	X	74,826	76,215	77,618	79,022	80,423	81,819	83,217			

	C	75,761	77,168	78,588	80,010	81,428	82,842	84,257			
	D	76,708	78,133	79,570	81,010	82,446	83,878	85,310			
HN-04											
From	$	72,546	74,015	75,474	76,923	78,388	79,854	81,320	82,783	84,241	85,698
To	A	73,453	74,940	76,417	77,885	79,368	80,852	82,337	83,818	85,294	86,769
	B	74,371	75,877	77,372	78,859	80,360	81,863	83,366	84,866	86,360	87,854
	X	77,372	78,859	80,360	81,863	83,366	84,866	86,360	88,099		
	C	78,339	79,845	81,365	82,886	84,408	85,927	87,440	89,200		
	D	79,318	80,843	82,382	83,922	85,463	87,001	88,533	90,315		
HN-05											
From	$	75,985	77,642	79,291	80,944	82,598	84,259	85,904	87,561	89,212	90,868
To	A	76,935	78,613	80,282	81,956	83,630	85,312	86,978	88,656	90,327	92,004
	B	77,897	79,596	81,286	82,980	84,675	86,378	88,065	89,764	91,456	93,154
	X	81,286	82,980	84,675	86,378	88,065	89,522	91,480	93,446		
	C	82,302	84,017	85,733	87,458	89,166	90,641	92,624	94,614		
	D	83,331	85,067	86,805	88,551	90,281	91,774	93,782	95,797		

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Health Nurse	SPS-HN

Classification Level	Effective Period			
	$	2017-10-01	X	Effective within 180 days of signing - Restructure
	A	2018-10-01		
	B	2019-10-01		

HN-01									
From	$	71,728	72,496						
To	A	74,238	75,033						
	B	75,723	76,534						
	X	---	---						
HN-02									
From	$	73,267	75,260	76,712	78,162	81,279	83,069		
To	A	75,831	77,894	79,397	80,898	84,124	85,976		
	B	77,348	79,452	80,985	82,516	85,806	87,696		
	X	---	---	---	---	---	---		
HN-03									
From	$	76,708	78,133	79,570	81,010	82,446	83,878	85,310	
To	A	79,393	80,868	82,355	83,845	85,332	86,814	88,296	

	B	80,981	82,485	84,002	85,522	87,039	88,550	90,062	
	X	---	---	---	---	---	---	---	
HN-04									
From	$	79,318	80,843	82,382	83,922	85,463	87,001	88,533	90,315
To	A	82,094	83,673	85,265	86,859	88,454	90,046	91,632	93,476
	B	83,736	85,346	86,970	88,596	90,223	91,847	93,465	95,346
	X	---	---	---	---	---	---	---	---
HN-05									
From	$	83,331	85,067	86,805	88,551	90,281	91,774	93,782	95,797
To	A	86,248	88,044	89,843	91,650	93,441	94,986	97,064	99,150
	B	87,973	89,805	91,640	93,483	95,310	96,886	99,005	101,133
	X	---	---	---	---	---	---	---	---

Pay Notes

Restructure will be effective within 180 days after the signing of the collective agreement.

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Policy Amended: 2019-05-15

Group	Sub-Group	Abbreviation
Special Services Group	Law	SPS-LAW

Classification Level	Effective Period			
	$	2013-05-10	**X**	2016-05-10 - Restucture
	A	2014-05-10	**C**	2016-05-10
	B	2015-05-10	**D**	2017-05-10

LAW-01[1]									
From	**$**	71,734	75,106	78,636	82,332	86,201	90,253	94,495	98,936
To	**A**	72,631	76,045	79,619	83,361	87,279	91,381	95,676	100,173
	B	73,539	76,996	80,614	84,403	88,370	92,523	96,872	101,425
	X	74,274	77,766	81,420	85,247	89,254	93,448	97,841	102,439
	C	75,202	78,738	82,438	86,313	90,370	94,616	99,064	103,719
	D	76,142	79,722	83,468	87,392	91,500	95,799	100,302	105,015
LAW-02[2]									
From	**$**	99,976	104,675	109,594	114,745	120,138	125,785	131,697	137,886
To	**A**	101,226	105,983	110,964	116,179	121,640	127,357	133,343	139,610
	B	102,491	107,308	112,351	117,631	123,161	128,949	135,010	141,355
	X	103,516	108,381	113,475	118,807	124,393	130,238	136,360	142,769
	C	104,810	109,736	114,893	120,292	125,948	131,866	138,065	144,554
	D	106,120	111,108	116,329	121,796	127,522	133,514	139,791	146,361

Pay Notes

1 - RATE INCREASE - BASED ON SEMI-ANNUAL ASSESSMENT OF PERFORMANCE

Mass Casualty Commission Exhibit

2 - RATE INCREASE - BASED ON ANNUAL ASSESSMENT OF PERFORMANCE - NO MONETARY COMPENSATION FOR OVERTIME

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Law	SPS-LAW

Classification Level	Effective Period			
	$	2017-05-10	B	2019-05-10
	X	2018-05-10 (wage adjustment)	C	2020-05-10
	A	2018-05-10	D	2021-05-10
	Y	2019-05-10 (wage adjustment)		

LAW-01 [1]									
From	$	76,142	79,722	83,468	87,392	91,500	95,799	100,302	105,015
To	X	76,751	80,360	84,136	88,091	92,232	96,565	101,104	105,855
	A	78,286	81,967	85,819	89,853	94,077	98,496	103,126	107,972
	Y	78,443	82,131	85,991	90,033	94,265	98,693	103,332	108,188
	B	80,012	83,774	87,711	91,834	96,150	100,667	105,399	110,352
	C	81,212	85,031	89,027	93,212	97,592	102,177	106,980	112,007
	D	82,430	86,306	90,362	94,610	99,056	103,710	108,585	113,687
LAW-02 [2]									
From	$	106,120	111,108	116,329	121,796	127,522	133,514	139,791	146,361
To	X	106,969	111,997	117,260	122,770	128,542	134,582	140,909	147,532
	A	109,108	114,237	119,605	125,225	131,113	137,274	143,727	150,483

	Y	109,326	114,465	119,844	125,475	131,375	137,549	144,014	150,784
	B	111,513	116,754	122,241	127,985	134,003	140,300	146,894	153,800
	C	113,186	118,505	124,075	129,905	136,013	142,405	149,097	156,107
	D	114,884	120,283	125,936	131,854	138,053	144,541	151,333	158,449

Pay Notes

[1] - Rate increase – based on semi-annual assessment of performance.

[2] - Rate increase – based on annual assessment of performance – no monetary compensation for overtime.

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Directive Amended: 2017-11-16

Group	Sub-Group	Abbreviation
Special Services Group	Psychology	SPS-PSY

Classification Level	Effective Period			
	$	2013-10-01	X	2016-10-01 - Restructure
	A	2014-10-01	C	2016-10-01
	B	2015-10-01	D	2017-10-01

PSY-01									
From	$	47,479	49,557	51,631	53,705	55,784	57,858	59,938	
To	A	48,072	50,176	52,276	54,376	56,481	58,581	60,687	
	B	48,673	50,803	52,929	55,056	57,187	59,313	61,446	
	C	49,281	51,438	53,591	55,744	57,902	60,054	62,214	
	D	49,897	52,081	54,261	56,441	58,626	60,805	62,992	
PSY-02									
From	$	61,229	63,819	66,422	69,012	71,613	74,210		
To	A	61,994	64,617	67,252	69,875	72,508	75,138		
	B	62,769	65,425	68,093	70,748	73,414	76,077		
	C	63,554	66,243	68,944	71,632	74,332	77,028		
	D	64,348	67,071	69,806	72,527	75,261	77,991		
PSY-03									
From	$	71,901	74,876	77,849	80,834	83,826			
To	A	72,800	75,812	78,822	81,844	84,874			
	B	73,710	76,760	79,807	82,867	85,935			

	X	76,658	79,830	82,999	86,182	89,372			
	C	77,616	80,828	84,036	87,259	90,489			
	D	78,586	81,838	85,086	88,350	91,620			
PSY-04									
From	**$**	80,892	84,298	87,709	91,120	94,529			
To	**A**	81,903	85,352	88,805	92,259	95,711			
	B	82,927	86,419	89,915	93,412	96,907			
	X	86,244	89,876	93,512	97,148	100,783			
	C	87,322	90,999	94,681	98,362	102,043			
	D	88,414	92,136	95,865	99,592	103,319			
PSY-05 [1]									
From	**$**	90,697	94,577	98,452	102,145	105,743			
To	**A**	91,831	95,759	99,683	103,422	107,065			
	B	92,979	96,956	100,929	104,715	108,403			
	X	96,698	100,834	104,966	108,904	112,739			
	C	97,907	102,094	106,278	110,265	114,148			
	D	99,131	103,370	107,606	111,643	115,575			

Pay Notes

[1] - No monetary compensation for overtime.

Terminable Allowance			
Doctoral Level Registered Psychologist:			
Annual Amount:	$12,000	Daily Amount:	$46.00
Masters Level Registered Psychologist:			
Annual Amount:		Daily Amout:	
Pacific Region	$6,000	$23.00	
Prairies Region	$6,000	$23.00	
Ontario Region	$6,000	$23.00	
Quebec Region	$2,000	$7.67	

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Atlantic Region	$4,000	$15.33	

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Date Modified: 2017-11-16

GOC00068153_0003

COMM0053627_0002

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Psychology	SPS-PSY

Classification Level	Effective Period			
	$	2017-10-01	B	2019-10-01
	X	2018-10-01 (wage adjustment)	C	2020-10-01
	A	2018-10-01	D	2021-10-01

PSY-01								
From	$	49,897	52,081	54,261	56,441	58,626	60,805	62,992
To	X	50,895	53,123	55,346	57,570	59,799	62,021	64,252
	A	51,913	54,185	56,453	58,721	60,995	63,261	65,537
	B	52,951	55,269	57,582	59,895	62,215	64,526	66,848
	C	53,745	56,098	58,446	60,793	63,148	65,494	67,851
	D	54,551	56,939	59,323	61,705	64,095	66,476	68,869
PSY-02								
From	$	64,348	67,071	69,806	72,527	75,261	77,991	
To	X	65,635	68,412	71,202	73,978	76,766	79,551	
	A	66,948	69,780	72,626	75,458	78,301	81,142	
	B	68,287	71,176	74,079	76,967	79,867	82,765	
	C	69,311	72,244	75,190	78,122	81,065	84,006	

	D	70,351	73,328	76,318	79,294	82,281	85,266		
PSY-03									
From	**$**	78,586	81,838	85,086	88,350	91,620			
To	**X**	80,158	83,475	86,788	90,117	93,452			
	A	81,761	85,145	88,524	91,919	95,321			
	B	83,396	86,848	90,294	93,757	97,227			
	C	84,647	88,151	91,648	95,163	98,685			
	D	85,917	89,473	93,023	96,590	100,165			
PSY-04									
From	**$**	88,414	92,136	95,865	99,592	103,319			
To	**X**	90,182	93,979	97,782	101,584	105,385			
	A	91,986	95,859	99,738	103,616	107,493			
	B	93,826	97,776	101,733	105,688	109,643			
	C	95,233	99,243	103,259	107,273	111,288			
	D	96,661	100,732	104,808	108,882	112,957			
PSY-05 [1]									
From	**$**	99,131	103,370	107,606	111,643	115,575			
To	**X**	101,114	105,437	109,758	113,876	117,887			
	A	103,136	107,546	111,953	116,154	120,245			
	B	105,199	109,697	114,192	118,477	122,650			
	C	106,777	111,342	115,905	120,254	124,490			
	D	108,379	113,012	117,644	122,058	126,357			

Pay Notes

[1] - No monetary compensation for overtime.

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New Appendix: 2018-10-23

Group	Sub-Group	Abbreviation
Audit, Commerce, and Purchasing	Purchasing and Supply	SPS-PUR

Classification Level	Effective Period			
	$	2013-06-22	X	2016-06-22 - Restructure
	A	2014-06-22	C	2016-06-22
	B	2015-06-22	D	2017-06-22
	X	2016-06-22 - Restructure		

PUR-01									
From	$	41,366	43,389	45,405	47,422	49,442	51,461	53,479	
To	A	41,883	43,931	45,973	48,015	50,060	52,104	54,147	
	B	42,407	44,480	46,548	48,615	50,686	52,755	54,824	
	X	42,831	44,925	47,013	49,101	51,193	53,283	55,372	
	Y	42,831	44,925	47,013	49,101	51,193	53,283	56,064	
	C	43,366	45,487	47,601	49,715	51,833	53,949	56,765	
	D	43,908	46,056	48,196	50,336	52,481	54,623	57,475	
PUR-02									
From	$	53,998	56,301	58,595	60,890				
To	A	54,673	57,005	59,327	61,651				
	B	55,356	57,718	60,069	62,422				
	X	55,910	58,295	60,670	63,046				
	Y	55,910	58,295	60,670	63,834				
	C	56,609	59,024	61,428	64,632				
	D	57,317	59,762	62,196	65,440				

PUR-03									
From	**$**	60,117	62,682	65,243	67,801				
To	**A**	60,868	63,466	66,059	68,649				
	B	61,629	64,259	66,885	69,507				
	X	62,245	64,902	67,554	70,202				
	Y	62,245	64,902	67,554	71,080				
	C	63,023	65,713	68,398	71,969				
	D	63,811	66,534	69,253	72,869				
PUR-04									
From	**$**	71,317	74,373	77,430	80,488				
To	**A**	72,208	75,303	78,398	81,494				
	B	73,111	76,244	79,378	82,513				
	X	73,842	77,006	80,172	83,338				
	Y	73,842	77,006	80,172	84,380				
	C	74,765	77,969	81,174	85,435				
	D	75,700	78,944	82,189	86,503				
PUR-05									
From	**$**	83,948	87,553	90,928	94,300				
To	**A**	84,997	88,647	92,065	95,479				
	B	86,059	89,755	93,216	96,672				
	X	86,920	90,653	94,148	97,639				
	C	88,007	91,786	95,325	98,859				
	D	89,107	92,933	96,517	100,095				
PUR-06									
From	**$**	92,468	94,181	95,889	97,601	99,300	101,004	102,709	
To	**A**	93,624	95,358	97,088	98,821	100,541	102,267	103,993	
	B	94,794	96,550	98,302	100,056	101,798	103,545	105,293	
	X	95,742	N/A	99,285	N/A	102,816	N/A	106,346	
	C	96,939	N/A	100,526	N/A	104,101	N/A	107,675	
	D	98,151	N/A	101,783	N/A	105,402	N/A	109,021	

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Audit, Commerce, and Purchasing	Purchasing and Supply	SPS-PUR

Classification Level	Effective Period			
	$	2017-06-22	**B**	2019-06-22
	X	2018-06-22 (wage adjustment)	**C**	2020-06-22
	A	2018-06-22	**D**	2021-06-22

PUR-01									
From	**$**	43,908	46,056	48,196	50,336	52,481	54,623	57,475	
To	**X**	44,237	46,401	48,557	50,714	52,875	55,033	57,906	
	A	45,122	47,329	49,528	51,728	53,933	56,134	59,064	
	B	46,024	48,276	50,519	52,763	55,012	57,257	60,245	
	C	46,714	49,000	51,277	53,554	55,837	58,116	61,149	
	D	47,415	49,735	52,046	54,357	56,675	58,988	62,066	
PUR-02									
From	**$**	57,317	59,762	62,196	65,440				
To	**X**	57,747	60,210	62,662	65,931				
	A	58,902	61,414	63,915	67,250				
	B	60,080	62,642	65,193	68,595				
	C	60,981	63,582	66,171	69,624				

	D	61,896	64,536	67,164	70,668				
PUR-03									
From	**$**	63,811	66,534	69,253	72,869				
To	**X**	64,290	67,033	69,772	73,416				
	A	65,576	68,374	71,167	74,884				
	B	66,888	69,741	72,590	76,382				
	C	67,891	70,787	73,679	77,528				
	D	68,909	71,849	74,784	78,691				
PUR-04									
From	**$**	75,700	78,944	82,189	86,503				
To	**X**	76,268	79,536	82,805	87,152				
	A	77,793	81,127	84,461	88,895				
	B	79,349	82,750	86,150	90,673				
	C	80,539	83,991	87,442	92,033				
	D	81,747	85,251	88,754	93,413				
PUR-05									
From	**$**	89,107	92,933	96,517	100,095				
To	**X**	89,775	93,630	97,241	100,846				
	A	91,571	95,503	99,186	102,863				
	B	93,402	97,413	101,170	104,920				
	C	94,803	98,874	102,688	106,494				
	D	96,225	100,357	104,228	108,091				
PUR-06									
From	**$**	98,151	N/A	101,783	N/A	105,402	N/A	109,021	
To	**X**	98,887	N/A	102,546	N/A	106,193	N/A	109,839	
	A	100,865	N/A	104,597	N/A	108,317	N/A	112,036	
	B	102,882	N/A	106,689	N/A	110,483	N/A	114,277	
	C	104,425	N/A	108,289	N/A	112,140	N/A	115,991	

	D	105,991	N/A	109,913	N/A	113,822	N/A	117,731

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Directive Amended: 2017-07-05

Group	Sub-Group	Abbreviation
Special Services Group	Scientific Research	SPS-RS

Classification Level		Effective Period			
	$	2013-10-01	X	2016-10-01 (restructure)	
	A	2014-10-01	C	2016-10-01	
	B	2015-10-01	D	2017-10-01	

RS-01									
From	$	53,161	55,957	58,753	61,554	64,349	67,140	69,942	
To	A	53,826	56,656	59,487	62,323	65,153	67,979	70,816	
	B	54,499	57,364	60,231	63,102	65,967	68,829	71,701	
	X	54,499	57,364	60,231	63,102	65,967	68,829	71,701	73,852
	C	55,180	58,081	60,984	63,891	66,792	69,689	72,597	74,775
	D	55,870	58,807	61,746	64,690	67,627	70,560	73,504	75,710
RS-02									
From	$	66,010	70,120	74,228	78,340	82,451	86,555	90,668	94,778
To	A	66,835	70,997	75,156	79,319	83,482	87,637	91,801	95,963
	B	67,670	71,884	76,095	80,310	84,526	88,732	92,949	97,163
	X	67,670	71,884	76,095	80,310	84,526	88,732	92,949	97,163
	C	68,516	72,783	77,046	81,314	85,583	89,841	94,111	98,378
	D	69,372	73,693	78,009	82,330	86,653	90,964	95,287	99,608
From	$	98,880							
To	A	100,116							
	B	101,367							

	X	101,367	104,408						
	C	102,634	105,713						
	D	103,917	107,034						
RS-03									
From	**$**	83,421	86,715	90,006	93,294	96,589	99,884	103,176	106,469
To	**A**	84,464	87,799	91,131	94,460	97,796	101,133	104,466	107,800
	B	85,520	88,896	92,270	95,641	99,018	102,397	105,772	109,148
	X	85,520	88,896	92,270	95,641	99,018	102,397	105,772	109,148
	C	86,589	90,007	93,423	96,837	100,256	103,677	107,094	110,512
	D	87,671	91,132	94,591	98,047	101,509	104,973	108,433	111,893
From	**$**	109,760							
To	**A**	111,132							
	B	112,521							
	X	112,521	115,897						
	C	113,928	117,346						
	D	115,352	118,813						
RS-04									
From	**$**	99,904	103,561	107,215	110,869	114,528	118,178	121,834	
To	**A**	101,153	104,856	108,555	112,255	115,960	119,655	123,357	
	B	102,417	106,167	109,912	113,658	117,410	121,151	124,899	
	X	102,417	106,167	109,912	113,658	117,410	121,151	124,899	128,646
	C	103,697	107,494	111,286	115,079	118,878	122,665	126,460	130,254
	D	104,993	108,838	112,677	116,517	120,364	124,198	128,041	131,882
RS-05									
From	**$**	109,390	113,391	117,396	121,398	125,402	129,404	133,410	
To	**A**	110,757	114,808	118,863	122,915	126,970	131,022	135,078	
	B	112,141	116,243	120,349	124,451	128,557	132,660	136,766	
	X	112,141	116,243	120,349	124,451	128,557	132,660	136,766	140,869
	C	113,543	117,696	121,853	126,007	130,164	134,318	138,476	142,630
	D	114,962	119,167	123,376	127,582	131,791	135,997	140,207	144,413

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Appendix Amended: 2020-06-19

Group	Sub-Group	Abbreviation
Special Services Group	Scientific Research	SPS-RS

Classification Level	Effective Period			
	$	2017-10-01	**B**	2019-10-01
	X	2018-10-01 (wage adjustment)	**C**	2020-10-01
	A	2018-10-01	**D**	2021-10-01

RS-01									
From	**$**	55,870	58,807	61,746	64,690	67,627	70,560	73,504	75,710
To	**X**	56,289	59,248	62,209	65,175	68,134	71,089	74,055	76,278
	A	57,415	60,433	63,453	66,479	69,497	72,511	75,536	77,804
	B	58,563	61,642	64,722	67,809	70,887	73,961	77,047	79,360
	C	59,441	62,567	65,693	68,826	71,950	75,070	78,203	80,550
	D	60,333	63,506	66,678	69,858	73,029	76,196	79,376	81,758
RS-02									
From	**$**	69,372	73,693	78,009	82,330	86,653	90,964	95,287	99,608
To	**X**	69,892	74,246	78,594	82,947	87,303	91,646	96,002	100,355
	A	71,290	75,731	80,166	84,606	89,049	93,479	97,922	102,362
	B	72,716	77,246	81,769	86,298	90,830	95,349	99,880	104,409
	C	73,807	78,405	82,996	87,592	92,192	96,779	101,378	105,975
	D	74,914	79,581	84,241	88,906	93,575	98,231	102,899	107,565

From	$	103,917	107,034						
To	X	104,696	107,837						
	A	106,790	109,994						
	B	108,926	112,194						
	C	110,560	113,877						
	D	112,218	115,585						
RS-03									
From	$	87,671	91,132	94,591	98,047	101,509	104,973	108,433	111,893
To	X	88,329	91,815	95,300	98,782	102,270	105,760	109,246	112,732
	A	90,096	93,651	97,206	100,758	104,315	107,875	111,431	114,987
	B	91,898	95,524	99,150	102,773	106,401	110,033	113,660	117,287
	C	93,276	96,957	100,637	104,315	107,997	111,683	115,365	119,046
	D	94,675	98,411	102,147	105,880	109,617	113,358	117,095	120,832
From	$	115,352	118,813						
To	X	116,217	119,704						
	A	118,541	122,098						
	B	120,912	124,540						
	C	122,726	126,408						
	D	124,567	128,304						
RS-04									
From	$	104,993	108,838	112,677	116,517	120,364	124,198	128,041	131,882
To	X	105,780	109,654	113,522	117,391	121,267	125,129	129,001	132,871
	A	107,896	111,847	115,792	119,739	123,692	127,632	131,581	135,528
	B	110,054	114,084	118,108	122,134	126,166	130,185	134,213	138,239
	C	111,705	115,795	119,880	123,966	128,058	132,138	136,226	140,313
	D	113,381	117,532	121,678	125,825	129,979	134,120	138,269	142,418
RS-05									
From	$	114,962	119,167	123,376	127,582	131,791	135,997	140,207	144,413
To	X	115,824	120,061	124,301	128,539	132,779	137,017	141,259	145,496
	A	118,140	122,462	126,787	131,110	135,435	139,757	144,084	148,406
	B	120,503	124,911	129,323	133,732	138,144	142,552	146,966	151,374

	C	122,311	126,785	131,263	135,738	140,216	144,690	149,170	153,645
	D	124,146	128,687	133,232	137,774	142,319	146,860	151,408	155,950

Pay Notes

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Date Modified: 2020-06-19

NCM - ch. 2.1. Hours of Work

Directive Amended: 2016-02-04

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Maximum Hours of Work
3. Regular Time Off
4. Meal Breaks

---

1. General

1. 1. A full-time (F/T) member is required to work an average of 2087.04 hours per year inclusive of 88 hours designated paid holiday (DPH) and paid leave. He/she receives 80 hours pay at straight-time rate plus allowances per pay period. See the pay periods and pay factors in App. 1-1-2.

NOTE: When a member works less hours than were scheduled, the delegated level will ensure an adjustment is made to the member's hours of work or pay, as outlined in ch. 2.5.

1. 2. There are two employment status types whose normal hours of work differ, as follows:

1. 2. 1. An F/T standard workweek (SWW) applies to a member who is assigned by the delegated level to work a minimum 8 hours, Monday to Friday, between the hours of 06:01 and 18:00, for a total of 40 hours a week.

1. 2. 1. 1. A compressed workweek (CWW) applies when an SWW member, not a shift-scheduled work block member, is authorized by the delegated level to complete his/her workweek in a period other than 5 working days, provided the member works an average of 40 hours per week over a period of two calendar weeks.

1. 2. 1. 2. A member on a CWW schedule may request to work one of the following schedule options:

1. 2. 1. 2. 1. An 8/9 and 1/8 compressed plan, in which a member works eight 9-hour days and one 8-hour day, Monday to Friday, for a total of 80 hours every two weeks; or

1. 2. 1. 2. 2. A 4/10 compressed plan, in which a member works four 10-hour days per week, Monday to Friday, for a total of 80 hours every two weeks.

NOTE: A compressed day off is time off work (TOW), not an RTO.

1. 2. 2. An F/T shift-scheduled work block (SSWB) applies to a member who works 8, but not more than 12 hours per shift, including a meal break for an average of 40 hours per workweek, as calculated over a minimum period of 28 calendar days.

NOTE: The implementation of SSWB or CWW work schedules will not result in any additional payment due to the variation in the hours of work, nor will it prohibit the right of the delegated level to schedule the hours of work of his/her members.

1. 3. A part-time (P/T) workweek or work block applies to a member who works on average a minimum of 12, but less than 40 hours per workweek.

NOTE:

1. The delegated level may authorize a P/T member to work an SWW or SSWB.

2. Job sharing is P/T employment; a graduated return to work program is not.

1. 4. When the scheduled work period is preceded or followed by overtime (O/T), the member will not report to scheduled duties until he/she has received at least 8 hours off-duty cumulative from the last scheduled shift worked.

1. 4. 1. A member is not permitted to report to duty until the condition outlined in sec. 1.4. is satisfied.

1. 4. 2. Any scheduled shift or parts thereof not worked by the member as outlined in sec. 1.4.1. will be accounted for as outlined in ch. 2.5.

2. Maximum Hours of Work

2. 1. A member will not be authorized to work more than 16 hours consecutively, i.e. scheduled and O/T, and more than 72 hours in a 6-consecutive-day period.

2. 2. A member who has reached the 72 hours of work maximum outlined in sec. 2.1., or the 80 hours maximum outlined in sec. 2.4., or who surpasses the 80 hours maximum in sec. 2.5., and who is scheduled to be on duty within the next 24-hour period, will not be permitted to report

2. 2. 1. Any time within this 24-hour period that was scheduled but not worked by the member will be accounted for as outlined in ch. 2.5.

2. 3. A member on travel status, as outlined in FMM ch. 9.8., who travels commercially for more than 16 consecutive hours, will be granted by the delegated level, a time-off period of at least 8 hours before the start of his/her next scheduled work period.

2. 3. 1. Any time within this 8-hour period that was scheduled but not worked by the member will be accounted for as outlined in ch. 2.5.

2. 4. When an exceptional circumstance is declared by the delegated level, for the first 72 hours, a member may work more than 16 consecutive hours, and/or up to 80 hours in a 7-consecutive-day period, and/or reduce the TOW period to less than 8 hours. This applies to an unforeseen or unplanned occurrence that requires:

2. 4. 1. the continued delivery of essential police services, e.g. disease outbreak;

2. 4. 2. that continuous processes are not interrupted, e.g. aircraft crash;

2. 4. 3. that emergencies are dealt with effectively, e.g. unknown foreign ship entering Canadian waters, a major crime investigation, police service dogs in pursuit; or

2. 4. 4. urgent repair to equipment, e.g. police vehicles, computers affected by system failure, and/or telecommunication devices.

2. 5. When an extreme circumstance is declared by the delegated level, a member may exceed the maximum hours of work indicated in sec. 2.4. until resource replacements or relief arrive, in the following circumstances:

2. 5. 1. natural disasters, e.g. extreme weather, ice storm, tornado, earthquake, and flood;

2. 5. 2. fire; and/or

2. 5. 3. when adherence to the maximum hours of work directive could be detrimental to operations, e.g. terrorist attack, police stand-off, hostage-taking situation.

3. Regular Time Off

3. 1. SWW members, including those on CWW, are granted Saturday and Sunday as their unfettered RTOs in a calendar week.

3. 1. 1. CWW members may receive another day off-duty during the calendar week as a result of working a compressed workweek arrangement. The additional day off is a TOW, not an RTO.

3. 2. For SSWB members, the delegated level will schedule at least two consecutive unfettered RTOs at the end of each work block.

3. 3. A P/T member is entitled to RTO in a workweek only after being scheduled and/or working at straight-time the greater of 40 hours or scheduled hours. In these circumstances, all remaining unscheduled days become RTO (max. 3).

3. 3. 1. The hours worked (scheduled and non-scheduled) on a prescribed designated paid holiday (PDPH) by a P/T member are used in the calculation of the total number of hours in the workweek for the purposes of determining RTOs.

3. 4. When an F/T member's RTO is rescheduled to a shift, or falls on the same day as a DPH, the RTO will be moved to another day convenient to both the member and the delegated level within 56 calendar days of the original RTO.

3. 4. 1. Moving an RTO because it falls on a DPH is not a rescheduling of an RTO. Consequently, proper notice rules do not apply.

3. 4. 2. If an RTO that falls on a DPH is not moved within 56 calendar days, the member will be compensated 8 hours at the straight-time rate.

4. Meal Breaks

4. 1. Notwithstanding the directives in ch. 2.7. on meal break during O/T or DPH and the meal break premium, the delegated level will provide:

4. 1. 1. an F/T member with one paid 30-minute meal break as part of a scheduled 8-hour work shift, or

4. 1. 2. one paid 40-minute meal break as part of a scheduled 10-hour work shift, or

4. 1. 3. one paid 45-minute meal break as part of a scheduled 12-hour work shift.

4. 2. a P/T member with one unpaid 30-minute meal break after working 4 hours, or, one paid meal break when the work period is equal to that of an F/T member, as outlined in sec. 4.1.1., 4.1.2. and 4.1.3.

References

Date Modified: 2016-02-04

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - ch. 2.10. Other Benefits

Directive Amended: 2018-06-04

For information regarding this policy, contact your Pay Operations Office.

1. Severance Pay
2. Other Paid Duties
3. Commuting Assistance
4. Operational Response for Officers

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1. Severance Pay

1. 1. General Application (Effective 2012-04-01)

1. 1. 1. A member is entitled to receive severance pay benefits for full and partial years of continuous employment for the following discharge items:

1. 1. 1. 1. disability, see paragraph 6(a), *Commissioner's Standing Orders (Employment Requirements)*;

1. 1. 1. 2. promotion of economy or efficiency, see paragraph 20.2(1)(k), *RCMP Act*; or

1. 1. 1. 3. death.

1. 1. 2. A member is entitled to receive severance pay benefits for full and partial years of continuous employment, up to and including 2012-03-31, for the following discharge items:

1. 1. 2. 1. voluntary retirement,

1. 1. 2. 2. resignation,

1. 1. 2. 3. the reaching of retirement age, or

1. 1. 2. 4. irregular appointment.

1. 1. 3. A member is not entitled to receive severance pay benefits, irrespective of full or partial years of continuous employment, for the following discharge items:

1. 1. 3. 1. the serving of a term of imprisonment for an offence imposed by a court in or outside of Canada;

1. 1. 3. 2. abandonment of post;

1. 1. 3. 3. discharge on grounds of unsuitability; or

1. 1. 3. 4. dismissal for a contravention of the Code of Conduct.

1. 1. 4. Pay Notes: Severance pay benefits will be paid:

1. 1. 4. 1. by calculating the member's complete period of continuous employment;

1. 1. 4. 1. 1. comprised of one week's salary for each complete year of continuous employment; and

EXCEPTION: Discharge item, as outlined in sec. 1.1.1.2., equals two week's pay for the first complete year of service, and one week's pay for each complete year of service thereafter.

1. 1. 4. 1. 2. in the case of a partial year of continuous employment, one week's salary multiplied by the number of days of continuous employment in the partial year, divided by 365;

1. 1. 4. 2. to the member on the basis of his/her weekly rate of pay for the classification or rank of his/her substantive position on the date of discharge, including the extra pay and allowances expressly mentioned to count toward severance pay;

1. 1. 4. 3. to the member by reducing any periods of continuous employment for which the member has received a cash payment in lieu of a severance benefit; and

1. 1. 4. 4. to a maximum entitlement of 28 week's pay.

1. 1. 5. The following is a special consideration for members who complete 35 years of service:

1. 1. 5. 1. For those discharge circumstances where a severance pay entitlement exists, a member, or the estate of a member who died while still an active member of the RCMP, and who was engaged by the RCMP before 1976-03-18, is entitled to an additional 12 days' pay for 35 or more years of service at time of discharge.

2. Other Paid Duties

2. 1. Other paid duties are RCMP-approved duties performed outside an RM's normal work schedule, at special events paid for by the RCMP or external sources, e.g. an RM who volunteers and has received approval to work on RTO or annual leave at a special event, such as a concert, festival, sporting event, dance, or red serge event.

NOTE: Work performed at some special events is not considered other paid duty, but rather RCMP tradition or a public relations event, e.g. levees, Remembrance Day, charity events.

2. 2. Other paid duties are paid when these other paid duties are pre-approved by the delegated authority, the RM is entitled to overtime for the hours that he/she performs other paid duties.

2. 2. 1. Remuneration for other paid duties will be paid through the normal RCMP payroll process.

2. 3. An RM is not permitted to accept any type of remuneration from an event organizer or other sources.

2. 4. In contract jurisdictions, the RCMP should recover 100 per cent of the cost of policing special events.

2. 4. 1. Arrangements to recover the full cost of other paid duties must be made before the event through the municipality or province.

2. 5. The National Joint Council (NJC), *Travel Directive* does not apply to other paid duties. RMs who incur expenses relating to paid duties, e.g. meals, incidentals, accommodations, transportation, the use of a private vehicle, taxis, will be reimbursed for these expenses when the contract/agreement for the event specifies full funding. In these instances, the reimbursement of expenses will be of the same value as prescribed in the NJC, *Travel Directive*.

2. 6. The commander will ensure that the authorization of other paid duties is fair and equitable, and that the process is transparent.

3. Commuting Assistance

3. 1. For eligibility for financial assistance to defray excessive commuting costs, see the NJC, *Commuting Assistance Directive*.

4. Operational Response for Officers

4. 1. Effective 2018-06-01, officers may be scheduled for Operational Readiness and Operational Availability (OR/OA) duties in the same way as other members. Refer to NCM ch. 2.7., Extra-Duty Pay, sec. 3.2., OM ch. 16.9., Backup, sec. 4., Unit Backup Plan, and OM ch. 16.12., Operational Response.

4. 2. An officer who is designated as a responder will:

4. 2. 1. remain immediately deployable,

4. 2. 2. abstain from alcohol consumption,

4. 2. 3. be reachable at a known telephone number, and

4. 2. 4. be readily available to return for duty when contacted.

4. 3. Immediate OR applies when operational policing duties require immediate action. Refer to OM ch. 16.9., sec. 4. and OM ch. 16.12.

4. 3. 1. An off-duty officer will be paid one hour at the straight time rate for each four-hour period they are on OR.

4. 3. 2. When an off-duty officer on OR is called by the delegated level back to the designated workplace, the officer will continue to be paid the OR rate as per sec. 4.3.1.

4. 4. Operational availability relates to all other situations that require a response within a reasonable timeframe, depending on the circumstances. Refer to OM ch. 16.12.

4. 4. 1. An off-duty officer on OA will be paid one hour at the straight time rate for each eight-hour period they are on OA.

4. 4. 2. When an off-duty officer on OA is called by the delegated level back to the designated workplace, the officer will be paid the OR rate as per sec. 4.3.1.

4. 5. An officer is not entitled to convert their earned operational response entitlement into Lieu Time Off (LTO) credits. All claims for OR/OA must be submitted for payment.

References

Date Modified: 2018-06-04

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - ch. 2.11. Death Benefits, Funeral, and Burial Entitlements

Policy Amended: 2019-04-11

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Serving Member including Retired to Pension
3. Serving Member
4. Death in the Line of Duty
5. Retired to Pension

App. 2-11-1 Regimental Headstones and Markers

1. General

1. 1. Entitlements vary depending upon whether the deceased member:

1. 1. 1. was serving at the time of death;

1. 1. 2. if the death was in the line of duty; or

1. 1. 3. if the member was retired to pension.

1. 2. The following are the benefit types available:

1. 2. 1. Funeral,

1. 2. 2. Reception,

1. 2. 3. Plot or Niche,

1. 2. 4. Burial markers,

1. 2. 5. Perpetual Care,

1. 2. 6. Transportation, and

1. 2. 7. Death Benefits:

1. 2. 7. 1. Balance of the month of death, and/or

1. 2. 7. 2. Death Gratuity.

1. 3. For information regarding insurances available to survivors, see RCMP Benefits Administration Centre.

1. 4. All funeral and burial benefits are for services in Canada, and within a provincially registered cemetery, unless otherwise specified.

1. 5. The following are the RCMP-designated cemeteries: "Depot" Division, Maple Creek and Battleford, Saskatchewan, Fort Saskatchewan, Alberta, and Beechwood Cemetery, Ottawa, Ontario.

1. 6. All rates expressly stated within this policy are subject to review by the Secretary of the Treasury Board Secretariat of Canada (TBS).

1. 7. In intervening years, the Assistant Deputy Minister, Compensation and Labour Relations, TBS, will approve adjustments based on the Consumer Price Index, effective Apr. 1 of each year.

1. 8. The payment of all applicable taxes on items listed in this policy will be authorized, in addition to the amounts stated.

1. 9. For the purposes of this policy, a survivor is one who, in the opinion of the Commissioner/delegate:

1. 9. 1. is a spouse or common-law partner who lived with the member at his/her place of duty for at least one year, or lived apart only for operational reasons;

1. 9. 2. is a dependent child/children;

1. 9. 3. is a child/children, in the care of the member, spouse, or common-law partner, and is disabled with physical or mental incapacities.

1. 10. The benefits in this policy are outlined by category at time of death. Those benefits shown in the information provided under "Serving Member including Retired to Pension" category will not be repeated. Benefits outlined within the other categories are specific to only that category, and are in addition to sec. 1. and 2.

1. 11. For specific benefits, refer to the following categories:

1. 11. 1. serving member, including retired to pension (sec. 1. and 2. apply to everyone);

1. 11. 2. serving member (sec. 1.,2., and 3. apply);

1. 11. 3. death in the line of duty (sec. 1.,2.,3., and 4. apply); or

1. 11. 4. members retired to pension (sec. 1.,2., and 5. apply).

2. Serving Member including Retired to Pension

2. 1. Plot or Niche

2. 1. 1. Deceased members who died while serving, or members retired to pension eligible for an immediate annuity or annual allowance at the time of discharge, and the remains of RMs transferred from a lonely grave, are eligible for a plot or a columbarium niche, at no cost, in an RCMP-designated cemetery.

2. 1. 1. 1. This benefit will remain in force, even if the member retired to pension is subsequently re-employed and surrenders his/her annuity, in recognition of his/her RCMP service.

2. 1. 2. Eligible survivors, as outlined in sec. 1.9., are also eligible for burial in RCMP-designated cemeteries, as space allows. Any additional costs, including a larger plot or niche, or the opening or closing of the grave site, to accommodate a survivor, will be at the estates expense.

2. 1. 3. The remains of a survivor, as outlined in sec. 1.9., may be placed in the same plot or niche, as the deceased member, at the expense of the estate, provided the remains can be accommodated, and the request complies with local cemetery restrictions.

2. 1. 4. Pre-selection in a RCMP-designated cemetery of a burial plot or niche will not be accepted before the death of an eligible person. After the death of an eligible person, at the request of the next of kin, the CO/delegate will make arrangements for the burial in a RCMP-designated cemetery.

2. 1. 4. 1. The cost associated to the single portion of a double plot selected before the member's death will be reimbursed only at the death of the member. Ensure the original invoice and receipt are retained and that the single plot cost is shown on that original invoice for future payment from public funds.

2. 2. Burial Markers

2. 2. 1. The specifications for the RCMP regimental headstone and markers are outlined in App. 2-11-1.

2. 2. 2. The CO/delegate has authority to reimburse the provider, the next of kin, or the Executor/Executrix of either a deceased serving member or retired pensioner who retired with an immediate annuity or annual allowance under the *RCMP Superannuation Act* or *RCMP Pension Continuation Act*, an amount from public funds in keeping with current market prices for those items listed below. Arrangements should be made on behalf of the survivors or Estate by the CO/delegate with a local manufacturer, for the manufacture, transportation, and placement of a:

2. 2. 2. 1. regimental headstone or marker, and base, if required, if burial takes place in Canada; or

2. 2. 2. 2. for the payment of a non-regimental headstone, marker, or niche marker of choice in Canada to a maximum of $220, provided there is a reference on the headstone, marker, or niche to the member's service in the RCMP.

2. 2. 3. Ensure the next of kin is aware that the choice of headstone or marker must comply with local cemetery restrictions. This is of particular importance as these markers are no longer centrally produced. Regimental headstones or markers provided by the RCMP bear a uniform size and inscription, and no change from the format is allowed. See App. 2-11-1.

2. 2. 4. The CO/delegate can authorize the placement of a RCMP regimental headstone or marker in a RCMP cemetery, or on any lonely grave, when it is not feasible to transfer the remains to a RCMP cemetery.

2. 3. Perpetual Care

2. 3. 1. Each regimental headstone or marker, as well as the site of burial upon which it has been erected, will be maintained at public expense.

2. 3. 2. The Detachment Commander ensures a record is maintained of the graves of all former members in each detachment area where a RCMP regimental headstone/marker, or for non-regimental markers referring to service in the RCMP, has been placed.

2. 3. 3. The Detachment Commander ensures each burial site for a RCMP member or a member retired to pension is annually inspected for proper maintenance. If an unkept grave or burial marker is discovered, the CO/delegate may authorize reasonable expenditures for its maintenance.

3. Serving Member

3. 1. Death Benefits

3. 1. 1. Death Benefits include both the Balance of the Month of Death, see sec. 3.2., and Death Gratuity, see sec. 3.3. for details. The following are the criteria for determining the continuous employment period, upon which the eligibility is based:

3. 1. 1. 1. Includes only service within the definition of core public administration.

3. 1. 1. 1. 1. Absence on authorized leave without pay does not affect the calculation of the period.

3. 1. 1. 1. 2. Absence of the person from duty on non-authorized leave without pay, on suspension, or loss of basic requirement, at the time of death, does not affect the calculation of the period.

3. 2. Balance of the Month of Death

3. 2. 1. The balance of the month of death is paid, when the member has been continuously employed for a minimum period of one year, computed, as outlined in sec. 3.1. The remuneration for the full month of death is calculated using the amount associated with the substantive level and is to be made to the Estate or to an individual subject to the restrictions contained in the *Payments to Estates Regulations, 1996*.

3. 2. 2. The member's estate is entitled to the remuneration for the balance of the month of death, even though the person had received no earnings in that month.

3. 3. Death Gratuity

3. 3. 1. Death gratuity is paid, when a member dies, after having been continuously employed for a minimum period of two years, computed, as outlined in sec. 3.1. The two-month gratuity payment is calculated using the remuneration associated with the substantive level. The payment is to be made to, the estate or to an individual subject to the restrictions contained in the *Payments to Estates Regulations, 1996*.

3. 3. 2. The fact that the surviving spouse or common-law partner may be entitled to a gratuity pursuant to another Act, does not affect entitlement to the gratuity under this policy.

3. 4. Plot or Niche

3. 4. 1. The cost of a plot for earth burial, a concrete or similar enclosure, when necessary, or a columbarium niche for interment of the remains at a provincially registered cemetery, at local

prevailing rates, is the RCMP's responsibility. Any additional associated costs to accommodate a survivor, including a larger plot or niche will be at the estates expense.

3. 4. 1. 1. Ensure invoices specify the value of a single plot or niche.

3. 5. Perpetual Care

3. 5. 1. The cost of perpetual care, and the labour costs to open and close the member's burial site, will be paid at public expense.

3. 6. Funeral

3. 6. 1. The CO may approve the coordination of death benefits in accordance with the National Joint Council's Isolated Posts and Government Housing Directive, if the member is subject to that directive at the time of death. Coordination of benefits is not a requirement.

3. 6. 2. When an active member dies, other than in the line of duty, the CO can appoint a delegate to assist the survivors or executor/trix in coordinating a Ceremonial funeral and burial arrangements. All arrangements will be made in consultation and with the consent of the deceased member's survivors or executor/trix.

3. 6. 3. The CO/delegate will explain RCMP funeral expense entitlements to the member's survivor or to the executrix/executor before any funeral arrangements are made, to explain those costs that may be approved for payment by the RCMP.

3. 6. 4. The CO/delegate will consult with Corporate Management and Comptrollership Officer or equivalent, to ensure the appropriateness of expenses outlined in this policy.

3. 6. 5. Effective 2019-04-01, the CO may authorize up to $15,643 to defray funeral expenses of a member, when one funeral director is involved in Canada.

3. 6. 5. 1. Funeral homes provide a range of services from basic to elaborate. The intent of this assistance is to provide for a simple, but dignified funeral. The following are examples of typical Canadian funeral expenses:

3. 6. 5. 1. 1. removal or acceptance of body from place of death;

3. 6. 5. 1. 2. funeral home consultation and administrative services;

3. 6. 5. 1. 2. death registration fees and certificates;

3. 6. 5. 1. 2. embalming and preparation of body, including cremation;

3. 6. 5. 1. 3. provision of casket or urn;

3. 6. 5. 1. 4. provision of a chapel and or a reception room;

3. 6. 5. 1. 5. provision of a facilitator or clergy;

3. 6. 5. 1. 6. provision of music including a bag piper;

3. 6. 5. 1. 7. provision of flowers, obituary, and the memoriam package;

3. 6. 5. 1. 8. hearse to place of burial or Canadian departure point; and

3. 6. 5. 1. 9. provision of two vehicles for mourners and pallbearers.

3. 6. 6. The CO may authorize an additional amount of up to 7.9% of the amount outlined in sec. 3.6.5. to offset costs when the death occurred other than the place of the Canadian burial site, to be paid toward the cost of a second funeral director, if required.

3. 6. 7. In addition, under exceptional circumstances, the Commissioner/delegate may authorize, from public funds, expenses up to a maximum of $300.

3. 6. 7. 1. Exceptional circumstances include special preparation and handling of the remains, e.g., due to decomposition, disease, or for special cosmetic treatment.

3. 6. 8. If a person entitled to custody of the remains of the member wishes to make more elaborate funeral arrangements, other than provided for in this policy, the additional cost will be at that person's expense.

3. 7. Reception

3. 7. 1. Application may be made to the Benefit Trust Fund for funeral reception expenses of a serving member, and/or additional eligible monies. See FMM ch. 9.7. sec. 2.3.

3. 8. Transportation within Canada

3. 8. 1. For Canadian burials of members, when burial takes place other than where the death occurred, transportation costs of the remains will be covered at public expense to the burial location.

3. 8. 2. When burial takes place, other than the permanent place of residence of those described in sec. 3.8.2.1. and 3.8.2.2., at a location in Canada within one year of the member's death, the actual and most reasonable form of return commercial transportation within Canada will be made at public expense to the place of burial, for:

3. 8. 2. 1. the survivors, as defined in sec. 1.9., from his/her permanent place of residence; and

3. 8. 2. 2. the deceased member's parents, adoptive parents or step-parents, from his and/or her permanent place of residence. The Commissioner/delegate may approve someone to accompany the widowed parent, or the widowed adoptive or step-parent.

3. 8. 3. If burial is outside of Canada, the remains will be transported to the Canadian departure point.

3. 9. Transportation outside of Canada

3. 9. 1. Repatriation costs will be paid at public expense to return the remains of a fallen RCMP employee to Canada, when the employee dies outside of Canada Contact International Peace Operations for further details at (613)688-2791.

4. Death in the Line of Duty

4. 1. Funeral

4. 1. 1. The CO may recommend a regimental funeral be extended to the survivors or executor/trix. If the next of kin accepts a regimental funeral, all expenses must be pre-authorized by the CO.

4. 1. 2. The CO can appoint a delegate to assist the survivors or executor/trix in coordinating all funeral and burial arrangements for a member who dies in the line of duty.

4. 1. 3. The Commissioner/delegate may allocate additional public funds, when deemed appropriate, for expenses pertaining to a full regimental funeral in the case of a death in the line of duty. All arrangements will be made in consultation and with the consent of the deceased member's survivors or executor/trix.

5. Retired to Pension

5. 1. Burial Markers

5. 1. 1. Persons retired to pension have the option of purchasing their headstone, marker, or niche plaque in advance, and can be reimbursed when the headstone, marker, or niche marker is being placed on a pre-arranged plot/site in a provincially registered cemetery.

5. 1. 2. This benefit will remain in force, even if the annuitant is subsequently re-employed and surrenders his/her annuity. The former member would still be entitled to a marker and/or plot in an RCMP-designated cemetery in recognition of service in the RCMP.

References

- Fallen Members Guide
- RCMP Veterans Association

Date Modified: 2019-04-11

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - ch. 2.11. Death Benefits, Funeral, and Burial Entitlements

Policy Amended: 2020-07-17

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Serving Member including Retired to Pension
3. Serving Member
4. Death in the Line of Duty
5. Retired to Pension
App. 2-11-1 Regimental Headstones and Markers

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1. General

1. 1. Entitlements vary depending upon whether the deceased member:

1. 1. 1. was serving at the time of death;

1. 1. 2. if the death was in the line of duty; or

1. 1. 3. if the member was retired to pension.

1. 2. The following are the benefit types available:

1. 2. 1. Funeral,

1. 2. 2. Reception,

1. 2. 3. Plot or Niche,

1. 2. 4. Burial markers,

1. 2. 5. Perpetual Care,

1. 2. 6. Transportation, and

1. 2. 7. Death Benefits:

1. 2. 7. 1. Balance of the month of death, and/or

1. 2. 7. 2. Death Gratuity.

1. 3. For information regarding insurances available to survivors, see RCMP Benefits Administration Centre.

1. 4. All funeral and burial benefits are for services in Canada, and within a provincially registered cemetery, unless otherwise specified.

1. 5. The following are the RCMP-designated cemeteries: "Depot" Division, Maple Creek and Battleford, Saskatchewan, Fort Saskatchewan, Alberta, and Beechwood Cemetery, Ottawa, Ontario.

1. 6. All rates expressly stated within this policy are subject to review by the Secretary of the Treasury Board Secretariat of Canada (TBS).

1. 7. In intervening years, the Assistant Deputy Minister, Compensation and Labour Relations, TBS, will approve adjustments based on the Consumer Price Index, effective Apr. 1 of each year.

1. 8. The payment of all applicable taxes on items listed in this policy will be authorized, in addition to the amounts stated.

1. 9. For the purposes of this policy, a survivor is one who, in the opinion of the Commissioner/delegate:

1. 9. 1. is a spouse or common-law partner who lived with the member at his/her place of duty for at least one year, or lived apart only for operational reasons;

1. 9. 2. is a dependent child/children;

1. 9. 3. is a child/children, in the care of the member, spouse, or common-law partner, and is disabled with physical or mental incapacities.

1. 10. The benefits in this policy are outlined by category at time of death. Those benefits shown in the information provided under "Serving Member including Retired to Pension" category will not be repeated. Benefits outlined within the other categories are specific to only that category, and are in addition to sec. 1. and 2.

1. 11. For specific benefits, refer to the following categories:

1. 11. 1. serving member, including retired to pension (sec. 1. and 2. apply to everyone);

1. 11. 2. serving member (sec. 1.,2., and 3. apply);

1. 11. 3. death in the line of duty (sec. 1.,2.,3., and 4. apply); or

1. 11. 4. members retired to pension (sec. 1.,2., and 5. apply).

2. Serving Member including Retired to Pension

2. 1. Plot or Niche

2. 1. 1. Deceased members who died while serving, or members retired to pension eligible for an immediate annuity or annual allowance at the time of discharge, and the remains of RMs transferred from a lonely grave, are eligible for a plot or a columbarium niche, at no cost, in an RCMP-designated cemetery.

2. 1. 1. 1. This benefit will remain in force, even if the member retired to pension is subsequently re-employed and surrenders his/her annuity, in recognition of his/her RCMP service.

2. 1. 2. Eligible survivors, as outlined in sec. 1.9., are also eligible for burial in RCMP-designated cemeteries, as space allows. Any additional costs, including a larger plot or niche, or the opening or closing of the grave site, to accommodate a survivor, will be at the estates expense.

2. 1. 3. The remains of a survivor, as outlined in sec. 1.9., may be placed in the same plot or niche, as the deceased member, at the expense of the estate, provided the remains can be accommodated, and the request complies with local cemetery restrictions.

2. 1. 4. Pre-selection in a RCMP-designated cemetery of a burial plot or niche will not be accepted before the death of an eligible person. After the death of an eligible person, at the request of the next of kin, the CO/delegate will make arrangements for the burial in a RCMP-designated cemetery.

2. 1. 4. 1. The cost associated to the single portion of a double plot selected before the member's death will be reimbursed only at the death of the member. Ensure the original invoice and receipt are retained and that the single plot cost is shown on that original invoice for future payment from public funds.

2. 2. Burial Markers

2. 2. 1. The specifications for the RCMP regimental headstone and markers are outlined in App. 2-11-1.

2. 2. 2. The CO/delegate has authority to reimburse the provider, the next of kin, or the Executor/Executrix of either a deceased serving member or retired pensioner who retired with an immediate annuity or annual allowance under the *RCMP Superannuation Act* or *RCMP Pension Continuation Act*, an amount from public funds in keeping with current market prices for those items listed below. Arrangements should be made on behalf of the survivors or Estate by the CO/delegate with a local manufacturer, for the manufacture, transportation, and placement of a:

2. 2. 2. 1. regimental headstone or marker, and base, if required, if burial takes place in Canada; or

2. 2. 2. 2. for the payment of a non-regimental headstone, marker, or niche marker of choice in Canada to a maximum of $220, provided there is a reference on the headstone, marker, or niche to the member's service in the RCMP.

2. 2. 3. Ensure the next of kin is aware that the choice of headstone or marker must comply with local cemetery restrictions. This is of particular importance as these markers are no longer centrally produced. Regimental headstones or markers provided by the RCMP bear a uniform size and inscription, and no change from the format is allowed. See App. 2-11-1.

2. 2. 4. The CO/delegate can authorize the placement of a RCMP regimental headstone or marker in a RCMP cemetery, or on any lonely grave, when it is not feasible to transfer the remains to a RCMP cemetery.

2. 3. Perpetual Care

2. 3. 1. Each regimental headstone or marker, as well as the site of burial upon which it has been erected, will be maintained at public expense.

2. 3. 2. The Detachment Commander ensures a record is maintained of the graves of all former members in each detachment area where a RCMP regimental headstone/marker, or for non-regimental markers referring to service in the RCMP, has been placed.

2. 3. 3. The Detachment Commander ensures each burial site for a RCMP member or a member retired to pension is annually inspected for proper maintenance. If an unkept grave or burial marker is discovered, the CO/delegate may authorize reasonable expenditures for its maintenance.

3. Serving Member

3. 1. Death Benefits

3. 1. 1. Death Benefits include both the Balance of the Month of Death, see sec. 3.2., and Death Gratuity, see sec. 3.3. for details. The following are the criteria for determining the continuous employment period, upon which the eligibility is based:

3. 1. 1. 1. Includes only service within the definition of core public administration.

3. 1. 1. 1. 1. Absence on authorized leave without pay does not affect the calculation of the period.

3. 1. 1. 1. 2. Absence of the person from duty on non-authorized leave without pay, on suspension, or loss of basic requirement, at the time of death, does not affect the calculation of the period.

3. 2. Balance of the Month of Death

3. 2. 1. The balance of the month of death is paid, when the member has been continuously employed for a minimum period of one year, computed, as outlined in sec. 3.1. The remuneration for the full month of death is calculated using the amount associated with the substantive level and is to be made to the Estate or to an individual subject to the restrictions contained in the *Payments to Estates Regulations, 1996*.

3. 2. 2. The member's estate is entitled to the remuneration for the balance of the month of death, even though the person had received no earnings in that month.

3. 3. Death Gratuity

3. 3. 1. Death gratuity is paid, when a member dies, after having been continuously employed for a minimum period of two years, computed, as outlined in sec. 3.1. The two-month gratuity payment is calculated using the remuneration associated with the substantive level. The payment is to be made to, the estate or to an individual subject to the restrictions contained in the *Payments to Estates Regulations, 1996*.

3. 3. 2. The fact that the surviving spouse or common-law partner may be entitled to a gratuity pursuant to another Act, does not affect entitlement to the gratuity under this policy.

3. 4. Plot or Niche

3. 4. 1. The cost of a plot for earth burial, a concrete or similar enclosure, when necessary, or a columbarium niche for interment of the remains at a provincially registered cemetery, at local prevailing rates, is the RCMP's responsibility. Any additional associated costs to accommodate a survivor, including a larger plot or niche will be at the estates expense.

3. 4. 1. 1. Ensure invoices specify the value of a single plot or niche.

3. 5. Perpetual Care

3. 5. 1. The cost of perpetual care, and the labour costs to open and close the member's burial site, will be paid at public expense.

3. 6. Funeral

3. 6. 1. The CO may approve the coordination of death benefits in accordance with the National Joint Council's Isolated Posts and Government Housing Directive, if the member is subject to that directive at the time of death. Coordination of benefits is not a requirement.

3. 6. 2. When an active member dies, other than in the line of duty, the CO can appoint a delegate to assist the survivors or executor/trix in coordinating a Ceremonial funeral and burial arrangements. All arrangements will be made in consultation and with the consent of the deceased member's survivors or executor/trix.

3. 6. 3. The CO/delegate will explain RCMP funeral expense entitlements to the member's survivor or to the executrix/executor before any funeral arrangements are made, to explain those costs that may be approved for payment by the RCMP.

3. 6. 4. The CO/delegate will consult with Corporate Management and Comptrollership Officer or equivalent, to ensure the appropriateness of expenses outlined in this policy.

3. 6. 5. Effective 2020-04-01, the CO may authorize up to $15,940 to defray funeral expenses of a member, when one funeral director is involved in Canada.

3. 6. 5. 1. Funeral homes provide a range of services from basic to elaborate. The intent of this assistance is to provide for a simple, but dignified funeral. The following are examples of typical Canadian funeral expenses:

3. 6. 5. 1. 1. removal or acceptance of body from place of death;

3. 6. 5. 1. 2. funeral home consultation and administrative services;

3. 6. 5. 1. 2. death registration fees and certificates;

3. 6. 5. 1. 2. embalming and preparation of body, including cremation;

3. 6. 5. 1. 3. provision of casket or urn;

3. 6. 5. 1. 4. provision of a chapel and or a reception room;

3. 6. 5. 1. 5. provision of a facilitator or clergy;

3. 6. 5. 1. 6. provision of music including a bag piper;

3. 6. 5. 1. 7. provision of flowers, obituary, and the memoriam package;

3. 6. 5. 1. 8. hearse to place of burial or Canadian departure point; and

3. 6. 5. 1. 9. provision of two vehicles for mourners and pallbearers.

3. 6. 6. The CO may authorize an additional amount of up to 7.9% of the amount outlined in sec. 3.6.5. to offset costs when the death occurred other than the place of the Canadian burial site, to be paid toward the cost of a second funeral director, if required.

3. 6. 7. In addition, under exceptional circumstances, the Commissioner/delegate may authorize, from public funds, expenses up to a maximum of $300.

3. 6. 7. 1. Exceptional circumstances include special preparation and handling of the remains, e.g., due to decomposition, disease, or for special cosmetic treatment.

3. 6. 8. If a person entitled to custody of the remains of the member wishes to make more elaborate funeral arrangements, other than provided for in this policy, the additional cost will be at that person's expense.

3. 7. Reception

3. 7. 1. Application may be made to the Benefit Trust Fund for funeral reception expenses of a serving member, and/or additional eligible monies. See FMM ch. 9.7. sec. 2.3.

3. 8. Transportation within Canada

3. 8. 1. For Canadian burials of members, when burial takes place other than where the death occurred, transportation costs of the remains will be covered at public expense to the burial location.

3. 8. 2. When burial takes place, other than the permanent place of residence of those described in sec. 3.8.2.1. and 3.8.2.2., at a location in Canada within one year of the member's death, the actual and most reasonable form of return commercial transportation within Canada will be made at public expense to the place of burial, for:

3. 8. 2. 1. the survivors, as defined in sec. 1.9., from his/her permanent place of residence; and

3. 8. 2. 2. the deceased member's parents, adoptive parents or step-parents, from his and/or her permanent place of residence. The Commissioner/delegate may approve someone to accompany the widowed parent, or the widowed adoptive or step-parent.

3. 8. 3. If burial is outside of Canada, the remains will be transported to the Canadian departure point.

3. 9. Transportation outside of Canada

3. 9. 1. Repatriation costs will be paid at public expense to return the remains of a fallen RCMP employee to Canada, when the employee dies outside of Canada Contact International Peace Operations for further details at (613)688-2791.

4. Death in the Line of Duty

4. 1. Funeral

4. 1. 1. The CO may recommend a regimental funeral be extended to the survivors or executor/trix. If the next of kin accepts a regimental funeral, all expenses must be pre-authorized by the CO.

4. 1. 2. The CO can appoint a delegate to assist the survivors or executor/trix in coordinating all funeral and burial arrangements for a member who dies in the line of duty.

4. 1. 3. The Commissioner/delegate may allocate additional public funds, when deemed appropriate, for expenses pertaining to a full regimental funeral in the case of a death in the line of duty. All arrangements will be made in consultation and with the consent of the deceased member's survivors or executor/trix.

5. Retired to Pension

5. 1. Burial Markers

5. 1. 1. Persons retired to pension have the option of purchasing their headstone, marker, or niche plaque in advance, and can be reimbursed when the headstone, marker, or niche marker is being placed on a pre-arranged plot/site in a provincially registered cemetery.

5. 1. 2. This benefit will remain in force, even if the annuitant is subsequently re-employed and surrenders his/her annuity. The former member would still be entitled to a marker and/or plot in an RCMP-designated cemetery in recognition of service in the RCMP.

References

- Fallen Members Guide
- RCMP Veterans' Association

Date Modified: 2020-07-17

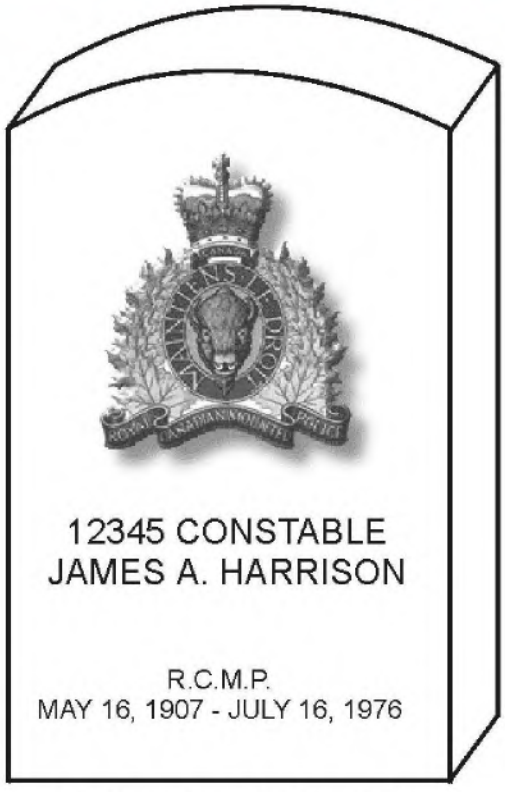
Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

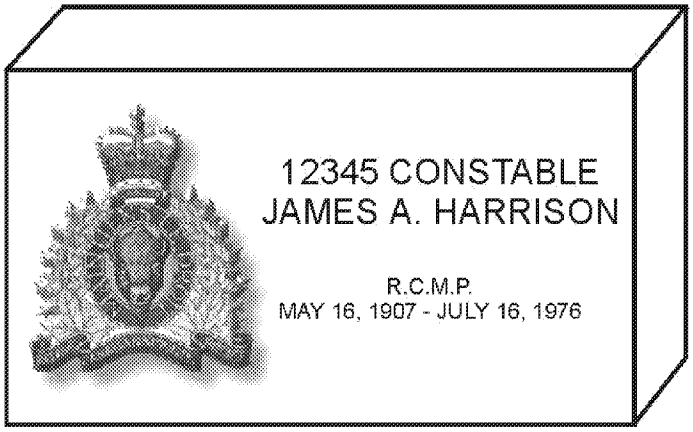
NCM - App. 2-11-1 Regimental Headstones and Markers

Back to chapter

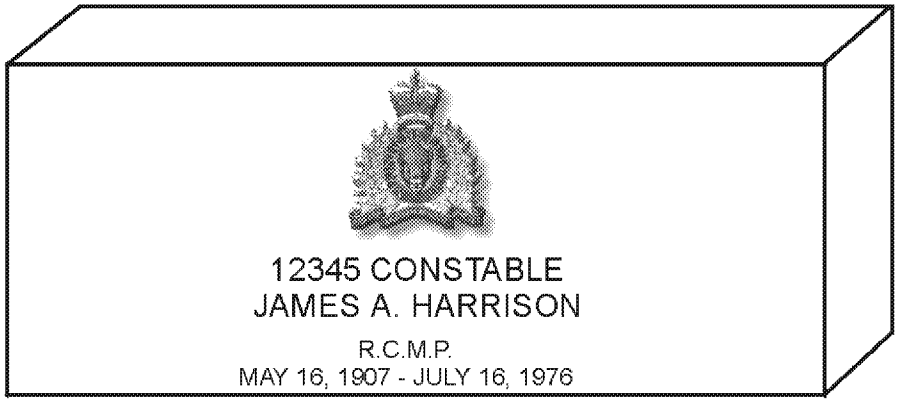
Moved from NCM 2.10.: 2017-02-23



Upright Granite Headstone
76.2 cm high
45.72 cm wide
7.62 cm thick



Flat Granite Markers
50.8 cm wide
30.48 cm high
7.62 cm thick



Flat Bronze Marker
60.96 cm wide
30.48 cm high
.635 cm thick
Inscription RAISED .32 cm

Back to chapter

Date Modified: 2017-02-23

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NCM - App. 2-11-1 Regimental Headstones and Markers

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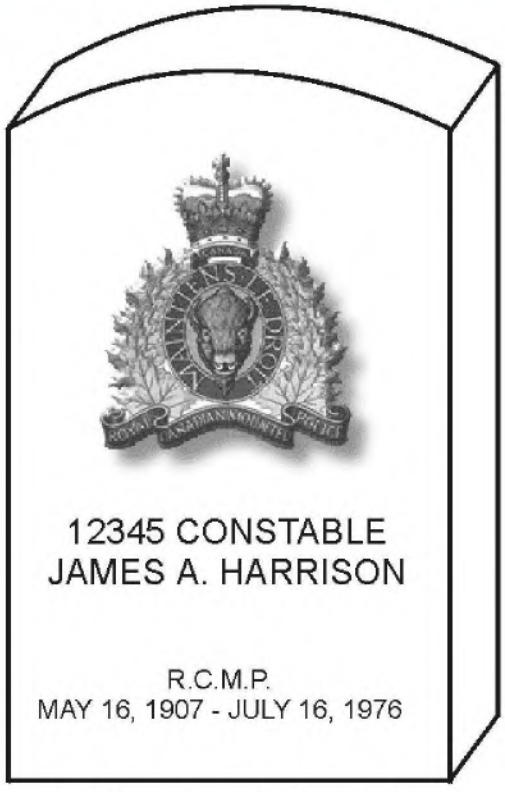
Moved from NCM 2.10.: 2017-02-23



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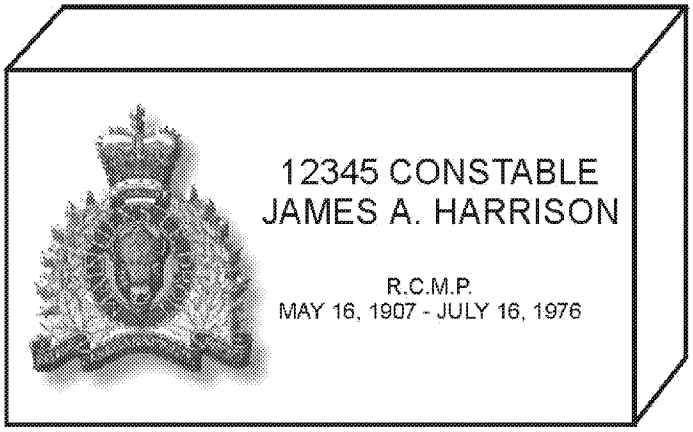

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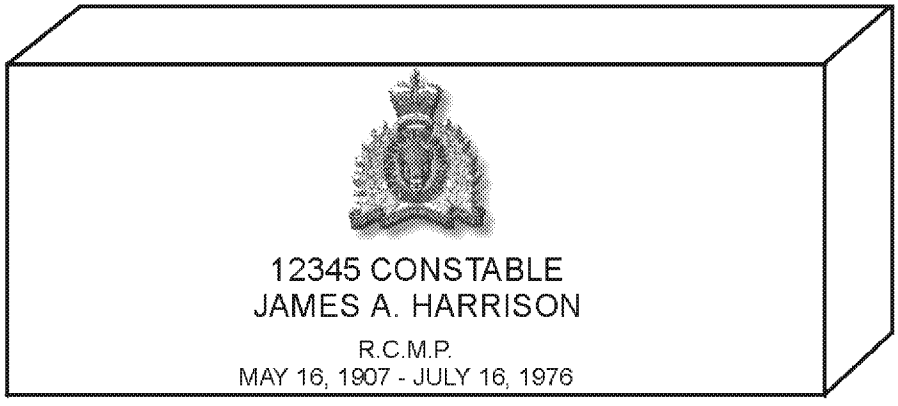

Flat Bronze Marker
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30.48 cm high
.635 cm thick
Inscription RAISED .32 cm

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Date Modified: 2017-02-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - ch. 2.2. Designated Paid Holidays

Directive Amended: 2015-03-16

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Working On a Designated Paid Holiday

General

1. 1. The following are considered designated paid holidays (DPHs): New Year's Day, Good Friday, Easter Monday, the Sovereign's birthday, Canada Day, a provincial/territorial holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, and Boxing Day.

1. 2. The provincial/territorial holiday will be observed on the day recognized in the area where the member works. In the absence of a recognized holiday, the first Monday in August will be the DPH.

1. 3. A DPH must be observed on the day on which it falls.

EXCEPTION: When Canada Day (July 1) falls on a Sunday, the DPH must be observed on the immediately following Monday (July 2), as required by the *Holidays Act*.

1. 4. A full-time (F/T) member is entitled to eight hours off-duty with pay on a DPH totalling 88 hours per calendar year. The DPH is equal to eight hours pay at the straight-time rate and is part of the member's scheduled hours of work, i.e. 2087.04 hours of work per year.

1. 4. 1. When a F/T member's scheduled shift is more than eight hours on a DPH, the additional scheduled hours must be accounted for by either working the scheduled hours, or by using another approved leave type in the HRMIS system.

1. 5. A part-time (P/T) member is not entitled to a day off with pay for the prescribed DPH outlined in sec. 1.1. Instead, in lieu of DPHs, he/she will receive a premium of 4.25 percent, calculated on the money earned at straight-time, and paid to him/her bi-weekly.

1. 5. 1. A P/T member should not be scheduled to work on a prescribed DPH. If scheduled, these hours must be accounted for by using one of the following methods:

1. 5. 1. 1. working the hours elsewhere on the schedule without additional compensation, as approved by the delegated level; or

1. 5. 1. 2. entering a leave type in the HRMIS system, as approved by the delegated level; or

1. 5. 1. 3. the delegated level must ensure the recovery of regular salary (straight time pay) is recorded on form 5757 and sent to the Compensation Office for processing.

1. 6. When a scheduled RTO day falls on a DPH, the member will be deemed off-duty on the DPH and the RTO will be moved to another calendar day, as indicated in ch. 2.1., sec. 3.4.

1. 7. When required to work on the new RTO:

1. 7. 1. a member will be remunerated as indicated in ch. 2.7., sec. 4.1.1.3.;

1. 7. 2. an officer, other than an officer exempt category (OEC), may request and be granted by the delegated level management leave for performing special duties. See AM II.5.N.

1. 8. An F/T member is not entitled to be paid for a DPH when he/she is on leave without pay on both the working day immediately preceding and the working day immediately following the DPH.

2. Working On a Designated Paid Holiday

2. 1. A member will be remunerated as indicated in ch. 2.7.

References

Date Modified: 2015-03-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - ch. 2.3. Schedules and Shifts

Directive Amended: 2016-07-20

For information regarding this policy, contact your Pay Operations Office.

1. General

2. Rescheduling a Shift or RTO

App. 2-3-1 Shift Scheduling Considerations

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1. General

1. 1. Where operational requirements cannot be satisfied through standard workweek (SWW) arrangements, the delegated level may establish an appropriate shift scheduled work block (SSWB) arrangement. See App. 2-3-1 for factors to consider when creating shift schedules.

1. 2. The scheduling of work hours, staffing, preparation, posting, and administration of shift schedules is the responsibility of the delegated level. He/she will establish and post the master work schedule for the unit at least 28 days in advance of the starting date of the next work schedule.

1. 3. The delegated level will make every reasonable effort to schedule a member's shifts in a given rotation (day, evening or night) so that start and finish times are consistent. Additionally, scheduling split shifts is not permitted.

1. 4. The work schedule will consist of at least 28 consecutive calendar days.

1. 4. 1. The work schedule will average 40 straight-time hours per week.

1. 4. 2. A shift that begins on one day and finishes after midnight will be considered to be completely worked on the day it began, e.g. a shift scheduled to begin at 20:00 on Monday and end at 04:00 on Tuesday is considered to have been completely worked on Monday.

NOTE: Unscheduled additional hours worked after midnight, qualify for payment at the rate of the new day. See NCM 2.7.

1. 5. A scheduled shift may consist of 8 or more hours, but will not exceed 12 hours.

1. 6. Notwithstanding the exceptions to the maximum hours of work indicated in ch. 2.1. sec. 2., the delegated level will not schedule a shift within 12 hours of the completion of the member's previously scheduled shift.

1. 7. When planning the rotation of shifts, the delegated level will ensure the rotation of shifts within a work block is forward-moving, i.e. day to evening to night.

1. 8. At the discretion of the delegated level, a member may exchange his/her shift with another member, provided sufficient advance notice is given, as determined and approved by the delegated level, and with due consideration to health and safety risks and costs.

1. 9. Due to the time change resulting from Daylight or Standard Savings Time, the duration of a scheduled shift may vary and will be planned for in advance. The number of scheduled hours will be adjusted to maintain the required average of 40-hours per week.

1. 10. When a member appears to be having difficulty performing his/her work duties, or the member's actions appear to be affected by health-related factors, e.g. fatigue or sickness, the delegated level will make the necessary arrangements for a health assessment to establish a member's fitness for work. See AM II.19.F.

2. Rescheduling a Shift or RTO

2. 1. When a sudden duty requirement occurs, the delegated level will seek a qualified volunteer willing to reschedule a shift or RTO, see ch. 2.1. sec. 3., or willing to work overtime.

2. 1. 1. When a member is willing to work overtime, the overtime must be within the "maximum" hours, see ch. 2.1. sec 2.1.

2. 2. When no qualified volunteer can be found, the delegated level may order a rescheduling of a member's home unit work schedule.

2. 2. 1. In rescheduling situations, when proper notice on the home unit schedule is not provided a member may chose to work:

2. 2. 1. 1. the new home unit shift only, or

2. 2. 1. 2. the new home unit shift and some, or all of previously scheduled hours, provided that doing so will not contradict ch. 2.1. sec. 1.4., and/or the maximum hours of work indicated in ch. 2.1. sec. 2.

2. 2. 2. Additional hours worked will be paid as indicated in ch. 2.7.

NOTE: When a rescheduling occurs, straight-time hours must be accounted for on the new schedule.

References

Date Modified: 2016-07-20

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 2-3-1 Shift Scheduling Considerations

Back to chapter

New Chapter: 2010-12-13

1. Delegated levels must ensure sufficient resources are available to enforce the law and protect citizens. When developing a shift schedule for employees, delegated levels must consider weekends, peak hours, service demands and the availability of members.

2. Critical considerations for achieving an effective shift schedule include occupational health and safety requirements, and guidelines dealing with scheduled and unscheduled absences, appropriate coverage, training or retraining, and ensuring that the needs of members are met as much as possible.

3. The practices and policies established by delegated levels for 16 to 24/7 operations can significantly influence shift-worker alertness, safety and performance, e.g. selecting an appropriate shift schedule, determining the length of shifts, managing overtime, increasing lighting levels, and providing lifestyle training.

4. The following considerations may help delegated levels in developing shift schedules for their operations:

4. 1. define operational criteria with management, task teams, and member leaders;

4. 2. involve the members who will be affected by a schedule change through group interviews and presentations;

4. 3. assess how the shifts may affect the level of service to the public, member morale, overtime, and other administrative functions, and ensure shifts will not compromise the delivery of services;

4. 4. identify member lifestyle issues, needs, and preferences through internal discussions;

4. 5. provide scheduling education to help train members to better adapt to a new schedule and allow members to make informed choices about a change which may affect their home and work lives;

4. 6. apply innovative and effective schedule designs based on scientific physiological principles, management needs, and member preferences;

4. 7. have detachment managers use established shift scheduling software to assist them with the development and implementation of shifts;

4. 8. address implementation issues such as overtime, holiday pay, relief coverage, and cost neutrality;

4. 9. identify fatigue hazards and other health and safety considerations and risks by consulting members involved, linking occupational health and safety guidelines and standards with operational requirements, and ensuring that proper due diligence is applied;

4. 10. analyze and evaluate risk; and

4. 11. treat risks in priority order.

5. When designing a shift system, also consider:

5. 1. shift design, e.g. fixed or rotating; length; start times; the minimization of permanent nights and sequence, i.e. only two to four night shifts in succession should be worked; and, clockwise rotation, i.e. morning/evening/night;

5. 2. work/life balance, e.g. regular social contact at short intervals may be preferable to long periods; and

5. 3. physiology, e.g. the degree to which the biological clock is disturbed; the distribution of days off on the weekend; and, schedules that offer adequate opportunities for sleep between 23:00 and 07:00.

5. 3. 1. The accumulation of sleep deficits can be avoided with rapid shift rotation. The workweek needs to vary enough to allow for night rest.

6. Even the best of plans cannot apply to unforeseen, emergency situations. However, shift scheduling considerations, such as those included in this Appendix can still be adopted to ensure an effective use of available resources.

7. Risk management principles that will identify priority, fatigue, and hazards must be incorporated.

7. 1. A priority approach determined by risk, i.e. high, medium or low, will support effective planning, response and resources.

7. 2. Each job or task must be assessed to identify:

7. 2. 1. potential risks, including physical, physiological, and risks that may increase with fatigue; and

7. 2. 2. the appropriate time required to conduct an operation before fatigue sets in.

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Date Modified: 2010-12-13

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - ch. 2.4. Redeployment

Directive Amended: 2013-04-17

For information regarding this policy, contact your Pay Operations Office.

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1. Unless otherwise exempted by directives or other employer authorities, members on redeployment are subject to these terms and conditions of employment and the compensation directives in the AM.

2. When the need for redeployment is identified, the delegated level at the divisional or regional level will seek out volunteers as the first measure in meeting the resource requirements.

2. 1. When volunteers cannot be found, the delegated level will identify and assign employees to be redeployed, and provide the delegated level in charge of scheduling for the redeployment, the names, HRMIS numbers, and anticipated or posted home unit work schedules of personnel selected for the redeployment.

3. The delegated level in charge of scheduling at the redeployment will, when possible match the shifts and RTOs scheduled at the home unit to the redeployment work schedule, and provide each selected member and his/her manager (Line Officer) with a proposed redeployment work schedule at least 28 days in advance of the start of the redeployment.

3. 1. The delegated level at the home unit will consider the proposed redeployment work schedule in developing the home unit work schedule for the period of redeployment. When 28 days proper notice is provided, the new schedule becomes the home unit schedule. For overtime during a redeployment, see NCM ch. 2.7.

4. Notwithstanding exceptions to the maximum hours indicated in ch. 2.1., sec. 2., when a member on redeployment works less straight time hours than were scheduled at his/her home unit, the delegated level will ensure an adjustment is made to the member's hours of work or pay on form 1112.

4. 1. The delegated level at the redeployment will notify the home unit Line Officer when he/she is unable to take the appropriate action (adjustment) as required on the redeployment work schedule.

5. A redeployment occurs in any of the following situations:

5. 1. a major operation which is a planned and coordinated investigative operation;

5. 2. a major event which is of national or international significance within Canada, where the overall responsibility for security rests with the federal government, see PRPM ch. 8; and

5. 3. a declared emergency, extreme circumstance or high risk situation, e.g., flood, major forest fire, aircraft crash, sudden criminal or civil disorder, such as a riot, prison break or labour strike.

5. 3. 1. The home unit work schedule ceases to be in effect 72 hours after the start of the redeployment to a declared emergency, extreme circumstance or high risk situation. The redeployment work schedule becomes the new home unit schedule after the first 72 hours.

References

Date Modified: 2013-04-17

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - ch. 2.6. Telework

Directive Amended: 2013-04-17

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Telework Arrangements and Conditions
3. Teleworker Responsibilities

App. 2-6-1 Telework Arrangements

1. General

1. 1. A telework arrangement is subject to these terms and conditions of employment and the compensation directives in the AM.

1. 2. Participation in telework is voluntary. No member is required to telework.

1. 3. Before a telework arrangement is made on form 4025, an agreement will be reached between the RCMP and the member. See App. 2-6-1.

1. 4. A telework arrangement may be terminated with reasonable notice by either the member or the delegated level.

1. 5. All reasonable measures will be taken to ensure that teleworking is carried out in a safe working environment.

1. 6. Hours of work must be clearly defined.

1. 7. Overtime must be approved in advance by the delegated level.

1. 8. RCMP-owned or RCMP-leased equipment must be used.

1. 9. The RCMP assumes the responsibility for normal maintenance and repair of RCMP equipment.

2. Telework Arrangements and Conditions

2. 1. Before approving a request from a member to telework, whether for some or all of the regular workweek, the delegated level will ensure that:

2. 1. 1. it is operationally feasible to perform the work at the telework place;

2. 1. 2. the overall quality and quantity of work carried out in the designated workplace will be sustained by the teleworker in the telework place;

2. 1. 3. the work done at the telework place will be cost-effective. Certain initial costs are permissible, provided they are approved by the delegated level in advance and their costs recaptured over a reasonable period;

2. 1. 4. security, health and safety measures will be applied according to RCMP and Government directives. See RCMP and Government Security Policies and *Canada Labour Code*, Part II.

2. 1. 4. 1. When necessary, a security review or a health and safety inspection may be conducted with the assistance of the Regional Departmental Security Section or the health and safety representative.

2. 1. 5. the terms and conditions of engagement, provisions of relevant agreements, and directives and legislation will be followed;

2. 1. 6. official language requirements and service to the public will not be compromised;

2. 1. 7. equipment and electronic network security requirements will be respected; and

NOTE: Equipment and electronic network requirements will be determined on a case-by-case basis.

2. 1. 8. teleworking members and their colleagues understand the impact and practical considerations of the telework arrangement.

2. 2. Record details of the telework arrangement on form 4025. See App. 2-6-1 for a list of specific details.

3. Teleworker Responsibilities

3. 1. If a member wants to telework, he/she will submit a written request to his/her delegated level as outlined in App. 1-1-1.

3. 2. To participate in a telework arrangement, the member will be responsible for:

3. 2. 1. the costs of maintaining the telework place, e.g. insurance and utilities;

3. 2. 2. ensuring that the telework arrangement meets the municipal zoning regulations and the residential lease, if applicable;

3. 2. 3. adequately equipping the telework place according to health and safety standards;

3. 2. 4. respecting the terms and conditions of employment, relevant agreements, legislation and directives;

3. 2. 5. using supplies, equipment and electronic networks belonging to the RCMP only for the purposes of carrying out RCMP work, unless otherwise authorized by the delegated level;

3. 2. 6. ensuring that proper training in the operation of the equipment to be used is received; and

3. 2. 7. paying associated costs for transportation to and from the designated workplace.

3. 3. The member will ensure he/she is accessible throughout the hours of work and maintain weekly contact with the designated workplace.

3. 4. The member will not keep information designated above Protected-B at the telework place.

3. 4. 1. For procedures regarding sensitive information classified as Protected-B documents or for other security guidelines, see AM XI.3.

References

Date Modified: 2013-04-17

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - App. 2-6-1 Telework Arrangements

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New Chapter: 2010-12-13

1. Record details of the telework arrangement on form 4025.

2. At a minimum, include the following:

2. 1. the voluntary nature of the arrangement;

2. 2. the duration of the arrangement;

2. 3. a confirmation that both parties have read the requirements outlined in this chapter and the Questions and Answers on the Treasury Board of Canada Secretariat Policy on Telework;

2. 4. whether the member is full-time or part-time;

2. 5. the specific days the member will telework;

2. 6. hours of work;

2. 7. whether the arrangement will be regular or occasional;

2. 8. the telework location;

2. 9. work objectives and expected results;

2. 10. issues of liability, e.g. personal and equipment-related;

2. 11. the member's responsibility for costs of maintaining the telework place, e.g. insurance and utilities;

2. 12. safety and health responsibilities;

2. 13. impact on the teleworking member's colleagues; and

2. 14. the requirement to follow all aspects of RCMP directives, rules and regulations.

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Date Modified: 2010-12-13

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National Home > NCM - ch. 2.7. Extra-Duty Pay

NCM - ch. 2.7. Extra-Duty Pay

Directive Amended: 2017-09-29

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Lieu Time Off
3. Operational Response
4. Overtime
5. Premiums

App. 2-7-1 Extra-Duty Pay Examples for Full-Time Members

App. 2-7-2 Extra-Duty Pay Examples for Part-Time Members

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1. General

1. 1. A member, including one from an officer exempt category (OEC), but no other officer, is entitled to receive extra-duty pay for working additional hours, and/or when certain conditions are met, as prescribed in this chapter.

1. 2. All calculations for extra-duty pay will be based on each completed period of 15 minutes, except for operational response situations, as outlined in sec. 3.

1. 3. An officer, other than one from an OEC, is not entitled to extra-duty pay, but may qualify for management leave. See NCM ch. 3.1., sec. 7.

1. 3. 1. For the purposes of this chapter, the term member excludes officers, other than those from an OEC, unless otherwise indicated.

1. 4. When a P/T member works approved additional hours, he/she will be paid at the straight-time rate, until sufficient hours have been worked to qualify for O/T, or until sufficient hours have been worked to qualify for RTO. See sec. 4. and ch. 2.1., sec. 3.

1. 5. A member in an acting appointment is entitled to extra-duty pay as outlined in sec. 5.5.

1. 5. 1. Compensation will be based on the acting rate of pay.

1. 6. A member must submit separate claim forms with extra-duty Compensation Claim for Members, Form 1112, Shift Differential Claim - Individual, Form 3529, Part-Time Work Week Schedule Master Claim, Form 5757, or Compensation - Members' Individual Claim Operational Response Allowance, Form 6072 when there is:

1. 6. 1. more than one claim for the same day (excluding Forms 3529 and 6072);

1. 6. 2. a different rate of pay during a pay period;

1. 6. 3. a different cost centre (see sec. 1.7.) (including temporary transfers); and

1. 6. 4. one claim payable from the commencement of a pay period that includes Dec. 31 or Mar. 31, and another claim that begins Jan. 1 or Apr. 1 to cover the remainder of the pay period.

1. 7. Cost centres are to be used as follows:

1. 7. 1. If a unit is established to provide a service to more than one division, use the home-unit cost centre.

1. 7. 2. If you are temporarily transferred to another unit, use the temporary-unit cost centre.

1. 7. 3. If you are temporarily returned to your original unit, e.g. as a witness in court, use that collator code.

1. 7. 4. If the extra duty is the result of a request from another unit and no prosecution results at your home unit, use the requesting-unit cost centre.

1. 7. 5. If the extra duty is the result of a request from another unit and prosecution results at your home unit, use the home-unit cost centre.

1. 8. Extra-duty pay must be verified by the delegated level responsible for the cost centre charge.

1. 8. 1. Approved claims must be signed and/or approved electronically using the online leave system.

1. 9. For extra-duty pay examples, see App. 2-7-1 and 2-7-2.

2. Lieu Time Off

2. 1. With the approval of the delegated level, a member may convert his/her earned, but not paid, O/T, callback, court duty, travel time, premiums, and operational response entitlement to LTO credits, as outlined in this chapter.

2. 1. 1. Overtime while on redeployment cannot be converted to LTO. See sec. 4.1.3.

2. 2. Lieu Time Off credits earned for additional hours worked as O/T may accrue in the member's O/T LTO bank, to a maximum of 80 hours at any time.

2. 3. Lieu Time Off credits earned as operational response can accumulate in the member's operational response LTO bank, to a maximum of 80 hours at any time, and to a maximum of 160 hours while in a Limited Duration Post (LDP) or an Isolated Post.

2. 4. Both the O/T and operational response LTO banks are portable, to a maximum of 80 hours each on inter- or intra-divisional transfers.

2. 5. All payouts of LTO credits are calculated on the member's substantive position rate of pay from Mar. 31 of the previous fiscal year.

2. 6. Notwithstanding sec. 2.7. or 2.10., the delegated level may approve a member's request for payment of unused LTO credits to a maximum of 40 hours per fiscal year, from each bank.

2. 7. When transferring out of an LDP or Isolated Post, all unused operational response LTO credits in excess of 80 hours will be taken in leave.

2. 7. 1. When the delegated level is unable to grant leave due to operational requirements, these credits will be paid to a maximum of 80 hours.

2. 8. Upon discharge, or in the case of death, earned but unused LTO credits will be automatically paid out.

2. 9. Upon promotion to officer:

2. 9. 1. an RM may choose to have his/her LTO banks paid, effective the date of issuance of the Governor in Council letter of promotion;

2. 9. 2. a CM may choose to have his/her LTO banks paid out, effective the date of the promotion notice issued by the DG, Executive/Officer Development and Resourcing (E/ODR); and

2. 9. 3. an RM or CM who does not request a payout of his/her LTO banks will have the LTO credits carried forward to the end of the fiscal year, and on Mar. 31 of that fiscal year, all unclaimed LTO credits will be automatically paid.

2. 10. With the approval of the delegated level, a member who declares financial hardship, or has a financial penalty imposed, may obtain a payout of his/her LTO credits, to the maximum net value of the debt, or 80 hours from each bank, as applicable.

2. 11. An officer, other than one from an OEC, is not entitled to earn LTO credits.

3. Operational Response

3. 1. A member who is designated as a responder will:

3. 1. 1. remain immediately deployable,

3. 1. 2. abstain from alcohol consumption,

3. 1. 3. be reachable at a known telephone number, and

3. 1. 4. be readily available to return for duty when contacted.

3. 2. Immediate operational readiness (OR) applies when operational policing duties require immediate action. See OM ch. 16.9., sec. 4. and OM ch. 16.12.

3. 2. 1. An off-duty member will be compensated one hour at the straight-time rate for each four-hour period he/she is on OR.

3. 3. Operational availability (OA) relates to all other situations that require a response within a reasonable timeframe, depending on the circumstances. See OM ch. 16.12.

3. 3. 1. An off-duty member will be compensated one hour at the straight-time rate for each eight-hour period he/she is on OA.

3. 4. Members must claim OR/OA hours on Form 6072 at the end of each 28-day work schedule. Callback must be claimed separately and these hours must be subtracted from OR/OA claims.

3. 4. 1. This form automatically generates the prorated entitlement and this information can be transferred to master claim Compensation - Members' Master Claim Operational Response Allowance, Form 6073 for payment.

4. Overtime

4. 1. General

4. 1. 1. When the delegated level requires a member to work additional hours, verifies the O/T rate (midnight being the dividing line between days), and authorizes the method of payment (pay or LTO credits), the member is entitled to receive O/T remuneration as follows:

4. 1. 1. 1. for F/T members, at a rate of 1.5 times his/her straight-time rate of pay for working additional hours on TOW and in excess of the actual scheduled hours of work;

4. 1. 1. 2. for P/T members, at a rate of 1.5 times his/her straight-time rate of pay for working additional hours in excess of:

4. 1. 1. 2. 1. eight straight-time hours daily, or the actual scheduled shift if greater than eight hours; and/or

4. 1. 1. 2. 2. the straight-time hours worked on the day that the member qualifies for RTO, as outlined at ch. 2.1., sec. 3.; and

4. 1. 1. 3. for both F/T and P/T members, at a rate of two times his/her straight-time rate of pay for working:

4. 1. 1. 3. 1. an RTO;

4. 1. 1. 3. 2. on the first and second day when recalled to duty from annual leave, LTO, or other non-medical paid leave to the home unit, without receiving leave reinstatement as outlined in sec. 4.2.5.; or

4. 1. 1. 3. 3. when the member chooses to respond to an identified need for additional resources, and works during periods of annual leave, LTO, or other non-medical paid leave, without having the paid leave reinstated.

> NOTE: P/T members do not receive any RTO until the conditions in ch. 2.1., sec. 3. are satisfied.

4. 1. 2. For O/T earned while away from the home unit and not on redeployment, the additional hours worked will be paid, unless the delegated level at the home unit accepts the O/T liability in LTO credits.

4. 1. 3. For O/T while on redeployment, the hours worked by the member on an RTO, or that exceed the length of the shift on the home-unit work schedule, qualify for O/T pay.

4. 1. 3. 1. The remuneration for this O/T is a monetary payment and cannot be accumulated as LTO credits.

4. 1. 4. For O/T on duty-related telephone calls received while off duty, which are made or authorized by the delegated level, the actual time spent qualifies for O/T pay.

4. 1. 5. Candidate participation in learning activities, including any associated travel, does not qualify for O/T compensation. Approved time spent participating in learning activities and associated travel will be scheduled and/or rescheduled as required at straight time. See ch. 2.1. and 2.3.

> EXCEPTION: The CO may approve compensation at the appropriate O/T rate, if both of the following criteria are met:
>
> 1. the course is required for participation in specialized duties or as a member of a specialized divisional team, e.g. Undercover, Emergency Response Team, Underwater Recovery Team; and
>
> 2. the unit commander cannot schedule or reschedule the member's RTO because of service-delivery requirements.

4. 1. 5. 1. The CO may not delegate the authority, as outlined in the above exception, to approve compensation at the appropriate O/T rate.

4. 1. 6. In disciplinary situations, a member is not entitled to any O/T, unless subsequently exonerated.

4. 1. 6. 1. If exonerated, the required period of attendance at court or other discharge/demotion proceedings may be claimed if not already compensated through salary, subject to approval by the delegated level.

4. 1. 7. Entitlements will be stated in the affirmative.

> NOTE: Some activities continue to remain ineligible for O/T compensation.

4. 1. 8. Additional hours, including O/T, are claimed on Form 1112 for F/T members, and on Form 5757 for P/T members.

4. 2. Callback

4. 2. 1. When an off-duty member is called by the delegated level back to the designated workplace more than three hours before a scheduled shift, he/she will be entitled to the greater of:

4. 2. 1. 1. three hours at the applicable rate of pay in a three-hour period, which begins when the member returns to duty; or

4. 2. 1. 2. the applicable rate for actual additional hours worked.

4. 2. 2. When called more than once in the three-hour callback period, the member will show actual time worked in each instance and claim three hours, plus actual time in excess of the three-hour period.

4. 2. 3. When called back to work after the end of a three-hour period of a callback, this time may qualify for a separate callback. See sec. 4.2.1.

4. 2. 4. A callback starts when the member returns to work, as required and approved by the delegated level.

4. 2. 4. 1. The delegated level may approve travel time, as outlined in sec. 4.5.

4. 2. 5. A member recalled to work from annual leave or LTO may request a reinstatement of leave for the first and/or second day worked, or he/she may claim callback O/T, as outlined in sec. 4.2.

4. 2. 5. 1. If required to work a third or subsequent day, leave for this period will be reinstated.

4. 3. Court Duty

4. 3. 1. When required to attend a court of law for duty-related reasons, and with the delegated level's approval, the following provisions apply:

NOTE: For non-duty related reasons, see ch. 3.1., sec. 7.1.

4. 3. 1. 1. During a scheduled shift, a member, including an officer, will receive his/her regular pay as outlined in this directive.

4. 3. 1. 1. 1. For working additional hours immediately before or after a scheduled shift, a member, including one from an OEC, but no other officer, is entitled to receive O/T pay according to this directive.

4. 3. 1. 2. An off-duty member, including one who has been informed of a court cancellation upon arrival at court or while en route to court, is entitled to the greater of:

4. 3. 1. 2. 1. four hours of pay at the applicable rate; or

4. 3. 1. 2. 2. pay at the applicable rate for the time spent in court, and for any court duty-related work perFormed at his/her designated place of work immediately before and/or after the court appearance.

4. 3. 1. 3. A member on LWOP is paid at the straight-time rate for approved time worked (minimums apply) using Form 1112.

4. 3. 1. 3. 1. If the hours worked exceed eight hours in a day, the member is eligible for O/T in the same manner as a P/T member. See sec. 4.1.1.2.

4. 3. 1. 4. A member, including an officer, who is required to attend a court proceeding may be reimbursed for any reasonable expenses incurred for transportation, meals, and lodging, as outlined in the RCMP Travel Directive. See FMM ch. 9.8.

4. 3. 1. 5. An ex-member, consistent with OM ch. III.4., sec. J.2., who is required as a witness in a case resulting from his/her service in the RCMP, may be compensated for authorized time worked that is not covered by the provincial/territorial witness fee as follows:

4. 3. 1. 5. 1. at the substantive salary on discharge, as outlined in sec. 4.3.1.3.; or

4. 3. 1. 5. 2. at a higher rate, if authorized on Compensation Claim Ex-RCMP Member Duty-Related Witness, Form 6017 (with no minimum period and no O/T); and

4. 3. 1. 5. 3. be reimbursed for out-of-pocket expenses, as outlined in sec. 4.3.1.4.

4. 4. Meal Breaks During Overtime or Outside a Scheduled Shift on a Designated Paid Holiday

4. 4. 1. The delegated level may authorize a member to take a meal break with pay at a suitable location during O/T, or outside a scheduled shift on a DPH.

4. 4. 1. 1. For each minimum of four hours worked, members are entitled to a meal break of 30 minutes.

4. 4. 1. 2. If the delegated level is unable to provide this meal break because of operational duties, one 30-minute meal-break premium may be claimed. See sec. 5.3.

4. 4. 2. With the delegated level's pre-approval, certain expenses may be reimbursed, as outlined in the RCMP Travel Directive. See FMM ch. 9.8.

4. 5. Travel Time and Transportation

4. 5. 1. A scheduled workday, designated as a travel day or designated to include travel, will be compensated on the basis of the length of a scheduled shift from the home-unit work schedule, with additional approved hours paid as O/T.

4. 5. 2. Time spent reporting to duty does not constitute time worked, except when the delegated level requires one or more of the following:

4. 5. 2. 1. the member is required to be actively engaged in work duties while en route to duty, e.g. active involvement in an emergency situation to which he/she is required to respond; and/or

4. 5. 2. 2. the member is required to meet at a specified time and place before departure to travel to a temporary workplace in an RCMP vehicle.

4. 5. 3. If a member must report to and/or from a scene other than his/her work site, the entitlement to O/T is the lesser of:

4. 5. 3. 1. the normal time it would take to travel between the work site and the scene, or

4. 5. 3. 2. the actual time spent travelling to and/or from the scene.

4. 5. 4. For extended travel on required RCMP business, excluding learning activities, the delegated level will authorize a member's O/T pay for the additional hours spent in travel.

4. 5. 4. 1. When the travel involves an overnight stay, this additional time does not qualify for O/T.

4. 5. 5. At the delegated level's discretion, a member, including an officer, who reports to duty on an un-scheduled shift, may be reimbursed certain expenses. See FMM ch. 9.8.

5. Premiums

5. 1. General

5. 1. 1. Premium pay is claimed and processed in the Members' Pay System (MPS) in the same manner as O/T.

5. 2. Designated Paid Holiday

5. 2. 1. When an F/T member is scheduled to work a shift commencing on a DPH, and is approved to work on the holiday by the delegated level, he/she will receive his/her regular salary for the entire scheduled work period, plus a DPH premium.

5. 2. 1. 1. This premium is equal to 1.5 times the straight-time hourly rate of pay, to a maximum of eight scheduled hours actually worked on the holiday.

5. 2. 1. 1. 1. When the scheduled shift is over eight hours, the additional hours scheduled and worked will be divided by two, and the DPH premium is paid at the single rate.

5. 2. 1. 2. Additional hours worked on the DPH outside a scheduled shift will be paid a DPH premium equal to 1.5 times the straight-time hourly rate of pay.

5. 2. 2. When an F/T member's scheduled shift is more than eight hours on a DPH, and he/she takes the day off, the delegated level will ensure the scheduled hours exceeding eight hours not worked are accounted for, as outlined in ch. 2.5.

5. 2. 3. For a P/T member, the premium "In-lieu of DPH" is 4.25 per cent.

5. 2. 3. 1. If a P/T member is scheduled to work a shift commencing on a prescribed DPH, the scheduled hours must be accounted for. See ch. 2.2., sec. 1.5.

5. 2. 3. 2. When a P/T member is required to work on a prescribed DPH, he/she will be paid as outlined in sec. 5.2.1.2.

5. 3. Meal Break

5. 3. 1. Due to operational requirements, the delegated level may, at times, require a member to remain on active duty for a fully-scheduled work period, inclusive of the meal-break period.

5. 3. 1. 1. In these situations, when the member is unable to access a suitable location for a meal break, he/she will be paid a meal-break premium equal to 1.5 times his/her straight-time rate of pay for completed 15 minute periods of the meal-break period prescribed. See ch. 2.1., sec. 4.

> NOTE 1: For a scheduled 12 hour shift, eligible members are entitled to claim 45 minutes and for a scheduled shift less than 12 hours, eligible members are entitled to claim 30 minutes.
>
> NOTE 2: A suitable location includes, but is not restricted to, a down room, rest area, restaurant, cafeteria, or lunch room.

5. 3. 2. If the member is provided with a suitable location for a meal break, the member is not entitled to receive the meal-break premium.

5. 3. 2. 1. If the meal break is interrupted for operational requirements for more than 15 minutes, the meal-break premium may be claimed.

5. 3. 3. When working O/T, or outside a scheduled shift on a DPH, an eligible meal-break premium is to be paid at the applicable rate, for the periods of time outlined in sec. 4.4.1.1.

5. 4. Shift

5. 4. 1. Effective 2013-04-01, a shift-scheduled work block (SSWB) member will receive a shift premium of $2.00 per hour for all regularly scheduled hours worked between 16:01 and 08:00.

5. 4. 1. 1. The minimum claim period of a regularly scheduled shift is two hours.

> NOTE: These two hours do not need to be consecutive.

5. 4. 1. 2. The shift premium is not paid for hours worked between 08:01 and 16:00.

> NOTE: Standard workweek (SWW) members, including those working compressed workweek (CWW) arrangements, are not entitled to the shift premium.

5. 4. 2. The shift premium is payable only for the eligible hours actually worked and may include a paid meal break. It is not paid for OT, operational response, or hours accounted for through leave, paid time off, holidays, or other absences.

5. 4. 3. A P/T member who works a scheduled shift-rotation in an SSWB operation is eligible to receive the shift premium. See ch. 2.1., sec. 1.3.

5. 4. 3. 1. These P/T members are also eligible to receive the shift premium for eligible additional hours worked that are paid at the straight-time rate.

5. 4. 4. Claims are to be processed on Form 1112 or 3529.

5. 5. Acting Pay

5. 5. 1. General

5. 5. 1. 1. Guidelines concerning acting appointments are outlined in CMM ch. 4., sec 3.

5. 5. 1. 2. When the rates of pay for a member's acting or substantive level are revised, the acting pay premium must be re-assessed.

5. 5. 1. 3. A member receiving acting pay will retain the increment date of his/her substantive level.

5. 5. 1. 4. If more than one pay period is involved, claims must be submitted only after the qualifying period has been completed.

5. 5. 1. 5. For the purpose of this section:

5. 5. 1. 5. 1. one workday equals eight hours, and

5. 5. 1. 5. 2. a higher position means a position for which a higher rate of pay would be payable if the member was appointed to that position.

5. 5. 2. Eligibility

5. 5. 2. 1. A member who is temporarily appointed to a higher position is eligible for acting pay as follows:

> EXCEPTION: An officer at the rank of C/Supt. and above, or a CM or S/Cst. whose salary is administered under the Executive Officer Manual.

5. 5. 2. 1. 1. Following completion of the qualifying period outlined in sec. 5.5.3., a member will receive acting pay for all scheduled hours worked, including any period of LTO, leave, and eight hours of DPH not worked, until the appointment is revoked or any of the provisions of sec. 5.5.2.2. apply.

5. 5. 2. 1. 1. 1. When completion of the qualifying period has occurred and the member remains eligible for acting pay, these acting premium rates will also apply to all authorized additional hours of work including those related to a lower position. See CMM 4 sec. 3.5. and 3.6.

5. 5. 2. 2. Acting pay will not be paid during any period in which a member is:

5. 5. 2. 2. 1. on retirement leave;

5. 5. 2. 2. 2. on sick leave for 30 consecutive calendar days, effective from the 31st day of approved sick leave, unless the appointment was previously revoked;

5. 5. 2. 2. 3. imprisoned;

5. 5. 2. 2. 4. absent without leave;

5. 5. 2. 2. 5. suspended from duty in excess of 20 workdays, effective the day following the date of suspension;

5. 5. 2. 2. 6. on LWOP;

5. 5. 2. 2. 7. enrolled in an understudy training program, e.g. field identification training; or

5. 5. 2. 2. 8. occupying an FTEEC position.

> EXCEPTION: An FTEEC position designated, in writing, by the Commr., a D/Commr., a Dir., or a CO, to be staffed at a specific rank/level.

5. 5. 3. Qualifying Period

5. 5. 3. 1. There is a qualifying period of:

5. 5. 3. 1. 1. two consecutive workdays for a Cst., Cpl., Sgt., S/Sgt., Insp., S/Cst., and CM with similar level designation in detachments and operational units; and

5. 5. 3. 1. 2. five consecutive workdays for eligible members other than those outlined in sec. 5.5.3.1.1.

5. 5. 3. 2. If the member takes LTO or any form of leave during the qualifying period, and the acting appointment is not revoked, the remainder of the qualifying period can be completed after the member returns to duty.

5. 5. 3. 2. 1. Any period of LTO or leave taken during the qualifying period does not qualify for payment of acting pay.

5. 5. 3. 3. A DPH is a qualifying period regardless of whether a full-time member works that day.

5. 5. 3. 4. Only regularly scheduled hours may be used in establishing the qualifying period.

5. 5. 4. Calculation of Acting Pay

5. 5. 4. 1. The acting pay premium paid to a member appointed to a higher position will be the difference between his/her substantive rate of pay and the rate at which the member would be paid if appointed to the higher position.

5. 5. 4. 2. The acting pay premium is subject to any applicable adjustment as a result of increments or revisions to the substantive rate, or revisions to the rate for the acting level during the period of appointment.

5. 5. 4. 2. 1. Any adjustment resulting in a decreased premium will not be subject to recovery.

5. 5. 4. 2. 2. A member appointed to a higher position is eligible for incremental increases at the acting level. Time spent in an acting capacity continuous to appointment to that level/rank or an equivalent higher rank/level will be used in the determination of pay increment dates.

5. 5. 5. Benefits

5. 5. 5. 1. Except for the rate of pay, benefits provided to a member who is acting in a higher position will continue to be those provided at his/her substantive rank/level.

EXCEPTION: Where otherwise specified under policy.

References

Date Modified: 2017-09-29

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - ch. 2.7. Extra-Duty Pay

Policy Amended: 2020-06-24

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Lieu Time Off
3. Operational Response
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App. 2-7-1 Extra-Duty Pay Examples for Full-Time Members
App. 2-7-2 Extra-Duty Pay Examples for Part-Time Members

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1. General

1. 1. For the purposes of this policy, the term "member" excludes officers, other than those from an officer exempt category (OEC), unless otherwise indicated.

1. 2. Members, including those from an OEC, are entitled to receive extra-duty pay for working additional hours, or when certain conditions outlined in this policy are met.

1. 2. 1. Officers, other than those from an OEC, may qualify for management leave. Refer to NCM ch. 3.1., Leave With Pay, sec. 7., Other Leave with Pay.

1. 3. All calculations for extra-duty pay will be based on each completed period of 15 minutes, except for operational response situations, as outlined in sec. 3.

1. 4. When part-time (P/T) members work approved additional hours, they will be paid at the straight-time rate, until sufficient hours have been worked to qualify for overtime (O/T), or for regular time off (RTO). Refer to sec. 4., and NCM ch. 2.1., Hours of Work, sec. 3., Regular Time Off.

1. 5. Members in an acting appointment are entitled to extra-duty pay as outlined in sec. 5.5.

1. 5. 1. Compensation will be based on the acting rate of pay.

1. 6. Extra-duty pay must be verified by the delegated level responsible for the cost centre charge.

1. 6. 1. If a unit is established to provide a service to more than one division, use the home-unit cost centre.

1. 6. 2. If a member is temporarily transferred to another unit, use the temporary-unit cost centre.

1. 6. 3. If a member is temporarily returned to their home-unit (for example, as a witness in court), use the original-unit collator code.

1. 6. 4. If the extra duty is the result of a request from another unit and no prosecution results at the member's home unit, use the requesting-unit cost centre.

1. 6. 5. If the extra duty is the result of a request from another unit and prosecution results at the member's home unit, use the home-unit cost centre.

1. 7. Approved claims must be signed and approved electronically using the online leave system.

NOTE: For extra-duty pay examples, refer to App. 2-7-1, Extra-Duty Pay Examples for Full-Time Members and App. 2-7-2, Extra-Duty Pay Examples for Part-Time Members.

2. Lieu Time Off

2. 1. Members may convert their earned O/T, callback, court duty, travel time, premiums, and operational response entitlement to lieu time off (LTO) credits, as long as it has not been paid, and is approved by the delegated level, as outlined in this policy.

2. 1. 1. Overtime while on redeployment cannot be converted to LTO. Refer to sec. 4.1.3.

2. 2. LTO credits earned for additional hours worked as O/T may increase in members' O/T LTO bank, to a maximum of 80 hours at any time.

2. 3. LTO credits earned as operational response can accumulate in members' operational response LTO bank, to a maximum of 80 hours at any time, and to a maximum of 160 hours while in a limited duration post (LDP) or in an isolated post.

2. 4. Following a member's inter-divisional or intra-divisional transfer, the leave in their O/T and operational response LTO banks may be carried over to their new unit to a maximum of 80 hours each.

2. 5. All payouts of LTO credits are calculated on members' substantive position rate of pay from March 31 of the previous fiscal year.

2. 6. Notwithstanding sec. 2.7. or 2.10., the delegated level may approve members' requests for payment of unused LTO credits to a maximum of 40 hours per fiscal year, from each bank.

2. 7. When transferring out of an LDP or an isolated post, all unused operational response LTO credits over 80 hours will be taken in leave.

2. 7. 1. When the delegated level is unable to grant leave due to operational requirements, these credits will be paid to a maximum of 80 hours.

2. 8. Upon discharge, or in the case of death, earned but unused LTO credits will be automatically paid out.

2. 9. Upon promotion to officer:

2. 9. 1. regular members (RMs) may choose to have their LTO banks paid out, effective the date of issuance of the Governor in Council letter of promotion;

2. 9. 2. civilian members (CMs) may choose to have their LTO banks paid out, effective the date of the promotion notice issued by the director general, Executive/Officer Development and Resourcing (E/ODR); and

2. 9. 3. RMs or CMs who do not request a payout of their LTO banks, will have the LTO credits carried forward to the end of the fiscal year.

NOTE: All unclaimed LTO credits will be automatically paid on March 31 of that fiscal year.

2. 10. With the approval of the delegated level, members who declare financial hardship, or who have a financial penalty imposed, may obtain a payout of their LTO credits, to the maximum net value of the debt, or 80 hours from each bank, as applicable.

2. 11. Only officers from an OEC are entitled to earn LTO credits.

3. Operational Response

3. 1. The roles and responsibilities for members who are designated as responders are outlined in:

3. 1. 1. OM ch. 16.12., Operational Response;

3. 1. 2. OSM ch. 17., Substance Use, sec. 3.2. Fitness for Duty; and

3. 1. 3. OM ch. 16.9., Backup, sec. 4., Unit Backup Plan.

3. 2. Immediate operational readiness (OR) applies when operational policing duties require immediate action.

3. 2. 1. Off-duty members will be compensated one hour at the straight-time rate for each four-hour period they are on OR.

3. 3. Operational availability (OA) relates to all other situations that require a response within a reasonable timeframe, depending on the circumstances. Refer to OM ch. 16.12.

3. 3. 1. Off-duty members will be compensated one hour at the straight-time rate for each eight-hour period they are on OA.

3. 4. Members must claim OR or OA hours at the end of each 28-day work schedule. Callback hours must be claimed separately and these hours must be subtracted from OR and OA claims.

4. Overtime

4. 1. General

4. 1. 1. When the delegated level requires members to work additional hours, verifies the O/T rate (midnight being the dividing line between days), and authorizes the method of payment (either pay or LTO credits), members are entitled to receive O/T remuneration for:

4. 1. 1. 1. F/T members, at a rate of 1.5 times their straight-time rate for working additional hours on time off work and in excess of the actual scheduled hours of work.

4. 1. 1. 2. P/T members, at a rate of 1.5 times their straight-time rate for working additional hours in excess of:

4. 1. 1. 2. 1. eight straight-time hours daily, or the actual scheduled shift if greater than eight hours; or

4. 1. 1. 2. 2. the straight-time hours worked on the day that the members qualify for RTO, as outlined in NCM ch. 2.1., sec. 3.

4. 1. 1. 3. For both F/T and P/T members, at a rate of two times their straight-time rate for working:

4. 1. 1. 3. 1. regular time off (RTO);

4. 1. 1. 3. 2. on the first and second day when recalled to duty from annual leave, LTO, or other non-medical paid leave to the home unit, without receiving leave reinstatement as outlined in sec. 4.2.5.; or

4. 1. 1. 3. 3. when members choose to respond to an identified need for additional resources, and work during periods of annual leave, LTO, or other non-medical paid leave, without having the paid leave reinstated.

NOTE: P/T members do not receive any RTO until the conditions in NCM ch. 2.1., sec. 3. are satisfied.

4. 1. 2. For O/T earned while away from the home unit and not on redeployment, the additional hours worked will be paid, unless the delegated level at the home unit accepts the O/T liability in LTO credits.

4. 1. 3. For O/T while on redeployment, the hours worked by members on an RTO, or that exceed the length of the shift on the home-unit work schedule, qualify for O/T pay.

4. 1. 3. 1. The remuneration for this O/T is a monetary payment and cannot be accumulated as LTO credits.

4. 1. 4. For O/T on duty-related telephone calls received while off duty, which are made or authorized by the delegated level, the actual time spent qualifies for O/T pay.

4. 1. 5. Member participation in learning activities, including any associated travel, does not qualify for O/T compensation. Approved time spent participating in learning activities and associated travel will be scheduled or rescheduled as required at the straight-time rate. Refer to NCM ch. 2.1., and NCM ch. 2.3., Schedules and Shifts.

EXCEPTIONS:

1. The commanding officer (CO) may approve compensation at the appropriate O/T rate if the course is required for participation in specialized duties or as a member of a specialized divisional team, for example, undercover, emergency response team, or underwater recovery team.

2. The CO may approve compensation at the appropriate O/T rate if the unit commander cannot schedule or reschedule the member's RTO because of service delivery requirements.

4. 1. 5. 1. As outlined in the Exceptions in sec. 4.1.5., the CO may not delegate the authority to approve compensation at the appropriate O/T rate.

4. 1. 6. In disciplinary situations, members are not entitled to any O/T, unless subsequently exonerated.

4. 1. 6. 1. If exonerated, the required period of attendance at court or other discharge/demotion proceedings may be claimed if not already compensated through salary, subject to approval by the delegated level.

4. 1. 7. Entitlements will be stated in the affirmative.

NOTE: Some activities continue to remain ineligible for O/T compensation.

4. 1. 8. Additional hours, including O/T, are claimed on Form 1112, Compensation Claim for Members for F/T members, and on Form 5757, Instructions for Part-Time Work Week Schedule Master Claim for P/T members.

4. 2. Callback

4. 2. 1. When off-duty members are called by the delegated level back to the designated workplace more than three hours before a scheduled shift, they will be entitled to the greater of:

4. 2. 1. 1. three hours at the applicable rate of pay in a three-hour period, which begins when members return to duty; or

4. 2. 1. 2. the applicable rate for actual additional hours worked.

NOTE: Refer to App. 2-7-2.

4. 2. 2. When called more than once in the three-hour callback period, members will show actual time worked in each instance and claim three hours, plus actual time in excess of the three-hour period.

4. 2. 3. When called back to work after the end of a three-hour period of a callback, this time may qualify for a separate callback. Refer to sec. 4.2.1.

4. 2. 4. A callback starts when members return to work, as required and approved by the delegated level.

4. 2. 4. 1. The delegated level may approve travel time, as per sec. 4.5.

4. 2. 5. Members recalled to work from annual leave or LTO may request a reinstatement of leave for the first and/or second day worked, or they may claim callback O/T, as outlined in sec. 4.2., Callback.

4. 2. 5. 1. If required to work a third or subsequent day, leave for this period will be reinstated.

4. 3. Court Duty

4. 3. 1. When required to attend court for duty-related reasons during a scheduled shift, members (including officers) will receive their regular pay with the delegated level's approval, as outlined in this policy.

4. 3. 1. 1. If attending court for duty related reasons results in working additional hours immediately before or after a scheduled shift, members (including those from an OEC) are entitled to receive O/T pay.

NOTES:

1. Officers who are not in an OEC are not entitled to receive O/T pay.

2. For non-duty related reasons, refer to NCM ch. 3.1., sec. 7.1., Court Leave – Non-Duty Related.

4. 3. 2. When off-duty members are required to attend court for duty-related reasons, they are entitled to the greater of:

4. 3. 2. 1. four hours of pay at the applicable rate; or

4. 3. 2. 2. pay at the applicable rate for the time spent in court, as well as for any court duty-related work performed at their designated place of work immediately before or after the court appearance.

4. 3. 3. When members on leave without pay (LWOP) are required to attend court for duty-related reasons, they will be paid at the straight-time rate for the approved time worked (minimums apply). Refer to App. 2-7-1.

4. 3. 3. 1. Members submit hours for approval using Form 1112.

4. 3. 3. 2. If members' work hours exceed eight hours in one day, they are eligible for O/T at 1.5 times the straight-time rate.

NOTE: This O/T rate is the same O/T rate for which part-time members are eligible. Refer to sec. 4.1.1.2.

4. 3. 4. Members (including officers) that incur reasonable expenses such as transportation, meals, or lodging while attending a court proceeding may be reimbursed as per FMM ch. 9.8., Travel Directive.

4. 3. 5. When ex-members are required to attend court as a witness in a case resulting from their service at the RCMP, they may be compensated for time worked that has been authorized and is not covered by the provincial/territorial witness fee. Refer to OM ch. 23.1., Witnesses, sec. 7.1., Ex-RCMP Member - Duty-Related Witness.

4. 3. 5. 1. Ex-members may also be compensated for authorized time worked that is not covered by the provincial/territorial witness fee by being reimbursed for out-of-pocket expenses, as outlined in sec. 4.3.4., and by:

4. 3. 5. 1. 1. being paid at the straight-time rate of the substantive salary on discharge in the same way as members on LWOP, as outlined in sec. 4.3.3.; or

4. 3. 5. 1. 2. being paid at a higher rate than their substantive salary on discharge period or O/T, if the time worked is authorized by Form 6017, Compensation Claim Ex-RCMP Member Duty-Related Witness.

4. 4. Meal Breaks During Overtime or Outside a Scheduled Shift on a Designated Paid Holiday (DPH)

4. 4. 1. The delegated level may authorize a member to take a meal break with pay at a suitable location during O/T, or outside a scheduled shift on a DPH.

4. 4. 1. 1. For each minimum of four hours worked, members are entitled to a meal break of 30 minutes.

4. 4. 1. 2. If the delegated level is unable to provide this meal break because of operational duties, one 30-minute meal-break premium may be claimed. Refer to sec. 5.3., Meal Break.

4. 4. 2. With the delegated level's pre-approval, certain expenses may be reimbursed, as outlined in the National Joint Council's Travel Directive.

NOTE: For more information on travel directives, refer to FMM ch. 9.8., Travel Directives.

4. 5. Travel Time and Transportation

4. 5. 1. A scheduled workday, designated as a travel day or designated to include travel, will be compensated on the basis of the length of a scheduled shift from the home-unit work schedule, with additional approved hours paid as O/T.

4. 5. 2. Time spent reporting to duty does not constitute time worked, except when:

4. 5. 2. 1. the delegated level requires members to be actively engaged in work duties while en route to duty, for example, active involvement in an emergency situation to which they are required to respond; or

4. 5. 2. 2. the delegated level requires members to meet at a specified time and place before departure to travel to a temporary workplace in an RCMP vehicle.

4. 5. 3. If members must report to and/or from a scene other than their work site, the entitlement to O/T is the lesser of:

4. 5. 3. 1. the normal time it would take to travel between the work site and the scene, or

4. 5. 3. 2. the actual time spent travelling to or from the scene.

4. 5. 4. For extended travel on required RCMP business, excluding learning activities, the delegated level will authorize members' O/T pay for the additional hours spent in travel.

4. 5. 4. 1. When the travel involves an overnight stay, this additional time does not qualify for O/T.

4. 5. 5. At the delegated level's discretion, members, including officers, who report to duty on an un-scheduled shift, may be reimbursed certain expenses. Refer to FMM ch. 9.8.

5. Premiums

5. 1. General

5. 1. 1. Premium pay is claimed and processed in the same manner as O/T pay.

5. 2. Designated Paid Holiday

5. 2. 1. When F/T members are scheduled to work a shift commencing on a DPH, and are approved to work on the holiday by the delegated level, they will receive their regular salary for the entire scheduled work period, plus a DPH premium.

5. 2. 1. 1. This premium is equal to 1.5 times the hourly straight-time rate, to a maximum of eight scheduled hours actually worked on the holiday.

5. 2. 1. 1. 1. When the scheduled shift is over eight hours, the additional hours scheduled and worked will be divided by two, and the DPH premium is paid at the single rate.

5. 2. 1. 2. Additional hours worked on the DPH outside a scheduled shift will be paid a DPH premium equal to 1.5 times the hourly straight-time rate.

5. 2. 2. When F/T members' scheduled shift is more than eight hours on a DPH, and they take the day off, the delegated level will ensure the scheduled hours exceeding eight hours not worked are accounted for, as outlined in NCM ch. 2.5., Overpayments, Underpayments and Recoveries.

5. 2. 3. For P/T members, the premium in-lieu of DPH is 4.25 percent.

5. 2. 3. 1. If P/T members are scheduled to work a shift commencing on a prescribed DPH, the scheduled hours must be accounted for. Refer to NCM ch. 2.2., Designated Paid Holidays, sec. 1.5.

5. 2. 3. 2. When P/T members are required to work on a prescribed DPH, they will be paid as per sec. 5.2.1.2.

5. 3. Meal Break

5. 3. 1. Due to operational requirements, the delegated level may, at times, require members to remain on active duty for a fully-scheduled work period, including the meal-break period.

5. 3. 1. 1. In these situations, when members are unable to access a suitable location for a meal break, they will be paid a meal-break premium equal to 1.5 times their straight-time rate for completed 15-minute periods of the meal-break period prescribed. Refer to NCM ch. 2.1., sec. 4., Meal Breaks.

NOTES:

1. For a scheduled 12-hour shift, eligible members are entitled to claim 45 minutes, and for a scheduled shift less than 12 hours, eligible members are entitled to claim 30 minutes.

2. A suitable location includes, but is not restricted to, a down room, rest area, restaurant, cafeteria, or lunch room.

5. 3. 2. If members are provided with a suitable location for a meal break, they are not entitled to receive the meal-break premium.

EXCEPTION: If the meal break is interrupted for operational requirements for more than 15 minutes, the meal-break premium may be claimed.

5. 3. 3. When working O/T, or outside a scheduled shift on a DPH, an eligible meal-break premium is to be paid at the applicable rate, for the periods of time as per sec. 4.4.1.1.

5. 4. Shift

5. 4. 1. Effective 2013-04-01, shift-scheduled work block members will receive a shift premium of $2.00 per hour for all regularly scheduled hours worked between 16:01 and 08:00.

5. 4. 1. 1. The minimum claim period of a regularly scheduled shift is two hours. These two hours do not need to be consecutive.

5. 4. 1. 2. The shift premium is not paid for hours worked between 08:01 and 16:00.

NOTE: Standard workweek members, including those working compressed workweek arrangements, are not entitled to the shift premium.

5. 4. 2. The shift premium is payable only for the eligible hours actually worked and may include a paid meal break. It is not paid for OT, operational response, or hours accounted for through leave, paid time off, holidays, or other absences.

5. 4. 3. P/T members who work a scheduled shift-rotation in a shift-scheduled work block operation are eligible to receive the shift premium. Refer to NCM ch. 2.1., sec. 1.3.

5. 4. 3. 1. These P/T members are also eligible to receive the shift premium for eligible additional hours worked that are paid at the straight-time rate.

5. 5. Acting Pay

5. 5. 1. General

5. 5. 1. 1. Guidelines concerning acting appointments are outlined in CMM ch. 4. Promotion, sec. 5., Effective Date of a Promotion.

5. 5. 1. 2. When the rates of pay for members' acting or substantive level are revised, the acting pay premium must be re-assessed.

5. 5. 1. 3. Members receiving acting pay will retain the increment date of their substantive level.

5. 5. 1. 4. If more than one pay period is involved, claims must be submitted only after the qualifying period has been completed.

5. 5. 1. 5. For the purpose of this section:

5. 5. 1. 5. 1. one workday equals eight hours, and

5. 5. 1. 5. 2. a higher position means a position for which a higher rate of pay would be payable if members were appointed to that position.

5. 5. 2. Eligibility

5. 5. 2. 1. When members are temporarily appointed to a higher position, they will be eligible to receive acting pay for all scheduled hours worked following their completion of the qualifying period (refer to sec. 5.5.3., Qualifying Period), until the appointment is revoked or any of the provisions of sec. 5.5.2.2. apply.

NOTE: Scheduled hours worked includes any period of LTO, leave, and eight hours of DPH not worked.

5. 5. 2. 1. 1. Once the qualifying period is completed, members remain eligible for acting pay and the premium rates will apply to all authorized additional hours of work, including worked hours related to a lower position. Refer to CMM ch. 4., Promotion, sec. 3.5. and 3.6.

5. 5. 2. 1. 2. Officers at the rank of chief superintendent and above, as well as CM or special constables whose salary is administered under the Executive Officer Manual are not eligible for acting pay.

5. 5. 2. 2. Acting pay will not be paid during any period in which members are:

5. 5. 2. 2. 1. on retirement leave;

5. 5. 2. 2. 2. on sick leave for 30 consecutive calendar days, effective from the 31st day of approved sick leave, unless the appointment was previously revoked;

5. 5. 2. 2. 3. imprisoned;

5. 5. 2. 2. 4. absent without leave;

5. 5. 2. 2. 5. suspended from duty in excess of 20 workdays, effective the day following the date of suspension;

5. 5. 2. 2. 6. on LWOP;

5. 5. 2. 2. 7. enrolled in an understudy training program, for example, field identification training; or

5. 5. 2. 2. 8. occupying a full-time equivalent exempt from classification (FTEEC) position.

EXCEPTION: An FTEEC position designated, in writing, by the Commissioner, a deputy commissioner, a director, or a CO, to be staffed at a specific rank/level will still be eligible to receive acting pay.

5. 5. 3. Qualifying Period

5. 5. 3. 1. There is a qualifying period of:

5. 5. 3. 1. 1. two consecutive workdays for a constable, corporal, sergeant, staff sergeant, inspector, special constable, and CM with similar level designation in detachments and operational units; and

5. 5. 3. 1. 2. five consecutive workdays for eligible members other than those outlined in sec. 5.5.3.1.1.

5. 5. 3. 2. If members take LTO or any form of leave during the qualifying period, and the acting appointment is not revoked, the remainder of the qualifying period can be completed after the members' return to duty.

5. 5. 3. 2. 1. Any period of LTO or leave taken during the qualifying period does not qualify for payment of acting pay.

5. 5. 3. 3. A DPH is a qualifying period regardless of whether full-time members work that day.

5. 5. 3. 4. Only regularly scheduled hours may be used in establishing the qualifying period.

5. 5. 4. Calculation of Acting Pay

5. 5. 4. 1. The acting pay premium paid to members appointed to a higher position will be the difference between their substantive rate of pay and the rate at which the members would be paid if appointed to the higher position.

5. 5. 4. 2. The acting pay premium is subject to any applicable adjustment as a result of increments or revisions to the substantive rate, or revisions to the rate for the acting level during the period of appointment.

5. 5. 4. 2. 1. Any adjustment resulting in a decreased premium will not be subject to recovery.

5. 5. 4. 2. 2. Members appointed to higher positions are eligible for incremental increases at the acting level. Time spent in an acting capacity continuous to appointment to that level/rank or an equivalent higher level/rank will be used in the determination of pay increment dates.

5. 5. 5. Benefits

5. 5. 5. 1. Except for the rate of pay, benefits provided to members who are acting in higher positions will continue to be provided at their substantive level/rank unless otherwise specified under this policy.

References

Date Modified: 2020-06-24

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - App. 2-7-1 Extra-Duty Pay Examples for Full-Time Members

Back to chapter

Directive Amended: 2014-10-28

Subject	Remuneration Calculations
16 consecutive hours of work (maximum)	1. You are scheduled to work from 8:00 to 16:00 and then work an additional eight hours from 16:00 to 24:00, including two 30-minute meal breaks. You work the maximum consecutive hours allowed by policy. **Remuneration** • O/T including meal breaks = 8 hours x 1.5 rate
Exceptional circumstances 1. More than 16 consecutive hours	1. You are scheduled to work from 8:00 to 16:00. Due to exceptional circumstances, you are required to work from 16:00 to 01:00, including two 30-minute meal breaks. You work more than the maximum consecutive hours allowed by policy. **Remuneration** • O/T including meal breaks = 9 hours x 1.5 rate
2. Cumulative eight hours time-off between scheduled shifts	1. Based on the example above of 17 hours of work ending at 01:00, you will receive eight hours time-off and not start until 9:00. Under exceptional circumstances, you may be required to start at 8:00. **Remuneration** • If you did not start work until 9:00, the one hour from 8:00 to 9:00 must be accounted for as leave, or worked another day as approved by the delegated level.
3. Exceeding the 72-hour maximum (see chart below)	1. The chart in 3.1 illustrates how the maximum hours of work may be exceeded during an exceptional circumstance. On Sat., 13th, you are authorized to exceed the 72-hour maximum. Although the exceptional circumstances designation remained in effect until noon on Sun., you are limited to working only four hours on Sun. so as not

	to exceed the maximum of 80 hours work in a seven consecutive-day period. **Remuneration** Additional hours: • from the 8th - 12th: 25 hours x 1.5 rate • on the 13th, including three 30-minute meal breaks: 12 hours x 2.0 rate • on the 14th, plus a 30-minute, meal-break premium: (4 hours x 2.0 rate) + (0.5 hour x 2.0 rate) NOTE: After working 80 hours in these exceptional circumstances, you must receive 24 hours off duty. You would not be allowed to report to work at 8:00 on the 15th as scheduled and instead would report at 11:00. The three hours not worked would be accounted for through LTO.

Cumulative Hours Worked

Week 2	M	T	W	TH	F	SA	SU
	8	9	10	11	12	13	14
				Exceptional circumstances declared on the 11th at noon and ongoing for 72 hours until the 14th at noon.			
Scheduled hours worked	8	8	8	8	7*	RTO	RTO
Additional hours worked	3	3	2	9	8	12	4
Total cumulative hours	11	22	32	49	64	76	80

NOTE: * Includes actual hours worked only; does not include the hour not worked from 8:00 to 9:00 on the 12th and the meal-break premium on the 14th.

Cumulative eight hours of time-off between 12-hour scheduled shifts	1. You work a series of 12-hour shifts from 6:00 to 18:00, and you are called in to work an extra four hours of O/T from 19:00 to 23:00. **Remuneration**

	• You receive one hour time-off from 18:00 to 19:00, and seven hours time-off from 23:00 to 6:00. ◦ 1 hour + 7 hours = 8 hours ◦ This is cumulative. ◦ Report to work at scheduled time.
Meal breaks 1. Scheduled hours: meal-break premium	1. You work from 8:00 to 16:00 and as you are asked to remain available for operational duties for the entire shift, you are unable to access a suitable location for a meal break. **Remuneration** • Meal-break premium: 0.5 hour x 1.5 rate
2. Overtime hours: meal-break premium	1. Following a scheduled workday from 8:00 to 16:00, you are required to work O/T from 16:00 to 20:00. You are required to remain available for operational duties for the entire O/T shift. **Remuneration** • O/T plus meal-break premium: (4 hours x 1.5 rate) + (0.5 hour x 1.5 rate)
3. Overtime hours: meal breaks	1. While on RTO, you volunteer to work O/T from 8:00 to 16:00. During this period, one 30-minute and two 15-minute meal breaks were authorized. **Remuneration** • O/T including meal breaks: 8 hours x 2.0 rate 2. While on RTO, you volunteer to work O/T from 08:00 to 16:00. Due to operational duties, you were not granted a meal break at a suitable location. You can claim two 30-minute meal-break premiums. **Remuneration** • O/T, including two 30-minute meal-break premiums: (8 hours x 2.0 rate) + (1 hour x 2.0 rate)
Phone call at your residence	1. While on RTO, you receive a phone call at your residence for advice on a police-related issue that occurred during the O/T period. You resolve the issue over the phone in 20 minutes. As the residence was not designated as your place of work, this does not qualify as a callback. You did not return to your place of work; therefore, the remuneration is O/T. NOTE: You are entitled to O/T for each completed 15-minute period of additional time worked. **Remuneration**

	• O/T: 15 minutes x 2.0 rate
Callback and operational response (see chart below)	The following chart indicates that you are designated as an Operational Availability (OA) responder for the time you are not scheduled to work in Week 4. 1. On Tues., 23rd at 18:25, you receive a call from the delegated level who requests that you return to work. You report at 20:00 and work until 21:30 (1.5 hours). The minimum callback period started at 20:00 and ended at 23:00. **Remuneration** • O/T: minimum call-back (three hours): 3 hours x 1.5 rate 2. On Thurs., 25th at 02:11, you are recalled to duty and asked to begin working immediately. You work until 06:00. The callback started at 02:11 and ended at 06:00. You then drove home. **Remuneration** • O/T: greater than minimum callback (three hours): 3.75 hours x 1.5 rate

Operational Availability (OA) - Cumulative Hours

Week 4	M	T	W	TH	F	A	SU
	22	23	24	25	26	27	28
From	8:01	8:01	8:01	8:01	8:01	RTO	RTO
To	16:00	16:00	16:00	16:00	16:00		
Hours Scheduled	8	8	8	8	8		
Designated OA	16	16	16	16	16	24	24
Less Callback Hours	N/A	3	N/A	3.75	N/A	N/A	N/A
Cumulative (OA) Hours	16	29	45	57.25	73.25	97.25	121.25

Operational availability	**Remuneration** • Designated hours on OA from 22nd to 28th, less callback hours, divided by eight: ◦ 121.25/8

	◦ 15.25 hours x 1.0 rate • 15.25 hours x 1.0 rate • Hours on 23rd from 20:00 to 23:00 (minimum callback ended at 23:00): 3 hours x 1.5 rate • Hours on 25th from 02:15 to 06:00 (actual callback hours worked): 3.75 hours x 1.5 rate NOTE: Operational Response (OR) is claimed in a similar manner with a dividing factor of four instead of eight.

Court duty 1. During a scheduled work period	1. Your scheduled workday is from 08:00 to 16:00 and at 09:00, during which you are scheduled to appear in court. You need 1.5 hours to prepare testimony for which you are authorized to work O/T. You use a police car to get to the court house that is 30 minutes from your office. You do not incur out-of-pocket expenses. At 11:00, the judge informs you that your testimony will not be heard that day. Since your appearance in court is expected during your scheduled work period, you are not entitled to court-duty pay. However, you are entitled to your regular salary and authorized O/T for time used to prepare for trial. **Remuneration** • O/T from 07:00 to 08:00: 1 hour x 1.5 rate
2. During RTO	1. During your RTO, you are required for court duty at 09:00. You are authorized for one hour of pre-trial preparation. Soon after 09:00, the court appearance is cancelled. Although the minimum period for court duty is four hours, you are entitled to this rate, even if you worked less than four hours. **Remuneration** • Court duty on RTO: 4 hours x 2.0 rate
3. During Time Off Work	1. After finishing a scheduled evening shift at 01:00, you are on Time Off Work (TOW), but required for court duty at 12:30. You are authorized for 30 minutes of pre-trial preparation, but at 13:00, you find out that the court appearance has been cancelled. **Remuneration** • Court duty on TOW: 4 hours x 1.5 rate
Home unit and redeployment 10-day work schedule	You are redeployed to the G-8 Summit. Advance notice of 28 days was not provided for the redeployment schedule. The two work schedules (home unit and redeployment) must be compared to determine eligibility for O/T compensation.

You travel to the redeployment site on the first day and home on the last day. You are entitled to be paid for the time spent travelling on RCMP business and for the additional hours worked at the redeployment, compared to the home unit schedule. You are also entitled to O/T pay for transportation to and from the required point of departure to the work site when required to meet at a specific time and while travelling in an RCMP vehicle.

The hours scheduled at the straight-time rate on the home unit work schedule, but not worked at redeployment, must be adjusted on form 1112.

Original Home Unit Schedule Compared with Redeployment Schedule

1. Sun., 7th - While on an RTO, you travel four hours on RCMP business from the home unit to redeployment from 08:00 to 12:00.

Remuneration

- 4 hours x 2.0 rate

2. Mon., 8th to Thurs., 11th:

- Home unit: 8-hour scheduled shift
- Redeployment: 10-hour-scheduled shift

Remuneration

- RCMP transportation to and from required point of departure to place of work each day: 1 hour x 1.5 rate
- O/T for two additional hours worked each day (redeployment hours minus home unit hours): 2 hours x 1.5 rate

Total Remuneration

- O/T for working an additional three hours on each of the four days: 12 hours x 1.5 rate

3. Fri., 12th:

- Home unit: 8 hours
- Redeployment: RTO
- Regular pay recovery: You owe eight hours of pay at the straight-time rate because you did not work all the straight-time hours scheduled on the home-unit work schedule.

Remuneration

- Amount owed (adjusted on form 1112): minus 8 hours x 1.0 rate

4. Sat., 13th and Sun., 14th:

- Home unit: RTO
- Redeployment: 10-hour shift

	Remuneration • RCMP transportation to and from required point of departure to place of work each day: 1 hour x 2.0 rate • O/T: 10 hours x 2.0 rate **Total Remuneration** • O/T for 11 hours each day for two days: 22 hours x 2.0 rate 5. Mon., 15th: • Home unit: Designated Paid Holiday (DPH) • Redeployment: 10-hour shift **Remuneration** • RCMP transportation to and from required point of departure to place of work each day: 1 hour x 1.5 rate • Scheduled hours: 8 hours x 1.5 rate • Additional hours: 2 hours x 1.5 rate **Total Remuneration** • O/T: 11 hours x 1.5 rate 6. Tues., 16th: • Home unit: 8-hour shift • Redeployment: 4 hours (travel day) **Remuneration** • Although travel time was four hours, compensation is based on the home-unit schedule: 8 hours included in salary.
Comparing workweeks 1. Standard Work Week	You work Mon. to Fri., 08:00 to 18:00, 40 scheduled hours plus 10 additional hours. 1. During a Standard WorkWeek (SWW), you are required to work eight hours, 8:00 to 16:00, each day over five days, with RTOs on Sat. and Sun. Due to operational requirements, you work an additional two hours each day until 18:00. **Remuneration** • O/T: 10 hours x 1.5 rate
2. Compressed WorkWeek	1. As a Compressed WorkWeek (CWW) member, you had requested and you were authorized to work a SWW compressed over four days. You work 10-hour days (08:00 to 18:00) Mon. to Thurs., with RTOs, on Sat. and Sun. Fri. is a TOW and if worked, these additional hours qualify for payment at the 1.5 rate. **Remuneration**

	• O/T: 10 hours x 1.5 rate
3. Shift-Scheduled Work Block	1. As a Shift-Scheduled Work Block (SSWB) member, you may occasionally have the same schedule as the CWW member, but you may be required to work these hours. Fri. would be an RTO, and if you work from 8:00 to 18:00, then 10 additional hours would be paid as O/T. **Remuneration** • O/T: 10 hours x 2.0 rate
Designated Paid Holiday 1. DPH on a scheduled workday	1. You are scheduled to work a 10-hour shift from 18:00 on Thurs., July 1, to 04:00 on Fri., July 2. July 1 is a DPH. You are paid your regular salary for the scheduled hours of work, plus a DPH premium for all hours worked on the scheduled shift. NOTE: This DPH premium is paid at two different rates. **Remuneration** • DPH Premium: (8 hours x 1.5 rate) + (2 hours/2 x 1.0 rate) • The fact that some of these hours occur after midnight does not affect the DPH premium paid for the scheduled shift commencing on the DPH. If additional hours must be worked after the scheduled shift, the overtime rate will depend on whether the next day is an RTO or not. 2. If scheduled to work, as indicated in the scenario above, but unable to work due to illness, the only entitlement is salary. **Remuneration** • Eight hours are accounted for by the DPH, the remaining 2 hours must be accounted for using sick leave.
2. RTO and DPH on the same day	1. Sat., Dec. 25 is both a DPH and an RTO for you. As the DPH cannot be moved, it must be observed on the day it occurs. Therefore, your RTO must be moved to an agreed-upon date, e.g., for a SWW member, it would be the following Mon. As a result of being off work on a DPH and not on an RTO on the 25th, you are entitled to the DPH day off. The RTO will be moved and taken on another workday during the next work schedule or within 56 days from the DPH. Generally, you would have been scheduled 10 hours on the Monday; however, because of the DPH day off, the RTO only accounts for eight of these hours. Therefore, the two remaining hours must be accounted for, and your supervisor and you will agree that on Wed., Dec, you will work 12 hours instead of 10 hours. As a result, there is no time owed.
3. DPH day off	

	1. A DPH day is generally eight hours off and you would work 10 hours. Therefore, you owe two hours. You may choose to use two hours from your LTO account for the time owed.
4. DPH day off, subsequently worked	1. On July 1, a DPH, you are given the day off for the eight-hour credit. Due to a sudden requirement, the delegated level seeks volunteers for work. You volunteer and work 10 hours. **Remuneration** • DPH Premium: 10 hours x 1.5 rate
Two callbacks on a TOW	1. On Wed., 17th, you are called at your residence at 21:20 and asked to immediately return to work. You return to work at 21:40 and work until 23:00. The callback ends at 00:40 on the 18th. On Thurs., 18th, you are recalled to duty, and begin at 00:30 and work until 01:45. You leave the office at 01:46 and return home. **Remuneration** • Callback pay for Wed. (minimum period is three hours): 3 hours x 1.5 rate • O/T for additional hours beyond the first callback on Thurs: 1.25 hours x 1.5 rate NOTE: As the second callback was within the first callback period, you are not entitled to a second callback pay, but are paid O/T for the time. **Total remuneration** • O/T: 4.25 hours x 1.5 rate
O/T while travelling on RCMP business	1. While on an RTO, you are authorized to travel on RCMP business from 08:00 to 16:30. You are able to take meal breaks during this period and you are entitled to the O/T rate for the period of travel. **Remuneration** • O/T: 8.5 hours x 2.0 rate
Shift premium	1. You work three nights in a row from 20:00 to 06:00. You are entitled to receive a shift premium of $2.00 per hour for scheduled hours worked between the hours of 16:00 and 08:00. NOTE: The shift premium is never paid when the member is off work or on O/T. **Remuneration** • Shift premium to be claimed on form 1112 or 3529 for 10 hours worked each night for three nights: 30 hours x $2.00/hour

O/T on a TOW and RTO	1. You are scheduled to work on the 15th from 06:00 to 14:00, with an RTO on the 16th. You also volunteered to work O/T on the 15th from 22:00 to 04:00, during which you received a 30-minute meal break. **Remuneration** • O/T on the 15th from 22:01 to 24:00: 2 hours x 1.5 rate • O/T on the 16th from 00:01 to 04:00 on an RTO: 4 hours x 2.0 rate

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Date Modified: 2014-10-28

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 2-7-2 Extra-Duty Pay Examples for Part-Time Members

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Directive Amended: 2014-09-04

Subject	Remuneration Calculations
Assigned WorkWeek	1. For a 30-hour assigned workweek (Thurs. - Wed.) over a 28-day period, with an average of 30 scheduled hours per week; e.g. 32 hours worked in weeks one and two, and 28 hours worked in weeks three and four: **Remuneration** • Bi-weekly (every two weeks) pay for 60 hours
Prescribed Designated Paid Holiday	1. If you are scheduled to work four hours, i.e. from 08:00 to 12:00, on a prescribed designated paid holiday (PDPH), e.g. July 1, you are: a. not entitled to receive regular pay for working a PDPH; and b. must account for the four hours of scheduled work. 2. When you agree to your delegated level's request to work from 8:00 until 16:00, you are entitled to Designated Paid Holiday (DPH) premium for all hours worked on the PDPH at 1.5 rate. **Remuneration** • DPH premium for 08:00 to 16:00: 8 hours x 1.5 rate (including meal breaks taken) • Recovery of 4 hours on regular salary, minus (4 hours x 1.0 rate), unless otherwise accounted for
Working in Excess of the Assigned Work Day	1. If you accept to work two-and-a-half additional hours from 12:30 to 15:00 on a scheduled workday, 08:00 to 12:00, and are granted a meal break from 12:00 to 12:30, the meal break is unpaid because your hours worked are less than a full-time member's schedule. **Remuneration** • Additional hours paid for 12:30 to 15:00: 2.5 hours x 1.0 rate

	2. If you accept to work three additional hours from 16:00 to 19:00 on a scheduled workday, 08:00 to 16:00, the additional hours exceeding the eight-hour scheduled shift are paid at the O/T rate. **Remuneration** • Additional hours paid for 16:00 to 19:00: 3 hours x 1.5 rate
Receiving Regular Time Off	1. In reference to the following Part-Time Work Schedule, when you are scheduled to work 32 hours in week two, you require eight additional hours at the straight-time rate to qualify for Regular Time Off (RTO). If you work five additional hours on Fri., 9th, you will be paid four hours at the straight-time rate. **Remuneration** • Fri. 9th: (4 hours x 1.0 rate) plus O/T (1 hour x 1.5 rate) 2. If you work eight additional hours on a day with no scheduled hours, such as Tues., 13th in the following table, the first four hours, 08:01 to 12:00, will be paid at the straight-time rate. Because you have exceeded the 40-hour threshold, additional hours worked will be paid at the 1.5 O/T rate. The unscheduled workday remaining in that same week will become an RTO. **Remuneration** • Tues., 13th from 8:00 to 16:00: (4 hours x 1.0 rate) + (4 hours x 1.5 rate) • Wed., 14th: RTO; if you work additional hours, you will be paid at the 2.0 O/T rate

Part-Time Work Schedule

Week 2	TH	F	SA	SU	M	T	W
	8	9	10	11	12	13	14
Hours Scheduled x 1.0 rate	**4**	**4**	**8**	**8**	**8**	**0**	**0**
Additional straight-time hours	0	+4	0	0	0	+4	0
Cumulative hours for RTO	4	12	20	28	36	**40**	0

NOTE: All hours worked on a PDPH count toward establishing RTOs and the 40-hour workweek.

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NCM - App. 2-7-1 Extra-Duty Pay Examples for Full-Time Members

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Directive Amended: 2014-10-28

Subject	Remuneration Calculations
16 consecutive hours of work (maximum)	1. You are scheduled to work from 8:00 to 16:00 and then work an additional eight hours from 16:00 to 24:00, including two 30-minute meal breaks. You work the maximum consecutive hours allowed by policy. **Remuneration** • O/T including meal breaks = 8 hours x 1.5 rate
Exceptional circumstances 1. More than 16 consecutive hours	1. You are scheduled to work from 8:00 to 16:00. Due to exceptional circumstances, you are required to work from 16:00 to 01:00, including two 30-minute meal breaks. You work more than the maximum consecutive hours allowed by policy. **Remuneration** • O/T including meal breaks = 9 hours x 1.5 rate
2. Cumulative eight hours time-off between scheduled shifts	1. Based on the example above of 17 hours of work ending at 01:00, you will receive eight hours time-off and not start until 9:00. Under exceptional circumstances, you may be required to start at 8:00. **Remuneration** • If you did not start work until 9:00, the one hour from 8:00 to 9:00 must be accounted for as leave, or worked another day as approved by the delegated level.
3. Exceeding the 72-hour maximum (see chart below)	1. The chart in 3.1 illustrates how the maximum hours of work may be exceeded during an exceptional circumstance. On Sat., 13th, you are authorized to exceed the 72-hour maximum. Although the exceptional circumstances designation remained in effect until noon on Sun., you are limited to working only four hours on Sun. so as not

	to exceed the maximum of 80 hours work in a seven consecutive-day period. **Remuneration** Additional hours: • from the 8th - 12th: 25 hours x 1.5 rate • on the 13th, including three 30-minute meal breaks: 12 hours x 2.0 rate • on the 14th, plus a 30-minute, meal-break premium: (4 hours x 2.0 rate) + (0.5 hour x 2.0 rate) NOTE: After working 80 hours in these exceptional circumstances, you must receive 24 hours off duty. You would not be allowed to report to work at 8:00 on the 15th as scheduled and instead would report at 11:00. The three hours not worked would be accounted for through LTO.

Cumulative Hours Worked

Week 2	M	T	W	TH	F	SA	SU
	8	9	10	11	12	13	14
				Exceptional circumstances declared on the 11th at noon and ongoing for 72 hours until the 14th at noon.			
Scheduled hours worked	8	8	8	8	7*	RTO	RTO
Additional hours worked	3	3	2	9	8	12	4
Total cumulative hours	11	22	32	49	64	76	80

NOTE: * Includes actual hours worked only; does not include the hour not worked from 8:00 to 9:00 on the 12th and the meal-break premium on the 14th.

Cumulative eight hours of time-off between 12-hour scheduled shifts	1. You work a series of 12-hour shifts from 6:00 to 18:00, and you are called in to work an extra four hours of O/T from 19:00 to 23:00. **Remuneration**

	• You receive one hour time-off from 18:00 to 19:00, and seven hours time-off from 23:00 to 6:00. ◦ 1 hour + 7 hours = 8 hours ◦ This is cumulative. ◦ Report to work at scheduled time.
Meal breaks 1. Scheduled hours: meal-break premium	1. You work from 8:00 to 16:00 and as you are asked to remain available for operational duties for the entire shift, you are unable to access a suitable location for a meal break. **Remuneration** • Meal-break premium: 0.5 hour x 1.5 rate
2. Overtime hours: meal-break premium	1. Following a scheduled workday from 8:00 to 16:00, you are required to work O/T from 16:00 to 20:00. You are required to remain available for operational duties for the entire O/T shift. **Remuneration** • O/T plus meal-break premium: (4 hours x 1.5 rate) + (0.5 hour x 1.5 rate)
3. Overtime hours: meal breaks	1. While on RTO, you volunteer to work O/T from 8:00 to 16:00. During this period, one 30-minute and two 15-minute meal breaks were authorized. **Remuneration** • O/T including meal breaks: 8 hours x 2.0 rate 2. While on RTO, you volunteer to work O/T from 08:00 to 16:00. Due to operational duties, you were not granted a meal break at a suitable location. You can claim two 30-minute meal-break premiums. **Remuneration** • O/T, including two 30-minute meal-break premiums: (8 hours x 2.0 rate) + (1 hour x 2.0 rate)
Phone call at your residence	1. While on RTO, you receive a phone call at your residence for advice on a police-related issue that occurred during the O/T period. You resolve the issue over the phone in 20 minutes. As the residence was not designated as your place of work, this does not qualify as a callback. You did not return to your place of work; therefore, the remuneration is O/T. NOTE: You are entitled to O/T for each completed 15-minute period of additional time worked. **Remuneration**

	• O/T: 15 minutes x 2.0 rate
Callback and operational response (see chart below)	The following chart indicates that you are designated as an Operational Availability (OA) responder for the time you are not scheduled to work in Week 4. 1. On Tues., 23rd at 18:25, you receive a call from the delegated level who requests that you return to work. You report at 20:00 and work until 21:30 (1.5 hours). The minimum callback period started at 20:00 and ended at 23:00. **Remuneration** • O/T: minimum call-back (three hours): 3 hours x 1.5 rate 2. On Thurs., 25th at 02:11, you are recalled to duty and asked to begin working immediately. You work until 06:00. The callback started at 02:11 and ended at 06:00. You then drove home. **Remuneration** • O/T: greater than minimum callback (three hours): 3.75 hours x 1.5 rate

Operational Availability (OA) - Cumulative Hours

Week 4	M	T	W	TH	F	A	SU
	22	23	24	25	26	27	28
From	8:01	8:01	8:01	8:01	8:01	RTO	RTO
To	16:00	16:00	16:00	16:00	16:00		
Hours Scheduled	8	8	8	8	8		
Designated OA	16	16	16	16	16	24	24
Less Callback Hours	N/A	3	N/A	3.75	N/A	N/A	N/A
Cumulative (OA) Hours	16	29	45	57.25	73.25	97.25	121.25

Operational availability	**Remuneration** • Designated hours on OA from 22nd to 28th, less callback hours, divided by eight: ◦ 121.25/8

	◦ 15.25 hours x 1.0 rate • 15.25 hours x 1.0 rate • Hours on 23rd from 20:00 to 23:00 (minimum callback ended at 23:00): 3 hours x 1.5 rate • Hours on 25th from 02:15 to 06:00 (actual callback hours worked): 3.75 hours x 1.5 rate NOTE: Operational Response (OR) is claimed in a similar manner with a dividing factor of four instead of eight.

Court duty 1. During a scheduled work period	1. Your scheduled workday is from 08:00 to 16:00 and at 09:00, during which you are scheduled to appear in court. You need 1.5 hours to prepare testimony for which you are authorized to work O/T. You use a police car to get to the court house that is 30 minutes from your office. You do not incur out-of-pocket expenses. At 11:00, the judge informs you that your testimony will not be heard that day. Since your appearance in court is expected during your scheduled work period, you are not entitled to court-duty pay. However, you are entitled to your regular salary and authorized O/T for time used to prepare for trial. **Remuneration** • O/T from 07:00 to 08:00: 1 hour x 1.5 rate
2. During RTO	1. During your RTO, you are required for court duty at 09:00. You are authorized for one hour of pre-trial preparation. Soon after 09:00, the court appearance is cancelled. Although the minimum period for court duty is four hours, you are entitled to this rate, even if you worked less than four hours. **Remuneration** • Court duty on RTO: 4 hours x 2.0 rate
3. During Time Off Work	1. After finishing a scheduled evening shift at 01:00, you are on Time Off Work (TOW), but required for court duty at 12:30. You are authorized for 30 minutes of pre-trial preparation, but at 13:00, you find out that the court appearance has been cancelled. **Remuneration** • Court duty on TOW: 4 hours x 1.5 rate
Home unit and redeployment 10-day work schedule	You are redeployed to the G-8 Summit. Advance notice of 28 days was not provided for the redeployment schedule. The two work schedules (home unit and redeployment) must be compared to determine eligibility for O/T compensation.

You travel to the redeployment site on the first day and home on the last day. You are entitled to be paid for the time spent travelling on RCMP business and for the additional hours worked at the redeployment, compared to the home unit schedule. You are also entitled to O/T pay for transportation to and from the required point of departure to the work site when required to meet at a specific time and while travelling in an RCMP vehicle.

The hours scheduled at the straight-time rate on the home unit work schedule, but not worked at redeployment, must be adjusted on form 1112.

Original Home Unit Schedule Compared with Redeployment Schedule

1. Sun., 7th - While on an RTO, you travel four hours on RCMP business from the home unit to redeployment from 08:00 to 12:00.

Remuneration

- 4 hours x 2.0 rate

2. Mon., 8th to Thurs., 11th:

- Home unit: 8-hour scheduled shift
- Redeployment: 10-hour-scheduled shift

Remuneration

- RCMP transportation to and from required point of departure to place of work each day: 1 hour x 1.5 rate
- O/T for two additional hours worked each day (redeployment hours minus home unit hours): 2 hours x 1.5 rate

Total Remuneration

- O/T for working an additional three hours on each of the four days: 12 hours x 1.5 rate

3. Fri., 12th:

- Home unit: 8 hours
- Redeployment: RTO
- Regular pay recovery: You owe eight hours of pay at the straight-time rate because you did not work all the straight-time hours scheduled on the home-unit work schedule.

Remuneration

- Amount owed (adjusted on form 1112): minus 8 hours x 1.0 rate

4. Sat., 13th and Sun., 14th:

- Home unit: RTO
- Redeployment: 10-hour shift

	Remuneration • RCMP transportation to and from required point of departure to place of work each day: 1 hour x 2.0 rate • O/T: 10 hours x 2.0 rate **Total Remuneration** • O/T for 11 hours each day for two days: 22 hours x 2.0 rate 5. Mon., 15th: • Home unit: Designated Paid Holiday (DPH) • Redeployment: 10-hour shift **Remuneration** • RCMP transportation to and from required point of departure to place of work each day: 1 hour x 1.5 rate • Scheduled hours: 8 hours x 1.5 rate • Additional hours: 2 hours x 1.5 rate **Total Remuneration** • O/T: 11 hours x 1.5 rate 6. Tues., 16th: • Home unit: 8-hour shift • Redeployment: 4 hours (travel day) **Remuneration** • Although travel time was four hours, compensation is based on the home-unit schedule: 8 hours included in salary.
Comparing workweeks 1. Standard Work Week	You work Mon. to Fri., 08:00 to 18:00, 40 scheduled hours plus 10 additional hours. 1. During a Standard WorkWeek (SWW), you are required to work eight hours, 8:00 to 16:00, each day over five days, with RTOs on Sat. and Sun. Due to operational requirements, you work an additional two hours each day until 18:00. **Remuneration** • O/T: 10 hours x 1.5 rate
2. Compressed WorkWeek	1. As a Compressed WorkWeek (CWW) member, you had requested and you were authorized to work a SWW compressed over four days. You work 10-hour days (08:00 to 18:00) Mon. to Thurs., with RTOs, on Sat. and Sun. Fri. is a TOW and if worked, these additional hours qualify for payment at the 1.5 rate. **Remuneration**

	• O/T: 10 hours x 1.5 rate
3. Shift-Scheduled Work Block	1. As a Shift-Scheduled Work Block (SSWB) member, you may occasionally have the same schedule as the CWW member, but you may be required to work these hours. Fri. would be an RTO, and if you work from 8:00 to 18:00, then 10 additional hours would be paid as O/T. **Remuneration** • O/T: 10 hours x 2.0 rate
Designated Paid Holiday 1. DPH on a scheduled workday	1. You are scheduled to work a 10-hour shift from 18:00 on Thurs., July 1, to 04:00 on Fri., July 2. July 1 is a DPH. You are paid your regular salary for the scheduled hours of work, plus a DPH premium for all hours worked on the scheduled shift. NOTE: This DPH premium is paid at two different rates. **Remuneration** • DPH Premium: (8 hours x 1.5 rate) + (2 hours/2 x 1.0 rate) • The fact that some of these hours occur after midnight does not affect the DPH premium paid for the scheduled shift commencing on the DPH. If additional hours must be worked after the scheduled shift, the overtime rate will depend on whether the next day is an RTO or not. 2. If scheduled to work, as indicated in the scenario above, but unable to work due to illness, the only entitlement is salary. **Remuneration** • Eight hours are accounted for by the DPH, the remaining 2 hours must be accounted for using sick leave.
2. RTO and DPH on the same day	1. Sat., Dec. 25 is both a DPH and an RTO for you. As the DPH cannot be moved, it must be observed on the day it occurs. Therefore, your RTO must be moved to an agreed-upon date, e.g., for a SWW member, it would be the following Mon. As a result of being off work on a DPH and not on an RTO on the 25th, you are entitled to the DPH day off. The RTO will be moved and taken on another workday during the next work schedule or within 56 days from the DPH. Generally, you would have been scheduled 10 hours on the Monday; however, because of the DPH day off, the RTO only accounts for eight of these hours. Therefore, the two remaining hours must be accounted for, and your supervisor and you will agree that on Wed., Dec, you will work 12 hours instead of 10 hours. As a result, there is no time owed.
3. DPH day off	

	1. A DPH day is generally eight hours off and you would work 10 hours. Therefore, you owe two hours. You may choose to use two hours from your LTO account for the time owed.
4. DPH day off, subsequently worked	1. On July 1, a DPH, you are given the day off for the eight-hour credit. Due to a sudden requirement, the delegated level seeks volunteers for work. You volunteer and work 10 hours. **Remuneration** • DPH Premium: 10 hours x 1.5 rate
Two callbacks on a TOW	1. On Wed., 17th, you are called at your residence at 21:20 and asked to immediately return to work. You return to work at 21:40 and work until 23:00. The callback ends at 00:40 on the 18th. On Thurs., 18th, you are recalled to duty, and begin at 00:30 and work until 01:45. You leave the office at 01:46 and return home. **Remuneration** • Callback pay for Wed. (minimum period is three hours): 3 hours x 1.5 rate • O/T for additional hours beyond the first callback on Thurs: 1.25 hours x 1.5 rate NOTE: As the second callback was within the first callback period, you are not entitled to a second callback pay, but are paid O/T for the time. **Total remuneration** • O/T: 4.25 hours x 1.5 rate
O/T while travelling on RCMP business	1. While on an RTO, you are authorized to travel on RCMP business from 08:00 to 16:30. You are able to take meal breaks during this period and you are entitled to the O/T rate for the period of travel. **Remuneration** • O/T: 8.5 hours x 2.0 rate
Shift premium	1. You work three nights in a row from 20:00 to 06:00. You are entitled to receive a shift premium of $2.00 per hour for scheduled hours worked between the hours of 16:00 and 08:00. NOTE: The shift premium is never paid when the member is off work or on O/T. **Remuneration** • Shift premium to be claimed on form 1112 or 3529 for 10 hours worked each night for three nights: 30 hours x $2.00/hour

O/T on a TOW and RTO	1. You are scheduled to work on the 15th from 06:00 to 14:00, with an RTO on the 16th. You also volunteered to work O/T on the 15th from 22:00 to 04:00, during which you received a 30-minute meal break. **Remuneration** • O/T on the 15th from 22:01 to 24:00: 2 hours x 1.5 rate • O/T on the 16th from 00:01 to 04:00 on an RTO: 4 hours x 2.0 rate

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Date Modified: 2014-10-28

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NCM - App. 2-7-2 Extra-Duty Pay Examples for Part-Time Members

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Directive Amended: 2014-09-04

Subject	Remuneration Calculations
Assigned WorkWeek	1. For a 30-hour assigned workweek (Thurs. - Wed.) over a 28-day period, with an average of 30 scheduled hours per week; e.g. 32 hours worked in weeks one and two, and 28 hours worked in weeks three and four: **Remuneration** • Bi-weekly (every two weeks) pay for 60 hours
Prescribed Designated Paid Holiday	1. If you are scheduled to work four hours, i.e. from 08:00 to 12:00, on a prescribed designated paid holiday (PDPH), e.g. July 1, you are: a. not entitled to receive regular pay for working a PDPH; and b. must account for the four hours of scheduled work. 2. When you agree to your delegated level's request to work from 8:00 until 16:00, you are entitled to Designated Paid Holiday (DPH) premium for all hours worked on the PDPH at 1.5 rate. **Remuneration** • DPH premium for 08:00 to 16:00: 8 hours x 1.5 rate (including meal breaks taken) • Recovery of 4 hours on regular salary, minus (4 hours x 1.0 rate), unless otherwise accounted for
Working in Excess of the Assigned Work Day	1. If you accept to work two-and-a-half additional hours from 12:30 to 15:00 on a scheduled workday, 08:00 to 12:00, and are granted a meal break from 12:00 to 12:30, the meal break is unpaid because your hours worked are less than a full-time member's schedule. **Remuneration** • Additional hours paid for 12:30 to 15:00: 2.5 hours x 1.0 rate

	2. If you accept to work three additional hours from 16:00 to 19:00 on a scheduled workday, 08:00 to 16:00, the additional hours exceeding the eight-hour scheduled shift are paid at the O/T rate. **Remuneration** • Additional hours paid for 16:00 to 19:00: 3 hours x 1.5 rate
Receiving Regular Time Off	1. In reference to the following Part-Time Work Schedule, when you are scheduled to work 32 hours in week two, you require eight additional hours at the straight-time rate to qualify for Regular Time Off (RTO). If you work five additional hours on Fri., 9th, you will be paid four hours at the straight-time rate. **Remuneration** • Fri. 9th: (4 hours x 1.0 rate) plus O/T (1 hour x 1.5 rate) 2. If you work eight additional hours on a day with no scheduled hours, such as Tues., 13th in the following table, the first four hours, 08:01 to 12:00, will be paid at the straight-time rate. Because you have exceeded the 40-hour threshold, additional hours worked will be paid at the 1.5 O/T rate. The unscheduled workday remaining in that same week will become an RTO. **Remuneration** • Tues., 13th from 8:00 to 16:00: (4 hours x 1.0 rate) + (4 hours x 1.5 rate) • Wed., 14th: RTO; if you work additional hours, you will be paid at the 2.0 O/T rate

Part-Time Work Schedule

Week 2	TH	F	SA	SU	M	T	W
	8	9	10	11	12	13	14
Hours Scheduled x 1.0 rate	**4**	**4**	**8**	**8**	**8**	**0**	**0**
Additional straight-time hours	0	+4	0	0	0	+4	0
Cumulative hours for RTO	4	12	20	28	36	**40**	0

NOTE: All hours worked on a PDPH count toward establishing RTOs and the 40-hour workweek.

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Date Modified: 2014-09-04

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - ch. 2.8. Allowances

Policy Amended: 2019-01-18

For information regarding this policy, contact your Pay Operations Office.

1. Allowance - Loss of Operational Allowances
2. Bilingualism Bonus
3. Cadet Recruitment Allowance
4. Fort McMurray Allowance
5. Isolated Posts and Government Housing Allowances
6. Operational Clothing Allowance
7. Service Pay Allowances
8. Senior Constable Provisional Allowance
9. Air Services Pay/Allowance
10. Educational Assistance and Education Allowance
11. Field Trainer Allowance
12. Maternity Allowance
13. Parental Allowance
14. RM Senior Officer Terminable Allowance

App. 2-8-1 Eligible Job Codes for Operational Clothing Allowance

App. 2-8-2 Extra Pay/Allowance - Air Services

App. 2-8-3 Maternity Allowance Agreement

App. 2-8-4 Parental Allowance Agreement

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1. Allowance - Loss of Operational Allowances

1. 1. Allowance - Loss of Operational Allowances (ALOA) provides financial assistance for the economic loss of allowance to RCMP peace officers and police-partner peace officers, deployed or assigned in a Special Duty Area (SDA) or on a Special Duty Operation (SDO) outside Canada.

1. 2. This allowance applies in repatriation situations, where a peace officer is no longer able to serve in the SDA or SDO due to an injury or illness resulting from hostile action, or an illness incurred as a direct consequence of the conditions of the deployment or assignment. As a result, the payment of some or all allowances related to the peace officer's service in the SDA or SDO has ceased.

1. 3. Pursuant to the *Compensation and Benefits Instructions for the Canadian Forces 205.536 (Allowance for Loss of Operational Allowances)*, the ALOA applies to RCMP peace officers and police-partner peace officers deployed or assigned by the RCMP under the International Peace Operations Branch on police peacekeeping, police monitoring, and police training outside Canada in a SDA or on a SDO and receiving benefits under the *Military Foreign Service Instructions*.

1. 4. Any payment under this allowance is subject to formal written approval of the Treasury Board of Canada Secretariat (TBS).

1. 5. Contact the International Peace Operations Branch for inquiries regarding sec. 1.

2. Bilingualism Bonus

2. 1. Eligibility and entitlements for the bilingualism bonus are outlined in AM ch. II.6., Official Languages.

2. 2. Additional pay considerations are outlined in Section 1.9, National Joint Council, *Bilingualism Bonus Directive*.

3. Cadet Recruitment Allowance

3. 1. General

3. 1. 1. The Cadet Recruitment Allowance (CRA) will be paid to a cadet in the Cadet Training Program (CTP) at "Depot" Division in exchange for:

3. 1. 1. 1. full commitment and dedication to the Cadet Training Program; and

3. 1. 1. 2. a minimum period of engagement corresponding to the probationary period, upon graduation.

3. 1. 2. The maximum CRA payable is $13,650 for the 26-week training period, to be paid on a bi-weekly basis, i.e. $1,050 every two weeks, with the provision that:

3. 1. 2. 1. an amount not exceeding $525 per additional training week may be authorized when, on a case-by-case basis, and in the opinion of the Commissioner/delegate, supplementary training is warranted, given the specific circumstances of a cadet, and if it is in the best interest of the RCMP.

NOTE: The CO/delegate, "Depot" Division, must advise Pay Operations in writing, in each instance, when supplementary training is warranted for a specific cadet. A copy of this approval must also be retained on the cadet's/member's pay file.

3. 2. Criteria

3. 2. 1. To qualify for the CRA, the cadet must be enrolled in the Cadet Training Program at "Depot" Division. Refer to AM ch. 23. General, sec. 3.1.3.

3. 2. 2. The CRA is effective the first day the cadet attends the Cadet Training Program.

3. 2. 2. 1. The allowance is automatically initiated upon signing Form 3438, Cadet Training Agreement.

3. 2. 3. The allowance will be paid through the Members' Pay System.

3. 3. Recovery

3. 3. 1. The RCMP will recover the entire amount of the CRA paid to the cadet should one of the following situations occur:

3. 3. 1. 1. Upon enrollment as a cadet in the Cadet Training Program, if the cadet's training ceases for any of the following reasons:

3. 3. 1. 1. 1. resignation from the Cadet Training Program;

3. 3. 1. 1. 2. abandonment of the Cadet Training Program;

3. 3. 1. 1. 3. an appointment to the Cadet Training Program that is based on a fraudulent statement; or

3. 3. 1. 1. 4. in similar circumstances as outlined in sec. 3.3.1.2.3. and sec. 3.3.1.2.4.

NOTES:

1. The CO, "Depot" Division:

1. 1. will determine if the circumstances were within the control of the Cadet. If the circumstances were not within the control of the cadet, the CO, "Depot" Division may waive the recovery.

1. 2. must advise Pay Operations, in writing, if the circumstances were not within the control of the Cadet and the recovery of the CRA will be waived. A copy of this decision must also be retained on the Cadet's file.

3. 3. 1. 2. Upon engagement as an RM, if employment as an RM ceases during the probationary period for any of the following reasons:

3. 3. 1. 2. 1. resignation, refer to Sec. 9.5., *RCMP Act*;

3. 3. 1. 2. 2. discharge while on probation, refer to Sec. 9.4(1), *RCMP Act*;

3. 3. 1. 2. 3. dismissal for code of conduct contravention, refer to Sec. 45(4)(a) and 45(4)(b), *RCMP Act*; or

3. 3. 1. 2. 4. discharge for reasons other than a contravention of any provision of the Code of Conduct, refer to:

3. 3. 1. 2. 4. 1. Sec. 20.2(1)(g), *RCMP Act*; and

3. 3. 1. 2. 4. 2. the following provisions of the *Commissioner's Standing Orders (Employment Requirements)*, Part 2, Sec. 6:

3. 3. 1. 2. 4. 2. 1. being absent from duty without authorization or having left an assigned duty without authorization (paragraph b);

3. 3. 1. 2. 4. 2. 2. being absent from duty as the result of being detained in custody or serving a period of imprisonment (paragraph c);

3. 3. 1. 2. 4. 2. 3. no longer possessing a basic requirement for the carrying out of a member's duties (paragraph e); and

3. 3. 1. 2. 4. 2. 4. being convicted of an offence that is punishable by indictment or that would be punishable by indictment if it occurred in Canada (paragraph f).

NOTES:

1. Upon review of the individual circumstances of a case and written recommendation from the divisional CO, the Chief Human Resources Officer (CHRO) will determine if the circumstances were within the control of the probationary member. If the circumstances were not within the control of the probationary member, the CRA will not be recovered.

2. The CHRO must advise Pay Operations in writing, if the circumstances were not within the control of the probationary member. A copy of this decision must also be retained on the member's pay file.

3. 4. Re-engagement

3. 4. 1. When a probationary member is re-engaged following a voluntary resignation, they will be reimbursed the amount of the CRA repaid after successful completion of the probationary period.

3. 4. 2. A cadet who is re-engaged following a voluntary resignation will be reimbursed when successfully credited for these periods of training for which the CRA was recovered.

NOTE: If a recovery has not taken place, overlapping training periods will either not be paid or will be recovered.

3. 5. Limitations

3. 5. 1. The CRA applies to a cadet in training at "Depot" Division only. All other categories of applicants are not eligible to receive the CRA.

3. 5. 2. The CRA does not form part of the calculation for establishing a rate of pay on appointment.

3. 5. 3. If a cadet fails to meet the program standards or is terminated from the program, the allowance will cease on the date the cadet is terminated.

3. 5. 4. The allowance will be issued through direct deposit only. Emergency monetary advances will not be issued.

3. 5. 5. The allowance is non-pensionable and is subject to statutory deductions, i.e. Income Tax, Canada Pension Plan (CPP), and Employment Insurance (EI).

4. Fort McMurray Allowance

4. 1. General

4. 1. 1. A member working at the Fort McMurray detachment is eligible to receive a temporary allowance designed for the recruitment and retention of members in Fort McMurray, Alberta.

4. 1. 2. The Fort McMurray Allowance (FMA) is an annual payment of $12,480, to be paid on a bi-monthly basis.

4. 1. 3. The FMA is effective 2017-04-01 and expires 2020-03-31.

4. 2. Criteria

4. 2. 1. To qualify for the allowance, the following criteria must be met:

4. 2. 1. 1. The province continues to offer the FMA to its employees, and the municipality continues to provide the Wellness and Cost of Living Allowances to its employees.

4. 2. 1. 2. A member does not receive any allowances through other initiatives, e.g. the National Joint Council, *Isolated Posts and Government Housing Directive* and the National Joint Council, *Commuting Assistance Directive*.

4. 2. 1. 3. It is impossible to commute from a suitable residential community as determined by the National Joint Council.

4. 2. 2. The FMA does not form part of the salary for the purposes of establishing a rate of pay on promotion, demotion, transfer, and for any computing entitlements, e.g. the payout of annual leave credits, severance pay, and overtime.

4. 2. 3. The allowance is non-pensionable.

4. 2. 4. The allowance is subject to normal statutory deductions, i.e. Income Tax, CPP, and EI.

4. 2. 5. A member assigned to work in Fort McMurray will receive the FMA on the first scheduled workday at the Fort McMurray detachment. The FMA will cease at midnight of the last scheduled workday at the Fort McMurray detachment.

4. 2. 6. An eligible part-time member is entitled to the FMA if the member works at least one-third of the hours of a full-time member. The payment is calculated proportionately.

4. 2. 7. A member working at the Fort McMurray detachment on approved, paid leave will continue to receive the FMA.

4. 2. 8. An eligible member, on maternity or parental leave without pay, who remains in the Fort McMurray detachment area, will continue to receive the FMA at 93%.

4. 3. Limitations

4. 3. 1. The allowance will not be paid to a member:

4. 3. 1. 1. ordinarily working less than one-third of the normal working hours of a full-time member;

4. 3. 1. 2. on maternity or parental leave without pay who leaves the detachment area; or

NOTE: The commander must advise the compensation advisor, in writing, when a member leaves the detachment area.

4. 3. 1. 3. on authorized leave without pay, on loss of basic requirements, or on suspension without pay.

5. Isolated Posts and Government Housing Allowances

5. 1. An RCMP member who is assigned to a designated isolated post is eligible for the provisions of the National Joint Council, *Isolated Posts and Government Housing Directive*.

6. Operational Clothing Allowance

6. 1. General

6. 1. 1. The Operational Clothing Allowance (OCA) applies only to RMs.

6. 1. 2. The OCA is intended to offset the costs associated to the purchase of certain civilian attire required in the performance of operational policing duties. The wearing of civilian attire in itself does not constitute eligibility for the OCA.

6. 1. 3. The Commissioner established the list of eligible HRMIS job codes for the OCA. Only those HRMIS job codes listed in NCM App. 2-8-1, Eligible Job Codes for Operational Clothing Allowance, may receive annual or daily OCA.

6. 1. 3. 1. Any changes to the list of eligible HRMIS job codes may only be made with the approval of the Treasury Board (TB) or TBS.

6. 1. 3. 2. To ensure the OCA remains relevant to current and evolving operational needs, the Commissioner's list of qualifying positions will be subject to a triennial review.

6. 1. 3. 3. The responsibility for ensuring OCA payments are made only to those eligible resides with the Deputy Commissioners, Federal Policing, Contract and Indigenous Policing, and Specialized Policing Services.

6. 1. 4. Payment of the OCA is structured according to tiers, with eligible HRMIS job codes in each tier. The annual OCA applies only to RMs whose HRMIS job codes are included in either Tiers I or II; the per diem or daily OCA applies only to RMs whose HRMIS job codes form part of Tier III.

6. 1. 4. 1. Tier I: RMs whose HRMIS job codes are listed in NCM App. 2-8-1, Table 1 – Tier I, are designated Law Enforcement – Criminal Investigations (LE-CI), and have been assessed as requiring annual OCA, because their full-time, operational duties are of a nature that they could not be performed in uniform and require the wearing of police equipment, e.g. soft body armour, firearms, radios, batons, and handcuffs, which must be concealed by appropriate civilian attire (often of a higher quality and quantity).

6. 1. 4. 1. 1. Tier I is authorized for specialized groups in Protective Operations, including the Prime Minister's Protection Detail (PMPD), Very Important Persons (VIP) Security, and Governor General(GG) security.

6. 1. 4. 2. Tier II: RMs whose HRMIS job codes are listed in NCM App. 2-8-1, Table 2 – Tier 2, are designated Law Enforcement – Criminal Investigations (LE-CI), and have been assessed as requiring annual OCA, because their full-time, operational duties are of a nature that they could not be performed in uniform and require the wearing of police equipment, e.g. soft body armour, firearms, radios, batons, and handcuffs, which must be concealed by appropriate civilian attire.

6. 1. 4. 3. Tier III: RMs whose HRMIS job codes are listed in NCM App. 2-8-1, Table 3 – Tier III, are designated Law Enforcement – Criminal Investigations (LE-CI), and have been assessed as requiring daily, or per diem, OCA, because on an occasional basis, their full-time, operational duties are of a nature that they could not be performed in uniform and require the wearing of police equipment, e.g. soft body armour, firearms, radios, batons, and handcuffs, provided this need is approved by a CO/delegate and is for a period of five consecutive workdays or more.

6. 1. 4. 3. 1. A workday consists of one complete, regularly-scheduled shift, regardless of the number of hours worked.

6. 1. 5. An RM whose part-time HRMIS job code is included in either Tier I or II is entitled to the annual OCA, pro-rated in accordance with their regularly scheduled part-time hours.

6. 1. 6. An RM participating in a Graduated Return to Work (GRTW) program, and whose HRMIS job code is included in Tiers I or II, is entitled to the OCA, pro-rated in accordance with their scheduled monthly GRTW hours.

6. 1. 6. 1. When a GRTW agreement is revised, or participation in the program is terminated, the entitlement to the OCA will be re-evaluated.

6. 1. 7. In acting situations, the member will be paid, for the acting period, the most beneficial OCA Tier rate for which they are eligible; either the acting position or their substantive position.

6. 2. Rates

6. 2. 1. Effective 2013-04-01, the OCA rates are:

6. 2. 1. 1. Tier I: $1,500 annually, paid bi-weekly;

6. 2. 1. 2. Tier II: $900 annually, paid bi-weekly; and

6. 2. 1. 3. Tier III: $5.00 per day, to a maximum amount payable of $300 per calendar year.

6. 2. 1. 3. 1. A qualifying member for Tier III will submit a Form 6419, Daily Operational Clothing Allowance (per diem) Claim each month to their commander for payment.

6. 2. 1. 3. 2. Approved claims for Tier III will be sent to the appropriate Pay Operations office.

6. 3. Restrictions

6. 3. 1. A member will not be paid annual or daily OCA under the following conditions:

6. 3. 1. 1. periods of sick leave of more than 30 consecutive calendar days;

6. 3. 1. 2. attending official languages courses for more than 30 consecutive calendar days;

6. 3. 1. 3. retirement leave;

6. 3. 1. 4. annual leave, Lieu Time Off (LTO), or 336 hours' time off, taken in conjunction with discharge or retirement leave;

6. 3. 1. 5. having a medical profile with an occupational factor of 06, as outlined in AM App. II-19-1, Medical Profile Factors, for more than 30 consecutive calendar days;

6. 3. 1. 6. absent without leave;

6. 3. 1. 7. absent because of imprisonment; or

6. 3. 1. 8. having been served with an order for removal from duty in anticipation of a "Notice of Intention to Discharge." In such circumstances, the allowance will be pro-rated to exclude the payment of OCA either:

6. 3. 1. 8. 1. for the period starting the effective date the member is ordered removed from duty, until the date of discharge; or

6. 3. 1. 8. 2. if the member is not discharged, until the date they are reinstated to duty.

6. 4. Income Tax Considerations

6. 4. 1. Income tax is not deducted at source for annual OCA (Tiers I or II). Members are therefore required to report to the Canada Revenue Agency any amount of annual OCA paid to them that is not spent in the purchase and maintenance of oversized/altered clothing during the taxation year as taxable income. The member must be prepared to provide proof of expenditures.

6. 4. 2. Income tax will be deducted at source for the daily OCA (Tier III).

6. 4. 2. 1. If a member can substantiate the purchase of oversized/altered clothing that may only be used for work purposes, a tax exemption may be requested from the Canada Revenue Agency.

6. 5. Amendments to Job Codes Eligibility List

6. 5. 1. Requests to amend the job code eligibility list must be endorsed by the Deputy Commissioners, Federal Policing, Contract and Indigenous Policing, and Specialized Policing Services.

6. 5. 2. The list of qualifying positions will be subject to a triennial review.

6. 5. 2. 1. Before the review, a call letter will be issued by National Compensation Services (NCS), inviting the Deputy Commissioners to submit proposals for changes to the list of eligible HRMIS job codes.

6. 5. 2. 1. 1. If required, a working group may be convened to consider proposals.

6. 5. 2. 1. 2. If proposed amendments are endorsed by the Deputy Commissioners, a revised list will be forwarded by NCS to the TBS for consideration.

6. 5. 2. 1. 3. If approved, the list will be revised and published with an effective date.

7. Service Pay Allowances

7. 1. Annual Service Pay Allowance

7. 1. 1. General

7. 1. 1. 1. Annual Service Pay (ASP) is an allowance designed for retention purposes.

7. 1. 1. 2. The ASP is:

7. 1. 1. 2. 1. a percentage of a member's salary based on years of service in the Force (RCMP);

7. 1. 1. 2. 2. paid bi-weekly;

7. 1. 1. 2. 3. subject to normal statutory deductions, i.e. Income Tax, CPP/Quebec Pension Plan (QPP), and EI; and

7. 1. 1. 2. 4. pensionable.

7. 1. 1. 3. A member on approved leave with pay will continue to receive ASP.

7. 1. 2. Qualifying RMs

7. 1. 2. 1. To qualify for ASP, the following criteria must be satisfied:

7. 1. 2. 1. 1. the employee must be an RM, including a Special Constable, below the rank of C/Supt.; or

7. 1. 2. 1. 2. the member must be a Special Constable Member below the rank of senior officer.

7. 1. 2. 1. 3. Special Constable and Special Constable Member are defined in the *RCMP Regulations*.

7. 1. 2. 2. The ASP begins and adjusts on the RM's anniversary of service in the RCMP as follows:

7. 1. 2. 2. 1. 4 years = 1.5%;

7. 1. 2. 2. 2. 10 years = 3.0%;

7. 1. 2. 2. 3. 15 years = 4.5%;

7. 1. 2. 2. 4. 20 years = 6.0%;

7. 1. 2. 2. 5. 25 years = 7.5%;

7. 1. 2. 2. 6. 30 years = 9.0%; and

7. 1. 2. 2. 7. 35 years = 10.5%.

7. 1. 3. Qualifying CMs

7. 1. 3. 1. To qualify for ASP, a CM must be:

7. 1. 3. 1. 1. a Telecommunications Operator (LES-TO); or

7. 1. 3. 1. 2. an Intercept Monitor (LES-IM).

7. 1. 3. 2. The ASP begins and adjusts on the CM's anniversary of service in the RCMP as follows:

7. 1. 3. 2. 1. 5 years = 1.5%;

7. 1. 3. 2. 2. 10 years = 3.0%;

7. 1. 3. 2. 3. 15 years = 4.5%;

7. 1. 3. 2. 4. 20 years = 6.0%;

7. 1. 3. 2. 5. 25 years = 7.5%;

7. 1. 3. 2. 6. 30 years = 9.0%; and

7. 1. 3. 2. 7. 35 years = 10.5%.

7. 1. 4. Limitations

7. 1. 4. 1. The ASP will not be paid on authorized leave without pay, loss of basic requirements, or suspension without pay.

7. 1. 4. 2. The ASP cannot exceed 10.5% of a member's maximum salary.

7. 1. 4. 3. The ASP is not used for the purposes of establishing a rate of pay on promotion, demotion, transfer, and for computing most entitlements, e.g. the payout of annual leave credits, overtime, and the maternity or parental allowance.

7. 1. 4. 3. 1. The only entitlement for which ASP is included is the calculation of severance pay.

8. Senior Constable Provisional Allowance

8. 1. General

8. 1. 1. The Senior Constable Provisional Allowance (SCPA) is an annual payment of either 2% or 5% of a Constable's salary, to be paid on a bi-weekly basis, based on the criteria outlined in sec. 8.2.

8. 2. Criteria

8. 2. 1. To qualify for the 2% SCPA, the following criteria must be met:

8. 2. 1. 1. the member must be at the Cst. rank; and

8. 2. 1. 2. the Cst. must have 11 years of service in the Force (RCMP).

8. 2. 2. To qualify for the 5% SPCA, the following criteria must be met:

8. 2. 2. 1. the member must be at the Cst. rank;

8. 2. 2. 2. the Cst. must have seven years of service in the Force (RCMP); and

8. 2. 2. 3. the Cst. must have passed the qualifying Job Simulation Exercise (JSE) exam for promotion to the rank of Cpl. See CMM ch. 4., sec. 10.3.

NOTE: The 5% allowance is payable on the date the member passed the JSE exam, or upon seven years of service in the Force, whichever date is later.

8. 2. 3. The allowance is pensionable.

8. 2. 4. The allowance is subject to normal statutory deductions, i.e. Income Tax, CPP/QPP, and EI.

8. 3. Limitations

8. 3. 1. The allowance will not be paid while a Cst. is on authorized leave without pay, subject to a loss of basic requirements, or while receiving maternity or parental allowance.

8. 3. 2. SCPA is not used for the purposes of establishing a rate of pay on promotion, demotion, transfer, and for computing most entitlements, e.g. the payout of annual leave credits, overtime, and the maternity or parental allowance.

8. 3. 3. The only entitlement for which SCPA is included is the calculation of severance pay.

9. Air Services Pay/Allowance

9. 1. General

9. 1. 1. A member of Air Services may receive extra pay or allowance at the rates outlined in NCM App. 2-8-2, Extra Pay/Allowance – Air Services, provided they meet the criteria shown therein.

9. 1. 2. Air services pay/allowance will not be paid during any period in which a member, who is otherwise entitled to it, is:

9. 1. 2. 1. on retirement leave;

9. 1. 2. 2. on sick leave for more than 20 consecutive workdays, effective the 21st day of approved sick leave;

9. 1. 2. 3. temporarily employed on non-qualifying duties for more than 20 consecutive workdays, effective the 21st day non-qualifying duties are performed, unless National Headquarters authorizes that air services pay/allowance be continued;

9. 1. 2. 4. imprisoned;

9. 1. 2. 5. absent without leave; or

9. 1. 2. 6. on LWOP.

9. 2. Application

9. 2. 1. If a member qualifies for an allowance or adjustment, their manager will initiate a HRMIS staffing transaction and, if applicable, submit copies of other documents to National Headquarters, ATTN: OIC Air Services Branch.

10. Educational Assistance and Education Allowance

10. 1. For information regarding educational assistance and education allowance, refer to the TBS *Policy on Educational Assistance for Children of Employees*.

11. Field Trainer Allowance

11. 1. Regular members who provide field coaching to new members are eligible to receive an allowance of 2.5% of the maximum Cst. rate of pay. Entitlement is limited to one allowance at a time.

11. 2. To initiate the allowance, the Field Coaching Program Coordinator will provide the Pay Operations Office with:

11. 2. 1. the regimental number and name of the field trainer and trainee; and

11. 2. 2. the start and end dates of the training.

11. 3. To extend the allowance beyond the end date, notification from the Field Coaching Program Coordinator must be provided to the Pay Operations Office.

12. Maternity Allowance

12. 1. A member on approved maternity leave without pay will be paid a maternity allowance in accordance with the Supplemental Unemployment Benefit (SUB) Plan when the member:

12. 1. 1. has completed six months of continuous employment before the commencement of the leave;

12. 1. 2. provides the National Pay Operations Office with proof that the member has applied for, and is in receipt of, maternity benefits under the Employment Insurance (EI) or Québec Parental Insurance Plan (QPIP); and

12. 1. 3. signs the maternity allowance agreement outlined in NCM App. 2-8-3, Maternity Allowance Agreement.

12. 2. The maternity allowance agreement states the member will:

12. 2. 1. return to work at the end of their maternity leave;

12. 2. 2. work for a period equal to the period covered by the allowance; and

12. 2. 3. be indebted to the RCMP for all or part of the amount received, if the member fails to meet the conditions in the maternity allowance agreement for reasons other than death, lay-off, or having become disabled as defined in the *RCMP Superannuation Act*.

12. 3. Maternity allowance payments made in accordance with the SUB Plan consist of the following:

12. 3. 1. where the member is subject to a waiting period before receiving EI benefits, the member will receive 93% of the weekly rate of pay for each week of the waiting period, less any other monies earned during this period; and

12. 3. 2. for each week the member receives a maternity benefit under EI or QPIP, the member will receive the difference between 93% of the weekly rate of pay and the benefit paid under EI or QPIP, less any other monies earned during this period.

12. 4. The maternity allowance for the first six weeks of maternity leave will be estimated and automatically advanced to the member unless the member advises otherwise.

12. 5. The weekly rate of pay for calculating the maternity allowance is the member's substantive pay, on the day immediately preceding the commencement of maternity leave without pay, and if applicable, the terminable or transitional allowance, or the acting premium pay when the member has been in receipt of acting premium pay for four months or more.

12. 6. Where the member has been working part-time or combined full-time and part-time immediately before the start of maternity leave, the weekly rate of pay will be the average salary plus additional hours paid at 1.0 rate during the preceding 26 weeks.

12. 7. Where the member becomes eligible for a pay increment or pay revision while in receipt of the maternity allowance, the allowance will be adjusted accordingly.

12. 8. The maximum combined maternity and parental allowances payable to a married or common-law couple who are appointed under the *RCMP Act* will not exceed 52 weeks for each combined maternity and parental leave without pay.

13. Parental Allowance

13. 1. A member on approved parental leave without pay will be paid a parental allowance to a maximum of 37 weeks, in accordance with the SUB Plan, when the member:

13. 1. 1. has completed six months of continuous employment before the commencement of the leave;

13. 1. 2. provides the National Pay Operations Office with proof that the member has applied for, and is in receipt of, parental benefits under the EI or parental, adoption, or paternity benefits under the QPIP; and

13. 1. 3. signs the parental allowance agreement outlined in NCM App. 2-8-4, Parental Allowance Agreement.

13. 2. The parental allowance agreement states the member will:

13. 2. 1. return to work at the end of the parental leave;

13. 2. 2. work for a period equal to the period covered by the allowance; and

13. 2. 3. be indebted to the RCMP for all or part of the amount received if the member fails to meet the conditions in the parental allowance agreement for reasons other than death, lay-off, or having become disabled as defined in the *RCMP Superannuation Act*.

13. 3. Parental allowance payments made in accordance with the SUB Plan consist of the following:

13. 3. 1. where the member is subject to a waiting period before receiving EI benefits, will receive 93% of the weekly rate of pay for each week of the waiting period, less any other monies earned during this period; and

13. 3. 2. for each week the member receives a parental benefit under EI or parental, adoption, or paternity benefits under the QPIP, will receive the difference between 93% of the weekly rate of pay and the benefit paid under EI or QPIP, less any other monies earned during this period.

13. 4. A female member who has received the full 18 weeks of maternity benefit and the full 32 weeks of parental benefit under the QPIP and remains on parental leave, is entitled to receive from the RCMP an additional two weeks of parental allowance.

13. 5. The parental allowance for the first six weeks of parental leave will be estimated and automatically advanced to the member unless the member advises otherwise.

13. 6. The weekly rate of pay for calculating the parental allowance is the member's substantive pay on the day immediately preceding the commencement of parental leave without pay, and if applicable, the terminable or transitional allowance, or the acting premium pay when the member has been in receipt of acting premium pay for four months or more.

13. 7. Where the member has been working part-time or combined full-time and part-time immediately before the start of parental leave, the weekly rate of pay will be the average salary plus additional hours paid at 1.0 rate during the preceding 26 weeks.

13. 8. Where the member becomes eligible for a pay increment or pay revision while in receipt of the parental allowance, the allowance will be adjusted accordingly.

13. 9. The maximum combined maternity and parental allowances payable to a married or common-law couple who are appointed under the *RCMP Act* will not exceed 52 weeks for each combined maternity and parental leave without pay.

14. RM Senior Officer Terminable Allowance

14. 1. General

14. 1. 1. The RM Senior Officer Terminable Allowance is an annual payment, to be pro-rated and paid on a bi-weekly basis, based on the following criteria:

14. 1. 1. 1. $10,000, for RM senior officers in the substantive rank of chief superintendent; or

14. 1. 1. 2. $5,000 for RM senior officers in the substantive rank of assistant commissioner - Level 1.

14. 2. Limitations

14. 2. 1. The allowance is:

14. 2. 1. 1. effective 2016-04-01;

14. 2. 1. 2. pensionable; and

14. 2. 1. 3. subject to normal statutory deductions, i.e. income tax, CPP, and EI.

14. 2. 2. An eligible RM senior officer on approved leave with pay will continue to receive the RM Senior Officer Terminable Allowance.

14. 2. 3. An eligible RM senior officer will not be paid the RM Senior Officer Terminable Allowance while:

14. 2. 3. 1. on authorized leave without pay,

14. 2. 3. 2. on loss of basic requirements,

14. 2. 3. 3. suspended without pay,

14. 2. 3. 4. imprisoned, or

14. 2. 3. 5. absent without leave.

14. 2. 4. The RM Senior Officer Terminable Allowance is not to be used for the purposes of establishing a rate of pay on promotion, demotion, transfer, performance pay, and for computing entitlements, e.g. the payout of annual leave credits, overtime, severance pay, and the maternity or parental allowance.

References

Date Modified: 2019-01-18

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 2-8-1 Eligible Job Codes for Operational Clothing Allowance

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Directive Amended: 2016-02-15

The following represents a complete list of approved Job Codes eligible to receive Operational Clothing Allowance (OCA), consistent with the criteria and rates set out in the policy.

Table 1 - Tier I

Job Code	Position Title	Class	Rank
000124	Federal Policing Protection (Sgt.)	LECI 03	Sgt.
000311	Federal Policing Protection (S/Sgt.)	LECI 04	S/Sgt.
000312	Federal Policing Protection (Cpl.)	LECI 02	Cpl.
000614	Federal Policing Protection (Insp.)	LECI 05	Insp.
000618	Federal Policing Protection (Cst.)	LECI 01	Cst.
004456	Federal Policing Protection (Supt.)	LECI 06	Supt.
004921	Protective Policing Supervisor Contract (Sgt.)	LECI 03	Sgt.
004922	Protective Policing, Team Leader Contract (Cpl.)	LECI 02	Cpl.
004923	Protective Policing Close Personal Protection Member Contract (Cst.)	LECI 01	Cst.

Table 2 - Tier II

Job Code	Position Title	Class	Rank
000119	Financial Crime Manager/Investigator (Sgt.)	LECI 03	Sgt.
000121	Financial Crime Investigator (Cst.)	LECI 01	Cst.
000127	Drug Investigator (Cst.)	LECI 01	Cst.
000131	Border Integrity Investigator (Cst.)	LECI 01	Cst.
000158	Special "O" Investigator	LECI 01	Cst.

000164	Special "I", IC/Supervisor (Installer)	LECI 03	Sgt.
000189	Criminal Intelligence Investigator	LECI 01	Cst.
000190	Criminal Intelligence, IC/Supervisor/Investigator	LECI 04	S/Sgt.
000213	General Investigation Section Investigator	LECI 01	Cst.
000246	Serious/Major Crimes, Supervisor/Investigator	LECI 03	Sgt.
000270	Criminal Intelligence, IC/Supervisor/Investigator (Sgt.)	LECI 03	Sgt.
000277	Auto Theft, IC	LECI 02	Cpl.
000300	General Investigation Section Supervisor/Investigator	LECI 03	Sgt.
000302	Special "O" Supervisor/Investigator	LECI 02	Cpl.
000323	Drug Enforcement, IC (Sgt.)	LECI 03	Sgt.
000324	Drug Enforcement Supervisor/Investigator (Cpl.)	LECI 02	Cpl.
000452	Combined Law-Enforcement Unit/Joint Forces Operations (Cst.)	LECI 01	Cst.
000453	Combined Law-Enforcement Unit/Joint Forces Operations Supervisor/Investigator (Cpl.)	LECI 02	Cpl.
000482	Drug Enforcement Supervisor/Investigator (Sgt.)	LECI 03	Sgt.
000508	General Investigation Section, IC/Supervisor	LECI 04	S/Sgt.
000518	National Security Investigations, Investigator (Cst.)	LECI 01	Cst.
000523	Serious/Major Crimes, Supervisor/Investigator (S/Sgt.)	LECI 04	S/Sgt.
000525	Serious/Major Crimes, Investigator (Cst.)	LECI 01	Cst.
000526	Serious/Major Crimes, Supervisor/Investigator/Interviewer	LECI 02	Cpl.
000537	Federal Policing Investigator (S/Sgt.)	LECI 04	S/Sgt.
000550	Drug Enforcement, IC (Cpl.)	LECI 02	Cpl.
000568	Border Integrity, Investigator/Supervisor/IC (Cpl.)	LECI 02	Cpl.
000612	Financial Crime Supervisor/Investigator (Cpl.)	LECI 02	Cpl.
000613	Canadian Air Carrier Protection Program (Supt.)	LECI 06	Supt.
000721	Special Entry Investigator, Mechanical	LECI 02	Cpl.
000742	National Security Investigations, IC/Supervisor/Investigator (Sgt.)	LECI 03	Sgt.

000771	Special Entry Investigator Electronic/Keyless Entry	LECI 02	Cpl.
000810	Technological Crime Investigator	LECI 02	Cpl.
000838	Criminal Operations Special Investigations, IC (S/Sgt.)	LECI 04	S/Sgt.
000839	Federal Policing Special Investigator (Sgt.)	LECI 03	Sgt.
000873	Polygraph Operator	LECI 03	Sgt.
000954	Financial Crime IC/Supervisor/Investigator (S/Sgt.)	LECI 04	S/Sgt.
000997	Special Entry, IC	LECI 04	S/Sgt.
001024	Electronic Surveillance Specialist	LECI 03	Sgt.
001037	Casino Investigations Supervisor/Investigator	LECI 03	Sgt.
001059	Criminal Intelligence, IC/Supervisor/Investigator (Cpl.)	LECI 02	Cpl.
001060	Special "I" Installer/Technician	LECI 02	Cpl.
001061	Special "O", IC (Sgt.)	LECI 03	Sgt.
001069	Special "O", IC (Cpl.)	LECI 02	Cpl.
001071	Auto Theft Investigator	LECI 01	Cst.
001103	General Investigation Section, Supervisor/Investigator/IC	LECI 02	Cpl.
001113	General Investigations Section, IC	LECI 03	Sgt.
001126	Federal Policing Covert/Undercover Reviewer (Cst.)	LECI 01	Cst.
001128	Human Source/Witness Protection Coordinator (Cpl.)	LECI 02	Cpl.
001129	Undercover Operations, Supervisor (Sgt.)	LECI 03	Sgt.
001130	Undercover Operations Supervisor/Investigator (Cpl.)	LECI 02	Cpl.
001131	Undercover Operator (Cst.)	LECI 01	Cst.
001138	Undercover Coordinator/Program Developer (Sgt.)	LECI 03	Sgt.
001139	Undercover Coordinator (Cpl.)	LECI 02	Cpl.
001144	Warrant Apprehension Unit Commander	LECI 02	Cpl.
001405	Special Projects, IC (S/Sgt.)	LECI 04	S/Sgt.
002569	Technological Crime, Senior Investigator	LECI 03	Sgt.
002758	Technological Crime Investigation Support and Forensic Analysis	LECI 04	S/Sgt.

002759	Technological Crime Investigator	LECI 01	Cst.
002784	Special Entry Specialist, Mechanical	LECI 03	Sgt.
002785	Special Entry Specialist, Electronic/Keyless Entry	LECI 03	Sgt.
003014	Special "I" Understudy	LECI 01	Cst.
003235	Federal Policing Investigator (Sgt.)	LECI 03	Sgt.
003236	Federal Policing Investigator (Cpl.)	LECI 02	Cpl.
003237	Federal Policing Investigator (Cst.)	LECI 01	Cst.
003373	Federal Policing Canadian Air Carrier Protection Program (Cst.)	LECI 01	Cst.
003465	Federal Policing Canadian Air Carrier Protection Program (Insp.)	LECI 05	Insp.
003467	Federal Policing Canadian Air Carrier Protection Program (S/Sgt.)	LECI 04	S/Sgt.
003468	Federal Policing Canadian Air Carrier Protection Program (Sgt.)	LECI 03	Sgt.
003469	Federal Policing Canadian Air Carrier Protection Program (Cpl.)	LECI 02	Cpl.
003616	Interview Team Leader/Coordinator	LECI 03	Sgt.
003617	Interview Team, IC	LECI 04	S/Sgt.
003786	Regional Backstopping Coordinator (Cpl.)	LECI 02	Cpl.
003936	Special Entry Understudy - Mechanical	LECI 01	Cst.
003958	Senior Polygraph Examiner	LECI 04	S/Sgt.
004025	Interviewer	LECI 02	Cpl.
004564	Special Entry Understudy - Electrical	LECI 01	Cst.
004572	Special "O" High Altitude Surveillance Specialist	LECI 01	Cst.
004853	Human Source (Cst.)	LECI 01	Cst.
004892	Federal Policing Covert/Undercover Reviewer (Cpl.)	LECI 02	Cpl.
004893	Federal Policing Covert/Undercover Reviewer (Sgt.)	LECI 03	Sgt.
004894	Federal Policing Covert/Undercover Reviewer (S/Sgt.)	LECI 04	S/Sgt.
004895	Federal Policing Covert/Undercover Reviewer (Insp.)	LECI 05	Insp.
004900	Special "O" Supervisor/Investigator - Covert Location	LECI 03	Sgt.

004901	Special "O", IC - Covert Location	LECI 05	Insp.
004902	Special "I" Services, IC - Covert Location	LECI 04	S/Sgt.
004903	Special "O" Operations, NCO - Covert Location	LECI 04	S/Sgt.
004904	Plain Clothes Services, OIC/Senior Investigator - Covert Location	LECI 05	Insp.
004905	Special "O" Training/Reviewer - Covert Location	LECI 02	Cpl.
004906	Administrative Support Special "O", IC - Covert Location	LECI 03	Sgt.
004907	Administrative NCO Special "I" - Covert Location	LECI 03	Sgt.
004908	Legal Application Support Team Investigator - Covert Location	LECI 03	Sgt.
004925	Integrated Multi-Disciplinary Team Investigator (Cst.)	LECI 01	Cst.
004926	Integrated Multi-Disciplinary Team Senior Investigator (Cpl.)	LECI 02	Cpl.
004927	Integrated Multi-Disciplinary Team - Team Lead (Sgt.)	LECI 03	Sgt.
004928	Integrated Multi-Disciplinary Team - IC/Supervisor (S/Sgt.)	LECI 04	S/Sgt.
004929	Legal Application Support Team, Advisor/Facilitator - Covert - Contract. (Cpl.)	LECI 02	Cpl.

Table 3 - Tier III

Job Code	Position Title	Class	Rank
000160	Special "O" Training/Reviewer	LECI 02	Cpl.
000276	Administrative Support Special "O" IC	LECI 03	Sgt.
000278	Criminal Intelligence/Criminal Intelligence Provincial Bureau, IC	LECI 05	Insp.
000279	Criminal Intelligence Program Coordinator/Liaison (Sgt.)	LECI 03	Sgt.
000301	Special "O" Supervisor/Investigator	LECI 03	Sgt.
000303	Special "O", IC	LECI 05	Insp.
000307	Special "I" Services, IC	LECI 04	S/Sgt.
000309	Special "I" Support, IC	LECI 03	Sgt.
000503	Criminal Intelligence Analyst (Division Criminal Analysis Services) (Cpl.)	LECI 02	Cpl.

000530	Criminal Intelligence Senior Analyst	LECI 03	Sgt.
000589	War Crimes Supervisor/Investigator (National) (Sgt.)	LECI 03	Sgt.
000590	War Crimes Supervisor/Investigator (National) (Cpl.)	LECI 02	Cpl.
000591	War Crimes Investigator (National)	LECI 01	Cst.
000759	Log Theft, IC	LECI 02	Cpl.
000760	Log Theft Investigator	LECI 01	Cst.
000793	National Centre for Missing Persons and Unidentified Remains, Investigator	LECI 01	Cst.
000879	Drug Liaison - National Defence/RCMP	LECI 03	Sgt.
000887	Explosive Disposal Unit IC	LECI 03	Sgt.
000898	Gaming Specialist Understudy	LECI 02	Cpl.
001117	Special "O" Operations, NCO	LECI 04	S/Sgt.
001183	Livestock Investigator	LECI 02	Cpl.
001184	Aboriginal Policing Planning/Policy Analyst	LECI 03	Sgt.
001190	Gaming Specialist	LECI 03	Sgt.
001202	Casino Investigations, Supervisor/Investigator	LECI 02	Cpl.
001234	Support Services/Program Support Services, IC	LECI 05	Insp.
001354	Casino Investigations, Investigator	LECI 01	Cst.
002411	National Centre for Missing Persons and Unidentified Remains, Senior Investigator	LECI 02	Cpl.
002582	Serious/Major Crimes, IC/Subordinate Supervisor	LECI 06	Supt.
002587	Liaison Officer/Aboriginal Policing (Cst.)	LECI 01	Cst.
002622	Integrated Organized Crime Investigations Unit IC (Supt.)	LECI 06	Supt.
002638	Support Services, IC	LECI 06	Supt.
002893	Gang Awareness Coordinator	LECI 02	Cpl.
003012	Special "I" Covert Intercepts/Technologies, IC	LECI 04	S/Sgt.
003105	Criminal Investigative Analyst	LECI 03	Sgt.
003140	Major Case Manager	LECI 05	Insp.
003156	Integrated Organized Crime Investigative Unit, IC (Insp.)	LECI 05	Insp.

003186	Major Crimes, Operations Officer	LECI 05	Insp.
003296	Legal Application Support Team Investigator	LECI 03	Sgt.
003486	Special "I", IC	LECI 05	Insp.
003507	Policy and Program Management, OIC	LECI 05	Insp.
003525	Criminal Investigative Analyst Understudy	LECI 02	Cpl.
003528	Criminal Investigative Analysis, NCO IC	LECI 04	S/Sgt.
003696	Protocol and Visits Coordinator (Cst.)	LECI 01	Cst.
003720	Plain Clothes Services, OIC/Senior Investigator	LECI 05	Insp.
003902	Special "I" Project Support Specialist	LECI 02	Cpl.
004096	OIC, Operations North	LECI 05	Insp.
004162	Region/Division Program Manager and Threat Assessor	LECI 03	Sgt.
004163	Threat Assessor	LECI 02	Cpl.
004197	Department of Fisheries and Oceans Liaison Officer (Insp.)	LECI 05	Insp.
004249	National Child Exploitation Coordination Centre (NCECC) Senior Supervisor/Investigator	LECI 02	Cpl.
004250	National Child Exploitation Coordination Centre (NCECC) Investigator	LECI 01	Cst.
004537	Legal Application Support Team Advisor/Facilitator	LECI 02	Cpl.
004882	Federal Policing OIC (Insp.)	LECI 05	Insp.
004883	Federal Policing OIC (Supt.)	LECI 06	Supt.
004884	Federal Policing Liaison/Coordinator (Cst.)	LECI 01	Cst.
004885	Federal Policing Liaison/Coordinator (Cpl.)	LECI 02	Cpl.
004886	Federal Policing Liaison/Coordinator (Sgt.)	LECI 03	Sgt.
004887	Federal Policing Liaison/Coordinator (S/Sgt.)	LECI 04	S/Sgt.
004888	Federal Policing Reviewer/Analyst (Cst.)	LECI 01	Cst.
004889	Federal Policing Reviewer/Analyst (Cpl.)	LECI 02	Cpl.
004890	Federal Policing Reviewer/Analyst (Sgt.)	LECI 03	Sgt.
004891	Federal Policing Reviewer/Analyst (S/Sgt.)	LECI 04	S/Sgt.

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 2-8-2 Extra Pay/Allowance - Air Services

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Directive Amended: 2017-10-26

Extra Pay	
Special Constables	**Aircraft Maintenance Engineer (AME)**
	If supervising: AMEs at one-person posts, at two per cent of member's current rate of pay. AMEs who supervise up to two other AMEs, at three per cent of member's current rate of pay. AMEs who supervise more than two other AMEs, at four per cent of member's current rate of pay.

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Date Modified: 2017-10-26

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 2-8-3 Maternity Allowance Agreement

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Moved from AM App. 21-1-1: 2015-09-16

1. This agreement is between _____ and the Commissioner of the Royal Canadian Mounted Police, the Employer for the purpose of receiving the maternity allowance.

2. I undertake to return to work for the RCMP on _____, or such later date as may be approved by my supervisor, and remain in the RCMP's employ and to work for a period equal to the period for which I received maternity allowance.

3. I understand that if I fail to return to work for the period covered by the allowance paid to me for reasons other than death, lay-off or having become disabled as defined in the *RCMP Superannuation Act* or the *Public Service Superannuation Act*, I will be indebted to the RCMP for the allowance received, but not worked.

EXCEPTION: A member or PSE who agrees to work, in any portion of the Public Service of Canada as specified in Schedule I and IV, *Financial Administration Act*, including Parks Canada, Canada Revenue Agency or the Canadian Food Inspection Agency, will not be indebted to the RCMP if her new period of employment is sufficient to meet the employment obligation specified in the maternity agreement.

4. I understand that if I am posted in an isolated post and reside in government housing, and I leave my isolated post or government housing, I will notify Compensation Services of my temporary departure and return dates to avoid overpayments of the isolated post and government housing allowances.

Dated at [City] this [Day] of [Month] [Year].

_____
Signature of member

_____
Signature of supervisor

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Date Modified: 2015-09-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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NCM - App. 2-8-4 Parental Allowance Agreement

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Moved from AM App. 21-2-1: 2015-09-16

1. This agreement is between _____ and the Commissioner of the Royal Canadian Mounted Police, the Employer for the purpose of receiving the parental allowance.

2. I undertake to return to work for the RCMP on _____, or such later date as may be approved by my supervisor, and remain in the RCMP's employ and to work for a period equal to the period for which I received parental allowance.

3. I understand that if I fail to return to work for the period covered by the allowance paid to me for reasons other than death, lay-off or having become disabled as defined in the *RCMP Superannuation Act* or the *Public Service Superannuation Act*, I will be indebted to the RCMP for the allowance received, but not worked.

> EXCEPTION: A member or PSE who agrees to work, in any portion of the Public Service of Canada as specified in Schedule I and IV, *Financial Administration Act*, including Parks Canada, Canada Revenue Agency or the Canadian Food Inspection Agency, will not be indebted to the RCMP if his/her new period of employment is sufficient to meet the employment obligation specified in the parental agreement.

4. I understand that if I am posted in an isolated post and reside in government housing, and I leave my isolated post or government housing, I will notify Compensation Services of my temporary departure and return dates to avoid overpayments of the isolated post and government housing allowances.

Dated at [City] this [Day] of [Month] [Year].

_____
Signature of member

_____
Signature of supervisor

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Date Modified: 2015-09-16

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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NCM - ch. 2.9. Salary

Directive Amended: 2018-01-05

For information regarding this policy, contact your Pay Operations Office.

1. Policy
2. Regular Pay - Officer, NCO, and Cst.
3. Regular Pay - CM and S/Cst.
4. Reclassification/Conversion - CM and S/Cst.
5. Stoppage of Pay and Allowances
6. Deductions
7. Issue and Release of Paycheques
8. Emergency Pay Advance
9. Paycheque Replacement
10. Garnishment
11. Interest Charges on Monies Owed
12. Refunds
13. Direct Deposit Payments
14. Transfer of Retiring Allowances to an RRSP

App. 2-9-1 Senior Officer and Officer Equivalent Salary Administration

1. Policy

1. 1. Pay deductions and stoppages will be made from a member's regular pay as authorized by legislation, the Commissioner, or the member.

1. 2. A member, who requests an appointment to a classification level that has a lower maximum rate of pay than that of his/her current rank or level, will receive salary protection to the maximum of the rank or level to which he/she is appointed.

1. 3. The Commanding Officer/Director/Delegated Manager for Human Resources has the authority to approve an above-minimum rate of pay to hire a civilian member or special constable, subject to the conditions outlined on Above Minimum Engagement Rates of Pay – Civilian Member/Special Constable, Form 2598.

1. 4. A period of employment as a temporary civilian employee that is immediately followed, without a break in employment, by engagement as an RCMP member to a position of the same classification level, will be counted in determining future increment dates.

2. Regular Pay - Officer, NCO, and Cst.

2. 1. General

2. 1. 1. Rates of pay are outlined in App. 1-1-4.

2. 1. 2. Senior Officer and Officer Equivalent Salary Administration is outlined in App. 2-9-1.

2. 2. Engagement Rates of Pay

2. 2. 1. On engagement, a member will draw the minimum rate of pay for the rank to which he/she is appointed, except as otherwise authorized in this section.

2. 2. 2. A member who is discharged from the RCMP at a rank or pay level higher than Cst. will, on re-engagement, receive the maximum Cst. rate of pay.

> EXCEPTION: When a discharged member is re-engaged from a workforce adjustment priority list at his/her former rank or level, or a lower rank or level, he/she will be paid at a rate consistent with his/her former rate of pay, or the maximum rate of pay for the lower rank or level.

2. 2. 3. In a lateral entry situation, see AM ch. 24.6.

2. 3. Pay Increments

2. 3. 1. A member will automatically receive pay increments to the next higher pay rate until he/she reaches the maximum for his/her rank.

> EXCEPTIONS:
>
> 1. A member whose salary is determined using a performance pay plan.
>
> 2. When a pay barrier exists, a pay increment will only be granted when the criteria to exceed the barrier are met.

2. 3. 2. An increment takes effect on the pay period of the member's most recent engagement, most recent pay increment, or start of acting pay (if the acting pay is received continuously), until the member's promotion or demotion date. Subsequent increments will occur in the same pay period annually thereafter.

2. 3. 2. 1. For a member promoted to the Insp. or Supt. rank, periods of continuous acting pay will be used to determine subsequent increments.

2. 3. 3. If a member has taken LWOP in excess of 90 days, the effective date of a pay increment will be extended by the entire period of that leave.

2. 3. 3. 1. A pay increment will not be deferred when a member takes maternity or parental LWOP.

2. 3. 4. If a member was discharged as a Cst. and is later re-engaged as a Cst., his/her previous service will be counted in determining the date of his/her future pay increments within the Cst. rank.

2. 4. Pay on Promotion

2. 4. 1. A member will be paid the minimum rate of pay for the rank to which he/she is promoted.

EXCEPTIONS:

1. A member whose salary is determined using a performance pay plan.

2. A member being promoted after demotion or re-engaged to a former rank/level. See sec. 2.5.2.

3. An NCO or an Insp./Supt. who is receiving acting pay at the second or higher level immediately before the promotion.

2. 4. 2. If a member is promoted to the rank of C/Supt. or above, pay will be determined in accordance with the Executive/Officer Manual.

2. 5. Pay On or After Demotion

2. 5. 1. If a member is demoted, the member will be paid at the rate of pay that is nearest to, but not more than, the rate of pay the member was receiving immediately before the appointment.

2. 5. 1. 1. A new increment date will be established, effective the date of demotion.

2. 5. 2. If a member is promoted to his/her former rank/level after a demotion/re-engagement, he/she will receive the same rate of pay he/she formerly received.

2. 5. 2. 1. Any period of service at the rank before demotion will be counted when granting a pay increment.

2. 5. 3. For pay purposes, voluntary resignation of rank constitutes a demotion.

2. 6. Pay on Appointment - Change of Status

2. 6. 1. When service is continuous and the member's rate of pay immediately before appointment is less than the minimum rate for the new level, the member will receive the minimum rate.

2. 6. 2. When service is continuous and the member's rate of pay immediately before appointment is greater than the minimum, and less than the maximum rate of the new level, the member will receive the rate of pay at the new level that is nearest to, but not less than, his/her current rate.

2. 6. 3. Subject to sec. 4.3., when service is continuous and the rate of pay immediately before the appointment is greater than the maximum rate of the new level, the member will receive the maximum rate.

2. 6. 4. When service is discontinuous, the pay rate will be treated as an engagement.

2. 7. Pay on Discharge

2. 7. 1. A member is not entitled to pay on the day of discharge, if the day is a scheduled day off other than a DPH.

3. Regular Pay - CM and S/Cst.

3. 1. General

3. 1. 1. Rates of pay are outlined in App. 1-1-4.

3. 1. 2. A CM or S/Cst. will receive pay and allowances on engagement, re-engagement, and discharge as outlined in sec. 2.

3. 1. 3. For an appointment involving a change of status, the salary will be as outlined in sec. 2.3. and 2.6.

3. 1. 4. For pay on or after demotion, see sec. 2.5.

3. 2. Engagement Rates of Pay

3. 2. 1. Above Minimum Rate

3. 2. 1. 1. If the rate of pay is above the minimum rate of pay, a classification notice must be submitted with Form 2598.

3. 2. 1. 2. If an above-minimum rate is not approved by the CO/director/delegate, an applicant will be engaged at the minimum rate of pay for the level to which the applicant is to be appointed.

3. 2. 2. PSE to CM

3. 2. 2. 1. When a PSE's period of employment is followed, without a break, by engagement as a CM in the same classification level:

3. 2. 2. 1. 1. he/she will receive pay protection; and

3. 2. 2. 1. 2. the hours worked as a PSE will count towards the first increment as a CM. These credits will be based on a 7.5 hour workday.

3. 2. 3. Pay on Re-Engagement

3. 2. 3. 1. If a CM/ or S/Cst. applicant is re-engaged at the same classification and subgroup/level as on discharge:

3. 2. 3. 1. 1. the applicant may be re-engaged at the same pay level held when discharged;

3. 2. 3. 1. 2. the period spent away from the RCMP will not count towards any future pay increments; and

3. 2. 3. 1. 3. previous service at the same classification and subgroup/level will count towards pay increments.

3. 2. 4. Pay on Appointment to Underfill

3. 2. 4. 1. If an applicant has less than the minimum qualifications, the appointment will be at an underfill rate that is less than the minimum rate for the position level.

3. 2. 4. 2. Upon receipt of a documented recommendation, the Administration and Personnel Officer (A&PO) may grant a pay increase during underfill in accordance with the underfill pay scale or range, such that the incumbent's rate of pay does not exceed the minimum rate of the classified level of the position being underfilled.

3. 2. 4. 3. When a member underfilling a position meets the minimum qualifications of the position being underfilled, the rate of pay on termination of underfill will be at the rate of the classified position that is nearest to, but not less than, the underfill rate of pay.

3. 2. 4. 3. 1. The rate of pay does not constitute a promotion, even though the member may receive an increase in pay equal to, or greater than, the smallest increment in the applicable scale of rates.

3. 2. 5. Forensic Science Laboratory Specialist (FSLS) Engagement

3. 2. 5. 1. An FSLS-01 trainee will receive semi-annual pay increments to the maximum FSLS-01 rate based on assessed performance as follows:

3. 2. 5. 1. 1. Unsatisfactory: zero per cent;

3. 2. 5. 1. 2. Satisfactory: up to three per cent of current salary; and

3. 2. 5. 1. 3. Fully Satisfactory: four per cent of current salary.

3. 2. 5. 2. Upon successful completion of the training period, an FSLS-01 trainee will be promoted to FSLS-02.

3. 3. Pay Increments

3. 3. 1. If a member is not underfilling a position, he/she will be granted annual pay increments until he/she reaches:

3. 3. 1. 1. a pay barrier (for pay barrier criteria, if one exists for the classification, see App. 1-1-4); or

3. 3. 1. 2. the maximum rate of pay for the position.

EXCEPTION: A CM subject to a performance pay plan.

3. 3. 2. An increment takes effect on the pay period of the member's most recent engagement, most recent pay increment, or start of acting pay (if the acting pay is received continuously), until the member's promotion or demotion date. Subsequent increments will occur on the same pay period annually thereafter.

EXCEPTION: If the member has taken special LWOP in excess of 90 days, the effective date of a pay increment will be extended by the entire period of that leave.

3. 3. 3. A pay increment will not be deferred when the member takes maternity or parental LWOP.

3. 4. Pay on Promotion

3. 4. 1. The rate of pay on promotion will be:

3. 4. 1. 1. if there is only one rate, that rate;

3. 4. 1. 2. if there is more than one rate, the rate that will give an increase equal to the smallest increment for the new position; or

3. 4. 1. 3. if there is a range of rates, a rate that is at least four per cent greater than the current rate.

3. 4. 2. For a promotion involving a change in status, see sec. 2.6.

3. 4. 3. When a member is not underfilling a position and does not completely qualify for the position, or when pay barriers exist, the rate of pay on promotion will be a rate below the pay barrier to which the member is most qualified and that is nearest to, but not less than, his/her rate of pay before promotion.

3. 4. 3. 1. If such a rate does not exist, the rate of pay will be the rate nearest to, but not more than, the pay barrier.

3. 4. 3. 2. A member will be permitted to progress above the pay barrier once the pay barrier criteria are met. For pay barrier criteria and delegations, see App. 1-1-4.

3. 4. 4. The Chief Human Resources Officer (CHRO) has the authority to approve salary rates/adjustments and merit/performance bonuses for all RCMP members whose salaries are administered under various TBS-approved pay plans.

EXCEPTION: CMs in the executive group.

3. 4. 5. A CM who is subject to a performance pay plan will receive a rate of pay on promotion in accordance with the provisions of the applicable pay plan.

3. 5. Pay on Transfer

3. 5. 1. The appointment of a member to a level for which the maximum rate of pay is equal to, or greater than, his/her current maximum rate of pay constitutes a transfer, if:

3. 5. 1. 1. the difference between the maximum rates of pay is less than the smallest increment for the position to which the member is being appointed, if there is a scale of rates; or

3. 5. 1. 2. the difference between the maximum rates of pay is less than four per cent, if there is a range of rates.

3. 5. 2. When a member receives a transfer as outlined in sec. 3.5.1., the rate of pay within the new level will be that nearest to, but not less than, the rate of pay received immediately before the appointment. The rate must not exceed the maximum rate of pay for the classified level of the new position.

3. 5. 3. The voluntary appointment of a member, other than by demotion, to a level for which the maximum rate of pay is less than his/her current maximum rate, constitutes a transfer, if:

3. 5. 3. 1. the appointment is by mutual consent, and

3. 5. 3. 2. the member acknowledges acceptance of the appointment and the new rate of pay in writing.

3. 5. 4. When a member receives a transfer as outlined in sec. 3.5.3., the rate of pay within the new level will be that nearest to, but not less than, the rate of pay received immediately before the appointment.

3. 5. 4. 1. If no such rate exists, the new level will be the maximum rate of pay for the new position.

> EXCEPTION: When pay barriers exist and the member does not qualify for the position, the rate of pay will be a rate under the barrier for which the member qualifies, and that is nearest to his/her former rate.

3. 5. 5. A member will retain his/her increment date when he/she is transferred.

3. 6. Pay on Conditional Transfer

3. 6. 1. A member appointed to a position on a conditional transfer basis will continue to be paid at the pre-appointment rate of pay, including entitlement to increments, until the position requirements are fully met.

3. 6. 2. The pre-appointment rate of pay will be adjusted by the A&PO, effective the date that National Headquarters Staffing Branch determines that the member fully meets the position requirements. This rate will be based on pay on promotion or transfer, as applicable.

3. 7. Pay Barriers (Forensic Laboratory and Identification - Forensic Science Laboratory Specialist [FLI-FSLS])

3. 7. 1. The three criteria that must be satisfied to cross the pay barrier are outlined in App. 1-1-4.

3. 7. 2. When a member reaches a pay barrier, the manager will assess the member's performance and if the member meets the barrier requirements, the manager will submit his/her recommendation to the A/Commr., Forensic Laboratory Services, for consideration.

3. 7. 3. The A/Commr., Forensic Laboratory Services, will inform the Delegated Manager for Human Resources (DMHR) and the member of the decision.

4. Reclassification/Conversion - CM and S/Cst.

4. 1. General

4. 1. 1. Reclassification applies to the incumbent of a position on the date the reclassification is approved.

4. 1. 2. Procedures dealing with changes to classifications are outlined in AM ch. I.1.

4. 1. 3. For the purposes of this section, the following definitions apply:

4. 1. 3. 1. Attainable maximum rate of pay means the maximum rate attainable for fully satisfactory performance in each member group, subgroup, or level.

4. 1. 3. 2. Reclassification means a change in the group, subgroup, or level of a position or positions, as a result of a review or audit of the currently classified job description.

4. 1. 3. 3. Conversion, using a new or revised classification standard, means:

4. 1. 3. 3. 1. a new group or subgroup is established;

4. 1. 3. 3. 2. an existing position is reclassified to another group or subgroup; or

4. 1. 3. 3. 3. a new classification and pay plan is introduced for an established group or subgroup, and an employee is appointed to a position in such a group or subgroup.

4. 1. 4. If a pay increase, promotion, demotion, or transfer is effective on the same day as a conversion, the conversion will be effected first.

4. 1. 5. When a position is reclassified or converted and the position requirements are amended, a member is not entitled to a higher maximum rate of pay unless he/she meets the amended position requirements.

EXCEPTION: Section 4. does not apply to former members unless the certificate of appointment is dated before the member's termination of employment date.

4. 2. Upward Reclassification

4. 2. 1. The rate of pay and the salary increment date of the member appointed to the new level of the position will be calculated in accordance with the transfer or promotion procedures, as applicable.

4. 2. 2. When a position is reclassified to a different group or subgroup, the member must convert to that status to be eligible to receive the higher rate of pay.

4. 3. Downward Reclassification

4. 3. 1. Before the reclassification of a position to a group, subgroup, or level having a lower attainable maximum rate of pay is complete, the incumbent, if any, must be notified, in writing, of the change and its effective date.

4. 3. 2. An encumbered position will, for pay purposes, retain the former classification and permit a member to receive economic revisions and increments in the normal manner, until the attainable maximum of the reclassified level becomes greater than the former classification level or until the position is vacated.

4. 3. 2. 1. Every reasonable effort will be made to transfer the incumbent to a position having a level equivalent to that of the former classification.

4. 3. 2. 2. If the incumbent declines an offer of transfer without good and sufficient reason, he/she will immediately be paid at the applicable rate for the reclassified position.

4. 3. 2. 3. The transfer must be to a position in the same geographic area, or to a position in another area provided the relocation is acceptable to the member.

4. 3. 2. 4. Members, who accept the transfer or who are downgraded, will be considered to have transferred for the purpose of determining increment dates and rate of pay.

4. 3. 3. If the group, subgroup, or level at which the member's salary is protected ceases to exist, pay entitlements will be adjusted to reflect revisions approved for the more recently identified position level.

4. 4. Conversion

4. 4. 1. On the date a member is assigned by conversion to a position as outlined in sec. 4.1.3.3., other than at his/her request or by demotion, he/she will be entitled to the pay structure that has the highest maximum:

4. 4. 1. 1. rate of pay applicable to the position held by the member in the new classification and pay plan, that is nearest to, but not less than, the previous rate received;

4. 4. 1. 2. rate of pay applicable to the position held by the member in the former classification and pay plan; or

4. 4. 1. 3. rate of pay applicable to the position held by the member in the new classification and pay plan immediately before the assignment to another position in the new classification and pay plan.

4. 4. 2. If sec. 4.4.1.2. or 4.4.1.3. is applicable, a member's pay administration will be in accordance with sec. 4.3.

4. 4. 3. If a member is appointed to a position in a new group, he/she will be paid, on the effective date of the appointment, at the rate of pay nearest to, but not less than, the rate the member would otherwise be entitled to receive.

4. 4. 3. 1. The appointment will be considered as a transfer and the first increase in pay will be calculated from the date the assignment to the position took place.

4. 4. 3. 2. The appointment will be considered as a promotion for the purposes of determining the first increase in pay when a member:

4. 4. 3. 2. 1. was being paid at the maximum rate in the former scale of rates, but is not being paid at the maximum in the new scale of rates; or

4. 4. 3. 2. 2. receives an increase on that appointment equal to, or greater than, the member would receive as a result of a promotion.

4. 4. 4. The Commissioner may grant to a member the first increase in pay at an earlier date than that determined in sec. 4.4.3. if the member:

4. 4. 4. 1. had been paid at the maximum rate of the former scale of rates,

4. 4. 4. 2. had been paid the maximum rate for one year or more, and

4. 4. 4. 3. is not being paid the maximum rate of the new scale of rates.

5. Stoppage of Pay and Allowances

5. 1. For formal discipline cases where an appropriate officer has initiated a hearing before 2014-11-28, the following apply:

5. 1. 1. pay and allowances may be stopped for any of the following reasons:

5. 1. 1. 1. self-inflicted disability,

5. 1. 1. 2. suspension,

5. 1. 1. 3. discipline, or

5. 1. 1. 4. discharge.

5. 1. 2. Pay and allowances, including extra pay entitlements, will cease on the day following the day a member is suspended without pay and allowances.

5. 2. For cases entering the conduct process on or after 2014-11-28; informal discipline cases where an officer or detachment commander has not taken disciplinary action; or formal discipline cases where an appropriate officer has not initiated a hearing before 2014-11-28, the following apply:

5. 2. 1. The conduct authority may stop pay and allowances, as outlined in AM ch. XII.1., sec. 5.

5. 2. 2. Pay and allowances, including extra pay entitlements, will cease on the day following the day a member is suspended without pay and allowances.

5. 3. For additional information regarding Stoppage of Pay and Allowances, see AM ch. 27.2.

6. Deductions

6. 1. General

6. 1. 1. For claims against a member, see AM ch. VIII.2.

6. 1. 2. Deductions for partial months will be calculated on a 30-day basis.

6. 1. 3. Deduction codes are outlined in App. 1-1-5.

6. 2. Canada Savings Bonds

6. 2. 1. Effective Nov 1, 2017, the Government of Canada will discontinue the sale of Canada Savings Bonds. Please contact Canada Savings Bonds Payroll Program customer service at 1-877-899- 3599, for information and procedures concerning your savings bonds.

6. 3. Deductions for Persons Hired Under Personal Service Contracts

6. 3. 1. Unless an employer/employee relationship exists between the RCMP and the contractor, no deductions of income tax, EI, and Canada Pension Plan (CPP)/Quebec Pension Plan (QPP) will be made.

6. 4. Discipline Cases

6. 4. 1. Fines and Forfeiture of Pay

6. 4. 1. 1. In relation to fines and forfeitures, all amounts owed will be recovered from first available funds, and are payable to the "RCMP Benefit Trust Fund". Payment in full or in part by personal cheque is permitted.

6. 4. 1. 1. 1. For formal discipline cases where an appropriate officer has initiated a hearing before 2014-11-28, the following apply:

6. 4. 1. 1. 1. 1. Fines and forfeiture of pay resulting from formal disciplinary action will be initiated when authorized by the CO/DMHR.

6. 4. 1. 1. 1. 2. Fines and forfeiture of pay resulting from disciplinary action are payable to the "RCMP Benefit Trust Fund".

6. 4. 1. 1. 1. 3. Annual rates of pay outlined in App. 1-1-4 will be used to calculate fines and forfeiture of pay when a rate based on pay/salary (daily or otherwise) is required. The daily rate is obtained by dividing the annual rate by the factor 260.88.

6. 4. 1. 1. 1. 4. In recovering fines and forfeiture of pay, the CO/DMHR may specify an extended recovery period, taking into consideration the amount of the penalty and the member's biweekly pay by:

6. 4. 1. 1. 1. 4. 1. authorizing the recovery of the penalty in an equal amount of not less than 10 per cent of the member's gross biweekly pay until the penalty is paid in full; and/or

6. 4. 1. 1. 1. 4. 2. allowing the member to offset the penalty by the net amount of LTO credits cashed in, subject to the limitations outlined in ch. 2.7., sec. 2.10.

> EXAMPLE: If a penalty is set at 10 days' salary (gross rate only) and the member is permitted to cash in 10 days' LTO (cashed-in LTO net rate only), then the difference between the net LTO credits for 10 days' salary and the gross amount for 10 days' salary must also be deducted.
>
> NOTE: The amount of the net LTO payment varies from one pay period to the next, as does regular pay. Payments are subject to deductions such as CPP/QPP, RCMPSA, income tax, and EI. Consequently, the compensation advisor will estimate the amount of the LTO deduction. This may result in an over/under-deduction for the fine within a given pay period. Over/under-deductions will be corrected, in most cases, in the following pay period, and should be expected if cash-in of LTO credits is the chosen method for payment of fines and forfeiture.

6. 4. 1. 1. 1. 5. Unless the CO/DMHR directs the implementation of one or more of the options outlined in sec. 6.4.1.1.1.4., the full amount of the fine or forfeiture of pay will be deducted from the first available monies. The NOTE under sec. 6.4.1.1.1.4.2. also applies to this method of recovery.

6. 4. 1. 2. For cases entering the conduct process on or after 2014-11-28; informal discipline cases where an officer or detachment commander has not taken disciplinary action, and formal discipline cases where an appropriate officer has not initiated a hearing before 2014-11-28, the following apply:

6. 4. 1. 2. 1. Financial penalties resulting from the imposition of conduct measures will be initiated when authorized by the Conduct Authority, and are payable to the "RCMP Benefit Trust Fund".

6. 4. 1. 2. 1. 1. Annual rates of pay outlined in App. 1-1-4 will be used to calculate financial penalties when a rate based on pay/salary (daily or otherwise) is required. The calculation will be based on the subject member's substantive rate or level on the day on which the penalty is imposed. The daily rate is obtained by dividing the annual rate by the factor 260.88.

6. 4. 1. 2. 1. 2. When recovering financial penalties, in accordance with Sec. 7.(2), Commissioner's Standing Orders (Conduct), "The Commissioner may determine the manner in which a financial penalty is to be collected, if necessary, to avoid causing the member undue financial hardship." This allows for the following:

6. 4. 1. 2. 1. 2. 1. an extended recovery period, taking into consideration the amount of the penalty and the member's biweekly pay, by authorizing the recovery of the penalty in an equal amount of not less than 10 per cent of the member's gross biweekly pay until the penalty is paid in full; and/or

6. 4. 1. 2. 1. 2. 2. a payout of the member's LTO credits to offset the penalty by the net amount of the LTO credits cashed in, subject to the limitations outlined in ch. 2.7., sec. 2.10.

> EXAMPLE: If a financial penalty is equal to 10 days' salary (gross rate only) and the member is permitted to cash in 10 days' LTO (cashed-in LTO net rate only), then the difference between the net LTO credits for 10 days' salary and the gross amount for 10 days' salary must also be deducted.
>
> NOTE: The amount of the net LTO payment varies from one pay period to the next, as does regular pay. Payments are subject to deductions such as CPP/QPP, RCMPSA, income tax, and EI. Consequently, the compensation advisor will estimate the amount of the LTO deduction. This may result in an over/under-deduction for the fine within a given pay period. Over/under-deductions will be corrected, in most cases, in the following pay period, and should be expected if cash-in of LTO credits is the chosen method for payment of financial penalties.

6. 4. 1. 2. 1. 3. Unless the delegated level approves the implementation of one or both of the options, outlined in sec. 6.4.1.2.1.2., the full amount of the financial penalty will be deducted from the first available monies.

6. 4. 1. 2. 1. 4. The imposition of a conduct measure is effective immediately, despite any ongoing appeal process.

6. 4. 2. Forfeiture of Annual Leave Credits

6. 4. 2. 1. When authorized by the conduct authority, the forfeiture of annual leave will be done directly in HRMIS by the Pay Operations Office.

6. 4. 3. Additional Conduct Measures

6. 4. 3. 1. Additional conduct measures to be processed by the Pay Operations Office can include the following:

6. 4. 3. 1. 1. suspension from duty without pay (specify time period in hours),

6. 4. 3. 1. 2. deferment of pay increment from (specify time period),

6. 4. 3. 1. 3. reduction to the next lower rate of pay for (specify time period), and

6. 4. 3. 1. 4. demotion (specify time period).

6. 5. Income Tax

6. 5. 1. Change in Dependents/Marital Status

6. 5. 1. 1. If a member's marital status or number of dependents changes, he/she must immediately submit federal income tax Form TD-1 and related provincial forms, as required. See the Canada Revenue Agency website.

NOTE: For the Quebec provincial form, see the Revenu Québec (RQ) website.

6. 5. 1. 1. 1. The form must include the member's division and regimental number in the top right corner.

6. 5. 2. Aboriginal Members

6. 5. 2. 1. For procedures for income tax exemption for eligible First Nations employees, see OM ch. 38.1.

6. 6. Tax Treatment - Salary Received When on Sick Leave Due to a Duty-Related Illness/Injury

6. 6. 1. Effective 2000-01-01, T5007 slips are no longer issued and T4 or Relevé 1 slips will no longer be amended to reflect deemed Workers' Compensation Benefits payments. The member will continue to receive his/her full salary while absent from work, but will not be eligible to receive a tax refund at the end of the tax year.

7. Issue and Release of Paycheques

7. 1. The official payday of the RCMP is every second Wednesday. When the official payday falls on a day during which the banks are not open to the public, the business day before the non-business day will become the official payday.

8. Emergency Pay Advance

8. 1. Member

8. 1. 1. If you do not receive your payment by the end of the official release day, contact your DMHR for an emergency salary advance, and your Regional Corporate Management/Corporate Finance for a duplicate cheque.

8. 2. DMHR

8. 2. 1. Complete a cheque requisition (Form GC 80-1) on behalf of the member, and forward it to Corporate Finance.

9. Paycheque Replacement

9. 1. Member

9. 1. 1. Arrangements will be made for Corporate Finance to provide you with a duplicate cheque if your paycheque is:

9. 1. 1. 1. lost, stolen, or destroyed; or

9. 1. 1. 2. your financial institution was unable to post your direct-deposit payment into your account.

NOTE: You are not entitled to an emergency salary advance.

9. 1. 2. If sec. 9.1.1.1. applies, complete and submit an undertaking and indemnity form (Form PWGSC 535) to Corporate Finance.

9. 1. 3. If sec. 9.1.1.2. applies, complete and submit Form PWGSC 536 to your Pay Operations Office.

9. 1. 4. If you find your paycheque after having notified the Pay Operations Office/Corporate Finance, do not cash your cheque. Contact your Pay Operations Office/Corporate Finance for instructions.

10. Garnishment

10. 1. General

10. 1. 1. In a legal action, an applicant may obtain a court order for garnishment against the garnishable salary of a member.

10. 1. 1. 1. Garnishment pertaining to the wages of a contractor employed by the RCMP is outlined in FMM ch. 6.1.

10. 1. 2. A garnishment is implemented on receipt of the following documents from the Department of Justice:

10. 1. 2. 1. an application in the prescribed form, as outlined in Schedule I, Family Support Orders and Agreements Garnishment Regulations, and Garnishment, Attachment and Pension Diversion Act;

10. 1. 2. 2. a garnishee summons, issued no earlier than 30 days before its service on the Department of Justice/designated agent; and

10. 1. 2. 3. a copy of the judgement/court order against the debtor.

10. 1. 3. A member's debts and actions/garnishment pertaining to them are confidential.

10. 1. 3. 1. All garnishment records, in any medium, must be secured on a separate file in a restricted location.

10. 1. 4. Information relating to garnishment may be a factor when security or reliability screening is required, in relation to a particular position. However, it should not be considered in relation to an employee's work performance.

> NOTE: Section 30., Garnishment, Attachment and Pension Diversion Act, states: "No employee may be dismissed, suspended or laid off solely on the grounds that garnishment proceedings may be or have been taken with respect to him/her."

10. 1. 5. Garnishable salary includes:

10. 1. 5. 1. basic pay for the performance of regular duties; and

10. 1. 5. 2. allowance, special remuneration, overtime, and other compensation or gratuity.

10. 1. 6. Garnishable salary does not include:

10. 1. 6. 1. CPP or QPP contributions;

10. 1. 6. 2. contributions made pursuant to the:

10. 1. 6. 2. 1. *RCMP Superannuation Act*,

10. 1. 6. 2. 2. *RCMP Pension Continuation Act*, and

10. 1. 6. 2. 3. *Supplementary Retirement Benefits Act*;

10. 1. 6. 3. employment insurance contributions;

10. 1. 6. 4. income tax payments;

10. 1. 6. 5. compulsory premium deductions for insurance and health care, including:

10. 1. 6. 5. 1. payments for a provincial medical or hospital insurance plan;

10. 1. 6. 5. 2. payments for the PSHCP, if the member is employed outside Canada; and

10. 1. 6. 5. 3. premiums for the Disability Insurance Plan;

10. 1. 6. 6. any amount deducted pursuant to an act of Parliament, except Part I, Garnishment, Attachment and Pension Diversion Act;

10. 1. 6. 7. any amount payable as a remuneration supplement for costs under a provincial medical care or hospital insurance plan;

10. 1. 6. 8. operational clothing allowance;

10. 1. 6. 9. living costs differential allowance, payable under the National Joint Council, Isolated Posts and Government Housing Directive; and

10. 1. 6. 10. allowances and benefits paid under the Foreign Services Directive, or from another source when the employee is posted outside Canada.

10. 1. 7. The designated garnishee contact is the Manager, Compensation Unit.

10. 2. Employee

10. 2. 1. If you are aware of garnishment action being taken against you, notify your commander and Compensation Manager.

10. 2. 2. If a garnishment is ordered against you, you will be removed from direct deposit until the process has ceased.

10. 2. 3. Once the garnishment has ceased, you may reapply to reinstate direct deposit.

10. 3. Commander

10. 3. 1. If an employee informs you that garnishment action is being taken against him/her, immediately notify your Compensation Manager.

10. 3. 2. If garnishment documents are served in error directly on the RCMP, forward them immediately to the appropriate Compensation Manager.

11. Interest Charges on Monies Owed

11. 1. Any amount outstanding for more than 30 days for the purchase of goods and services, e.g. permits, licences, rents, repayable contributions, and accountable advances, is subject to interest charges.

11. 2. Interest is also charged after 30 days on overpayments in which the recipient is late in repayment.

12. Refunds

12. 1. Sharing of EI Employer Premium Reduction with Employees

12. 1. 1. General

12. 1. 1. 1. Each taxation year, Employment and Social Development Canada provides an EI premium reduction on the employer share of EI premiums paid by TBS.

12. 1. 1. 1. 1. The EI premiums are based on the sick leave policy of each federal government department.

12. 1. 1. 1. 2. A share of the premium reduction is passed on to certain employees; however, a CM who is eligible for the dental care plan is not entitled to a rebate for the premium reduction.

12. 1. 1. 1. 3. The TBS has directed that an employee who is eligible for the dental care plan outlined in AM ch. II.7., sec. 8., will not receive payment for the premium reduction; rather, it will be used to reduce the costs associated with this dental care plan.

12. 1. 2. Eligibility

12. 1. 2. 1. The rebate will be paid to the following members:

12. 1. 2. 1. 1. a single RM or S/Cst. who has no dependent children;

12. 1. 2. 1. 2. an RM or S/Cst. who is married to an RM or S/Cst., and who has no dependent children (both members will qualify); and

12. 1. 2. 1. 3. an RM or S/Cst. who is married to a Canadian Armed Forces member.

12. 1. 2. 2. A member who was married, lived common-law, or cohabited for any portion of the calendar year will not qualify for the rebate.

12. 1. 2. 3. Effective 1985-01-01, a member who meets the eligibility criteria may request payment to his/her Pay Operations Office.

12. 2. Members Exempt from Quebec Taxable Benefits with Respect to the Dental Plan

12. 2. 1. An RM or S/Cst., whose province of residence is Quebec, will be eligible for an exemption if he/she meets the eligibility criteria outlined in sec. 12.1.2.1. and sec. 12.1.2.2.

12. 2. 2. A member who meets the eligibility criteria may request tax exemption for the current taxation year, to his/her Pay Operations Office. Requests should be submitted no later than December 24.

12. 2. 3. For information on the Regular Member Dental Plan, see AM App. XIV-1-2, sec. 5.

12. 2. 4. For information on the Regular Member Dependent and Civilian Member Dental Plan, see the Public Service Dental Care Plan.

13. Direct Deposit Payments

13. 1. Member

13. 1. 1. All newly-engaged members must have their pay cheques deposited directly into an account at a financial institution of their choice.

13. 1. 2. To start direct pay deposit, or when changing financial institution information, complete the Direct Deposit Enrolment Request (Form PWGSC 8437) and, where possible, supply a voided cheque.

13. 1. 2. 1. Retain a copy for your file and forward the original, as well as one additional copy, to your Pay Operations Office.

13. 1. 2. 2. When changing financial institutions, do not close the old account until the monies have been deposited into the new account.

13. 1. 3. Should a manual cheque be required, such arrangements are to be discussed with the compensation section and, if approved, these arrangements are to be temporary.

14. Transfer of Retiring Allowances to an RRSP

14. 1. General

14. 1. 1. A retiring allowance includes any amount received for the loss of office/employment or in recognition of long service.

14. 1. 2. A retiring allowance does not include return of contributions, pension benefits, or payments of unused annual leave.

14. 2. Phaseout of Retiring Allowance Rollovers

14. 2. 1. Effective 1996-01-01, a member who retires will no longer be eligible to roll $2,000 tax-free to an RRSP for each year of service after 1995.

14. 2. 1. 1. The limits, $2,000 or $3,500 (if an ongoing benefit is not payable at the time of retirement), remain unchanged for years of service before 1996.

> EXAMPLE: A member with 34 years of service who was discharged in 1995, is eligible to roll $68,000 tax-free to an RRSP. If the same member delayed his/her discharge to 1996, he/she is still eligible to roll $68,000 to an RRSP because the years of service after 1995 are no longer eligible to be used in the calculation of the RRSP limit.

14. 3. Transfer of Non-Eligible Amounts to an RRSP

14. 3. 1. Many members who are discharged from the RCMP under the Workforce Adjustment Directive are eligible for retiring allowances in a lump-sum payment.

14. 3. 1. 1. An amount in excess of the allowable RRSP limits is normally considered by Canada Revenue Agency and RQ as a "non-eligible amount" for RRSP purposes.

14. 3. 1. 2. Under certain circumstances, Canada Revenue Agency and RQ will allow the transfer of non-eligible retiring allowances to an RRSP.

14. 3. 1. 2. 1. This type of transfer is based on the member's personal RRSP limit, which is calculated each year by Canada Revenue Agency and reported on the member's Notice of Assessment.

14. 3. 2. To exercise the option outlined in sec. 14.3.1.2., a member must obtain written authority from Canada Revenue Agency stipulating that non-eligible money may be exempted from income tax at source.

14. 3. 2. 1. Without Canada Revenue Agency authority, payments will be processed subject to the appropriate federal and provincial taxes.

14. 3. 2. 2. Quebec residents are not required to obtain a separate letter from RQ. The Canada Revenue Agency letter will be sufficient authority not to withhold Quebec income tax.

14. 3. 3. Two types of letters can be issued by Canada Revenue Agency:

14. 3. 3. 1. a letter stipulating that non-eligible amounts should be exempted from tax at source, on the condition that the money be transferred into an RRSP; and

NOTE: In this case, the Pay Operations Office will take action to effect the transfer.

14. 3. 3. 2. a letter stating that non-eligible amounts should be exempted from tax at source.

NOTE: In this case, a cheque payable to the member will be issued and no tax will be withheld. It is the member's responsibility to personally deposit the money into an RRSP. Failure to do so will result in outstanding taxes owing upon filing a personal tax return at year-end.

14. 3. 4. To avoid delays in processing payments and deposits to an RRSP, members who wish to exercise either option are advised to contact their local Canada Revenue Agency District Office well in advance of their intended discharge date, to ensure that the required documentation is available at the time of discharge.

14. 4. Documents Required for an RRSP Deposit

14. 4. 1. A member will receive a Discharge Entitlement Payment Intentions document from Pay Operations Office and he/she must clearly identify all the details of the transfer.

14. 4. 1. 1. If the payments are being directed to more than one financial institution, the member must provide his/her payment intentions for each institution.

14. 4. 2. These completed documents are to be submitted to Pay Operations Office with a signed and dated copy of the member's latest notice of assessment from Canada Revenue Agency.

> NOTE: It is extremely important that it be accurate and legible, especially the name and address of the financial institution and the RRSP account number.

14. 4. 3. Any questions regarding the completion of this document should be referred to the Pay Operations Office.

14. 5. Minimum Tax

14. 5. 1. Under the *Income Tax Act*, if an employee's adjusted taxable income for a year is more than $40,000 higher than his/her ordinary taxable income for the year, he/she may be assessed a minimum tax for that year.

14. 5. 2. Since minimum tax is very complex and unique to each employee, members are encouraged to contact their local Canada Revenue Agency District Office to determine the impact of retiring allowances on their personal taxes.

References

Date Modified: 2018-01-05

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - ch. 2.9. Salary

Policy Amended: 2020-08-18

For information regarding this policy, contact your Pay Operations Office.

1. Policy
2. Regular Pay - Officer, NCO, and Cst.
3. Regular Pay - CM and S/Cst.
4. Reclassification/Conversion - CM and S/Cst.
5. Stoppage of Pay and Allowances
6. Deductions
7. Issue and Release of Paycheques
8. Emergency Pay Advance
9. Paycheque Replacement
10. Garnishment
11. Interest Charges on Monies Owed
12. Refunds
13. Direct Deposit Payments
14. Transfer of Retiring Allowances to an RRSP

App. 2-9-1 Senior Officer and Officer Equivalent Salary Administration

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1. Policy

1. 1. Pay deductions and stoppages will be made from a member's regular pay as authorized by legislation, the Commissioner, or the member.

1. 2. A member, who requests an appointment to a classification level that has a lower maximum rate of pay than that of his/her current rank or level, will receive salary protection to the maximum of the rank or level to which he/she is appointed.

1. 3. The Commanding Officer/Director/Delegated Manager for Human Resources has the authority to approve an above-minimum rate of pay to hire a civilian member or special

constable, subject to the conditions outlined on Above Minimum Engagement Rates of Pay - Civilian Member/Special Constable, Form 2598.

1. 4. A period of employment as a temporary civilian employee that is immediately followed, without a break in employment, by engagement as an RCMP member to a position of the same classification level, will be counted in determining future increment dates.

2. Regular Pay - Officer, NCO, and Cst.

2. 1. General

2. 1. 1. Rates of pay are outlined in App. 1-1-4.

2. 1. 2. Senior Officer and Officer Equivalent Salary Administration is outlined in App. 2-9-1.

2. 2. Engagement Rates of Pay

2. 2. 1. On engagement, a member will draw the minimum rate of pay for the rank to which he/she is appointed, except as otherwise authorized in this section.

2. 2. 2. A member who is discharged from the RCMP at a rank or pay level higher than Cst. will, on re-engagement, receive the maximum Cst. rate of pay.

EXCEPTION: When a discharged member is re-engaged from a workforce adjustment priority list at his/her former rank or level, or a lower rank or level, he/she will be paid at a rate consistent with his/her former rate of pay, or the maximum rate of pay for the lower rank or level.

2. 2. 3. In a lateral entry situation, see AM ch. 24.6., Lateral Entry Applicant.

2. 3. Pay Increments

2. 3. 1. A member will automatically receive pay increments to the next higher pay rate until he/she reaches the maximum for his/her rank.

EXCEPTIONS:

1. A member whose salary is determined using a performance pay plan.

2. When a pay barrier exists, a pay increment will only be granted when the criteria to exceed the barrier are met.

2. 3. 2. An increment takes effect on the pay period of the member's most recent engagement, most recent pay increment, or start of acting pay (if the acting pay is received continuously), until the member's promotion or demotion date. Subsequent increments will occur in the same pay period annually thereafter.

2. 3. 2. 1. For a member promoted to the Insp. or Supt. rank, periods of continuous acting pay will be used to determine subsequent increments.

2. 3. 3. If a member has taken LWOP in excess of 90 days, the effective date of a pay increment will be extended by the entire period of that leave.

2. 3. 3. 1. A pay increment will not be deferred when a member takes maternity or parental LWOP.

2. 3. 4. If a member was discharged as a Cst. and is later re-engaged as a Cst., his/her previous service will be counted in determining the date of his/her future pay increments within the Cst. rank.

2. 4. Pay on Promotion

2. 4. 1. A member will be paid the minimum rate of pay for the rank to which he/she is promoted.

EXCEPTIONS:

1. A member whose salary is determined using a performance pay plan.

2. A member being promoted after demotion or re-engaged to a former rank/level. See sec. 2.5.2.

3. An NCO or an Insp./Supt. who is receiving acting pay at the second or higher level immediately before the promotion.

2. 4. 2. If a member is promoted to the rank of C/Supt. or above, pay will be determined in accordance with the Executive/Officer Manual.

2. 5. Pay On or After Demotion

2. 5. 1. If a member is demoted, the member will be paid at the rate of pay that is nearest to, but not more than, the rate of pay the member was receiving immediately before the appointment.

2. 5. 1. 1. A new increment date will be established, effective the date of demotion.

2. 5. 2. If a member is promoted to his/her former rank/level after a demotion/re-engagement, he/she will receive the same rate of pay he/she formerly received.

2. 5. 2. 1. Any period of service at the rank before demotion will be counted when granting a pay increment.

2. 5. 3. For pay purposes, voluntary resignation of rank constitutes a demotion.

2. 6. Pay on Appointment - Change of Status

2. 6. 1. When service is continuous and the member's rate of pay immediately before appointment is less than the minimum rate for the new level, the member will receive the minimum rate.

2. 6. 2. When service is continuous and the member's rate of pay immediately before appointment is greater than the minimum, and less than the maximum rate of the new level, the member will receive the rate of pay at the new level that is nearest to, but not less than, his/her current rate.

2. 6. 3. Subject to sec. 4.3., when service is continuous and the rate of pay immediately before the appointment is greater than the maximum rate of the new level, the member will receive the maximum rate.

2. 6. 4. When service is discontinuous, the pay rate will be treated as an engagement.

2. 7. Pay on Discharge

2. 7. 1. A member is not entitled to pay on the day of discharge, if the day is a scheduled day off other than a DPH.

3. Regular Pay - CM and S/Cst.

3. 1. General

3. 1. 1. Rates of pay are outlined in App. 1-1-4.

3. 1. 2. A CM or S/Cst. will receive pay and allowances on engagement, re-engagement, and discharge as outlined in sec. 2.

3. 1. 3. For an appointment involving a change of status, the salary will be as outlined in sec. 2.3. and 2.6.

3. 1. 4. For pay on or after demotion, see sec. 2.5.

3. 2. Engagement Rates of Pay

3. 2. 1. Above Minimum Rate

3. 2. 1. 1. If the rate of pay is above the minimum rate of pay, a classification notice must be submitted with Form 2598.

3. 2. 1. 2. If an above-minimum rate is not approved by the CO/director/delegate, an applicant will be engaged at the minimum rate of pay for the level to which the applicant is to be appointed.

3. 2. 2. PSE to CM

3. 2. 2. 1. When a PSE's period of employment is followed, without a break, by engagement as a CM in the same classification level:

3. 2. 2. 1. 1. he/she will receive pay protection; and

3. 2. 2. 1. 2. the hours worked as a PSE will count towards the first increment as a CM. These credits will be based on a 7.5 hour workday.

3. 2. 3. Pay on Re-Engagement

3. 2. 3. 1. If a CM/ or S/Cst. applicant is re-engaged at the same classification and subgroup/level as on discharge:

3. 2. 3. 1. 1. the applicant may be re-engaged at the same pay level held when discharged;

3. 2. 3. 1. 2. the period spent away from the RCMP will not count towards any future pay increments; and

3. 2. 3. 1. 3. previous service at the same classification and subgroup/level will count towards pay increments.

3. 2. 4. Pay on Appointment to Underfill

3. 2. 4. 1. If an applicant has less than the minimum qualifications, the appointment will be at an underfill rate that is less than the minimum rate for the position level.

3. 2. 4. 2. Upon receipt of a documented recommendation, the Administration and Personnel Officer (A&PO) may grant a pay increase during underfill in accordance with the underfill pay scale or range, such that the incumbent's rate of pay does not exceed the minimum rate of the classified level of the position being underfilled.

3. 2. 4. 3. When a member underfilling a position meets the minimum qualifications of the position being underfilled, the rate of pay on termination of underfill will be at the rate of the classified position that is nearest to, but not less than, the underfill rate of pay.

3. 2. 4. 3. 1. The rate of pay does not constitute a promotion, even though the member may receive an increase in pay equal to, or greater than, the smallest increment in the applicable scale of rates.

3. 2. 5. Forensic Science Laboratory Specialist (FSLS) Engagement

3. 2. 5. 1. An FSLS-01 trainee will receive semi-annual pay increments to the maximum FSLS-01 rate based on assessed performance as follows:

3. 2. 5. 1. 1. Unsatisfactory: zero per cent;

3. 2. 5. 1. 2. Satisfactory: up to three per cent of current salary; and

3. 2. 5. 1. 3. Fully Satisfactory: four per cent of current salary.

3. 2. 5. 2. Upon successful completion of the training period, an FSLS-01 trainee will be promoted to FSLS-02.

3. 3. Pay Increments

3. 3. 1. If a member is not underfilling a position, he/she will be granted annual pay increments until he/she reaches:

3. 3. 1. 1. a pay barrier (for pay barrier criteria, if one exists for the classification, see App. 1-1-4); or

3. 3. 1. 2. the maximum rate of pay for the position.

EXCEPTION: A CM subject to a performance pay plan.

3. 3. 2. An increment takes effect on the pay period of the member's most recent engagement, most recent pay increment, or start of acting pay (if the acting pay is received continuously), until the member's promotion or demotion date. Subsequent increments will occur on the same pay period annually thereafter.

EXCEPTION: If the member has taken special LWOP in excess of 90 days, the effective date of a pay increment will be extended by the entire period of that leave.

3. 3. 3. A pay increment will not be deferred when the member takes maternity or parental LWOP.

3. 4. Pay on Promotion

3. 4. 1. The rate of pay on promotion will be:

3. 4. 1. 1. if there is only one rate, that rate;

3. 4. 1. 2. if there is more than one rate, the rate that will give an increase equal to the smallest increment for the new position; or

3. 4. 1. 3. if there is a range of rates, a rate that is at least four per cent greater than the current rate.

3. 4. 2. For a promotion involving a change in status, see sec. 2.6.

3. 4. 3. When a member is not underfilling a position and does not completely qualify for the position, or when pay barriers exist, the rate of pay on promotion will be a rate below the pay barrier to which the member is most qualified and that is nearest to, but not less than, his/her rate of pay before promotion.

3. 4. 3. 1. If such a rate does not exist, the rate of pay will be the rate nearest to, but not more than, the pay barrier.

3. 4. 3. 2. A member will be permitted to progress above the pay barrier once the pay barrier criteria are met. For pay barrier criteria and delegations, see App. 1-1-4.

3. 4. 4. The Chief Human Resources Officer (CHRO) has the authority to approve salary rates/adjustments and merit/performance bonuses for all RCMP members whose salaries are administered under various TBS-approved pay plans.

EXCEPTION: CMs in the executive group.

3. 4. 5. A CM who is subject to a performance pay plan will receive a rate of pay on promotion in accordance with the provisions of the applicable pay plan.

3. 5. Pay on Transfer

3. 5. 1. The appointment of a member to a level for which the maximum rate of pay is equal to, or greater than, his/her current maximum rate of pay constitutes a transfer, if:

3. 5. 1. 1. the difference between the maximum rates of pay is less than the smallest increment for the position to which the member is being appointed, if there is a scale of rates; or

3. 5. 1. 2. the difference between the maximum rates of pay is less than four per cent, if there is a range of rates.

3. 5. 2. When a member receives a transfer as outlined in sec. 3.5.1., the rate of pay within the new level will be that nearest to, but not less than, the rate of pay received immediately before the appointment. The rate must not exceed the maximum rate of pay for the classified level of the new position.

3. 5. 3. The voluntary appointment of a member, other than by demotion, to a level for which the maximum rate of pay is less than his/her current maximum rate, constitutes a transfer, if:

3. 5. 3. 1. the appointment is by mutual consent, and

3. 5. 3. 2. the member acknowledges acceptance of the appointment and the new rate of pay in writing.

3. 5. 4. When a member receives a transfer as outlined in sec. 3.5.3., the rate of pay within the new level will be that nearest to, but not less than, the rate of pay received immediately before the appointment.

3. 5. 4. 1. If no such rate exists, the new level will be the maximum rate of pay for the new position.

EXCEPTION: When pay barriers exist and the member does not qualify for the position, the rate of pay will be a rate under the barrier for which the member qualifies, and that is nearest to his/her former rate.

3. 5. 5. A member will retain his/her increment date when he/she is transferred.

3. 6. Pay on Conditional Transfer

3. 6. 1. A member appointed to a position on a conditional transfer basis will continue to be paid at the pre-appointment rate of pay, including entitlement to increments, until the position requirements are fully met.

3. 6. 2. The pre-appointment rate of pay will be adjusted by the A&PO, effective the date that National Headquarters Staffing Branch determines that the member fully meets the position requirements. This rate will be based on pay on promotion or transfer, as applicable.

3. 7. Pay Barriers (Forensic Laboratory and Identification - Forensic Science Laboratory Specialist [FLI-FSLS])

3. 7. 1. The three criteria that must be satisfied to cross the pay barrier are outlined in App. 1-1-4.

3. 7. 2. When a member reaches a pay barrier, the manager will assess the member's performance and if the member meets the barrier requirements, the manager will submit his/her recommendation to the A/Commr., Forensic Laboratory Services, for consideration.

3. 7. 3. The A/Commr., Forensic Laboratory Services, will inform the Delegated Manager for Human Resources (DMHR) and the member of the decision.

4. Reclassification/Conversion - CM and S/Cst.

4. 1. General

4. 1. 1. Reclassification applies to the incumbent of a position on the date the reclassification is approved.

4. 1. 2. Procedures dealing with changes to classifications are outlined in AM ch. I.1.

4. 1. 3. For the purposes of this section, the following definitions apply:

4. 1. 3. 1. Attainable maximum rate of pay means the maximum rate attainable for fully satisfactory performance in each member group, subgroup, or level.

4. 1. 3. 2. Reclassification means a change in the group, subgroup, or level of a position or positions, as a result of a review or audit of the currently classified job description.

4. 1. 3. 3. Conversion, using a new or revised classification standard, means:

4. 1. 3. 3. 1. a new group or subgroup is established;

4. 1. 3. 3. 2. an existing position is reclassified to another group or subgroup; or

4. 1. 3. 3. 3. a new classification and pay plan is introduced for an established group or subgroup, and an employee is appointed to a position in such a group or subgroup.

4. 1. 4. If a pay increase, promotion, demotion, or transfer is effective on the same day as a conversion, the conversion will be effected first.

4. 1. 5. When a position is reclassified or converted and the position requirements are amended, a member is not entitled to a higher maximum rate of pay unless he/she meets the amended position requirements.

EXCEPTION: Section 4. does not apply to former members unless the certificate of appointment is dated before the member's termination of employment date.

4. 2. Upward Reclassification

4. 2. 1. The rate of pay and the salary increment date of the member appointed to the new level of the position will be calculated in accordance with the transfer or promotion procedures, as applicable.

4. 2. 2. When a position is reclassified to a different group or subgroup, the member must convert to that status to be eligible to receive the higher rate of pay.

4. 3. Downward Reclassification

4. 3. 1. Before the reclassification of a position to a group, subgroup, or level having a lower attainable maximum rate of pay is complete, the incumbent, if any, must be notified, in writing, of the change and its effective date.

4. 3. 2. An encumbered position will, for pay purposes, retain the former classification and permit a member to receive economic revisions and increments in the normal manner, until the attainable maximum of the reclassified level becomes greater than the former classification level or until the position is vacated.

4. 3. 2. 1. Every reasonable effort will be made to transfer the incumbent to a position having a level equivalent to that of the former classification.

4. 3. 2. 2. If the incumbent declines an offer of transfer without good and sufficient reason, he/she will immediately be paid at the applicable rate for the reclassified position.

4. 3. 2. 3. The transfer must be to a position in the same geographic area, or to a position in another area provided the relocation is acceptable to the member.

4. 3. 2. 4. Members, who accept the transfer or who are downgraded, will be considered to have transferred for the purpose of determining increment dates and rate of pay.

4. 3. 3. If the group, subgroup, or level at which the member's salary is protected ceases to exist, pay entitlements will be adjusted to reflect revisions approved for the more recently identified position level.

4. 4. Conversion

4. 4. 1. On the date a member is assigned by conversion to a position as outlined in sec. 4.1.3.3., other than at his/her request or by demotion, he/she will be entitled to the pay structure that has the highest maximum:

4. 4. 1. 1. rate of pay applicable to the position held by the member in the new classification and pay plan, that is nearest to, but not less than, the previous rate received;

4. 4. 1. 2. rate of pay applicable to the position held by the member in the former classification and pay plan; or

4. 4. 1. 3. rate of pay applicable to the position held by the member in the new classification and pay plan immediately before the assignment to another position in the new classification and pay plan.

4. 4. 2. If sec. 4.4.1.2. or 4.4.1.3. is applicable, a member's pay administration will be in accordance with sec. 4.3.

4. 4. 3. If a member is appointed to a position in a new group, he/she will be paid, on the effective date of the appointment, at the rate of pay nearest to, but not less than, the rate the member would otherwise be entitled to receive.

4. 4. 3. 1. The appointment will be considered as a transfer and the first increase in pay will be calculated from the date the assignment to the position took place.

4. 4. 3. 2. The appointment will be considered as a promotion for the purposes of determining the first increase in pay when a member:

4. 4. 3. 2. 1. was being paid at the maximum rate in the former scale of rates, but is not being paid at the maximum in the new scale of rates; or

4. 4. 3. 2. 2. receives an increase on that appointment equal to, or greater than, the member would receive as a result of a promotion.

4. 4. 4. The Commissioner may grant to a member the first increase in pay at an earlier date than that determined in sec. 4.4.3. if the member:

4. 4. 4. 1. had been paid at the maximum rate of the former scale of rates,

4. 4. 4. 2. had been paid the maximum rate for one year or more, and

4. 4. 4. 3. is not being paid the maximum rate of the new scale of rates.

5. Stoppage of Pay and Allowances

5. 1. For formal discipline cases where an appropriate officer has initiated a hearing before 2014-11-28, the following apply:

5. 1. 1. pay and allowances may be stopped for any of the following reasons:

5. 1. 1. 1. self-inflicted disability,

5. 1. 1. 2. suspension,

5. 1. 1. 3. discipline, or

5. 1. 1. 4. discharge.

5. 1. 2. Pay and allowances, including extra pay entitlements, will cease on the day following the day a member is suspended without pay and allowances.

5. 2. For cases entering the conduct process on or after 2014-11-28; informal discipline cases where an officer or detachment commander has not taken disciplinary action; or formal discipline cases where an appropriate officer has not initiated a hearing before 2014-11-28, the following apply:

5. 2. 1. The conduct authority may stop pay and allowances, as outlined in AM ch. XII.1., sec. 5.

5. 2. 2. Pay and allowances, including extra pay entitlements, will cease on the day following the day a member is suspended without pay and allowances.

5. 3. For additional information regarding Stoppage of Pay and Allowances, see AM ch. 27.2.

6. Deductions

6. 1. General

6. 1. 1. For claims against a member, see AM ch. VIII.2.

6. 1. 2. Deductions for partial months will be calculated on a 30-day basis.

6. 1. 3. Deduction codes are outlined in App. 1-1-5.

6. 2. Canada Savings Bonds

6. 2. 1. Effective Nov 1, 2017, the Government of Canada will discontinue the sale of Canada Savings Bonds. Please contact Canada Savings Bonds Payroll Program customer service at 1-877-899- 3599, for information and procedures concerning your savings bonds.

6. 3. Deductions for Persons Hired Under Personal Service Contracts

6. 3. 1. Unless an employer/employee relationship exists between the RCMP and the contractor, no deductions of income tax, EI, and Canada Pension Plan (CPP)/Quebec Pension Plan (QPP) will be made.

6. 4. Discipline Cases

6. 4. 1. Fines and Forfeiture of Pay

6. 4. 1. 1. In relation to fines and forfeitures, all amounts owed will be recovered from first available funds, and are payable to the "RCMP Benefit Trust Fund". Payment in full or in part by personal cheque is permitted.

6. 4. 1. 1. 1. For formal discipline cases where an appropriate officer has initiated a hearing before 2014-11-28, the following apply:

6. 4. 1. 1. 1. 1. Fines and forfeiture of pay resulting from formal disciplinary action will be initiated when authorized by the CO/DMHR.

6. 4. 1. 1. 1. 2. Fines and forfeiture of pay resulting from disciplinary action are payable to the"RCMP Benefit Trust Fund".

6. 4. 1. 1. 1. 3. Annual rates of pay outlined in App. 1-1-4 will be used to calculate fines and forfeiture of pay when a rate based on pay/salary (daily or otherwise) is required. The daily rate is obtained by dividing the annual rate by the factor 260.88.

6. 4. 1. 1. 1. 4. In recovering fines and forfeiture of pay, the CO/DMHR may specify an extended recovery period, taking into consideration the amount of the penalty and the member's biweekly pay by:

6. 4. 1. 1. 1. 4. 1. authorizing the recovery of the penalty in an equal amount of not less than 10 per cent of the member's gross biweekly pay until the penalty is paid in full; and/or

6. 4. 1. 1. 1. 4. 2. allowing the member to offset the penalty by the net amount of LTO credits cashed in, subject to the limitations outlined in ch. 2.7., sec. 2.10.

EXAMPLE: If a penalty is set at 10 days' salary (gross rate only) and the member is permitted to cash in 10 days' LTO (cashed-in LTO net rate only), then the difference between the net LTO credits for 10 days' salary and the gross amount for 10 days' salary must also be deducted.

NOTE: The amount of the net LTO payment varies from one pay period to the next, as does regular pay. Payments are subject to deductions such as CPP/QPP, RCMPSA, income tax, and EI. Consequently, the compensation advisor will estimate the amount of the LTO deduction. This may result in an over/under-deduction for the fine within a given pay period. Over/under-deductions will be corrected, in most cases, in the following pay period, and should be expected if cash-in of LTO credits is the chosen method for payment of fines and forfeiture.

6. 4. 1. 1. 1. 5. Unless the CO/DMHR directs the implementation of one or more of the options outlined in sec. 6.4.1.1.1.4., the full amount of the fine or forfeiture of pay will be deducted from the first available monies. The NOTE under sec. 6.4.1.1.1.4.2. also applies to this method of recovery.

6. 4. 1. 2. For cases entering the conduct process on or after 2014-11-28; informal discipline cases where an officer or detachment commander has not taken disciplinary action, and formal discipline cases where an appropriate officer has not initiated a hearing before 2014-11-28, the following apply:

6. 4. 1. 2. 1. Financial penalties resulting from the imposition of conduct measures will be initiated when authorized by the Conduct Authority, and are payable to the"RCMP Benefit Trust Fund".

6. 4. 1. 2. 1. 1. Annual rates of pay outlined in App. 1-1-4 will be used to calculate financial penalties when a rate based on pay/salary (daily or otherwise) is required. The calculation will be based on the subject member's substantive rate or level on the day on which the penalty is imposed. The daily rate is obtained by dividing the annual rate by the factor 260.88.

6. 4. 1. 2. 1. 2. When recovering financial penalties, in accordance with Sec. 7.(2), Commissioner's Standing Orders (Conduct), "The Commissioner may determine the manner in which a financial penalty is to be collected, if necessary, to avoid causing the member undue financial hardship." This allows for the following:

6. 4. 1. 2. 1. 2. 1. an extended recovery period, taking into consideration the amount of the penalty and the member's biweekly pay, by authorizing the recovery of the penalty in an equal amount of not less than 10 per cent of the member's gross biweekly pay until the penalty is paid in full; and/or

6. 4. 1. 2. 1. 2. 2. a payout of the member's LTO credits to offset the penalty by the net amount of the LTO credits cashed in, subject to the limitations outlined in ch. 2.7., sec. 2.10.

EXAMPLE: If a financial penalty is equal to 10 days' salary (gross rate only) and the member is permitted to cash in 10 days' LTO (cashed-in LTO net rate only), then the difference between the net LTO credits for 10 days' salary and the gross amount for 10 days' salary must also be deducted.

NOTE: The amount of the net LTO payment varies from one pay period to the next, as does regular pay. Payments are subject to deductions such as CPP/QPP, RCMPSA, income tax, and EI. Consequently, the compensation advisor will estimate the amount of the LTO deduction. This may result in an over/under-deduction for the fine within a given pay period. Over/under-deductions will be corrected, in most cases, in the following pay period, and should be expected if cash-in of LTO credits is the chosen method for payment of financial penalties.

6. 4. 1. 2. 1. 3. Unless the delegated level approves the implementation of one or both of the options, outlined in sec. 6.4.1.2.1.2., the full amount of the financial penalty will be deducted from the first available monies.

6. 4. 1. 2. 1. 4. The imposition of a conduct measure is effective immediately, despite any ongoing appeal process.

6. 4. 2. Forfeiture of Annual Leave Credits

6. 4. 2. 1. When authorized by the conduct authority, the forfeiture of annual leave will be done directly in HRMIS by the Pay Operations Office.

6. 4. 3. Additional Conduct Measures

6. 4. 3. 1. Additional conduct measures to be processed by the Pay Operations Office can include the following:

6. 4. 3. 1. 1. suspension from duty without pay (specify time period in hours),

6. 4. 3. 1. 2. deferment of pay increment from (specify time period),

6. 4. 3. 1. 3. reduction to the next lower rate of pay for (specify time period), and

6. 4. 3. 1. 4. demotion (specify time period).

6. 5. Income Tax

6. 5. 1. Change in Dependents/Marital Status

6. 5. 1. 1. If a member's marital status or number of dependents changes, he/she must immediately submit federal income tax Form TD-1 and related provincial forms, as required. See the Canada Revenue Agency website.

NOTE: For the Quebec provincial form, see the Revenu Québec (RQ) website.

6. 5. 1. 1. 1. The form must include the member's division and regimental number in the top right corner.

6. 5. 2. Aboriginal Members

6. 5. 2. 1. For procedures for income tax exemption for eligible First Nations employees, see OM ch. 38.1.

6. 6. Tax Treatment - Salary Received When on Sick Leave Due to a Duty-Related Illness/Injury

6. 6. 1. Effective 2000-01-01, T5007 slips are no longer issued and T4 or Relevé 1 slips will no longer be amended to reflect deemed Workers' Compensation Benefits payments. The member will continue to receive his/her full salary while absent from work, but will not be eligible to receive a tax refund at the end of the tax year.

7. Issue and Release of Paycheques

7. 1. The official payday of the RCMP is every second Wednesday. When the official payday falls on a day during which the banks are not open to the public, the business day before the non-business day will become the official payday.

8. Emergency Pay Advance

8. 1. Member

8. 1. 1. If you do not receive your payment by the end of the official release day, contact your DMHR for an emergency salary advance, and your Regional Corporate Management/Corporate Finance for a duplicate cheque.

8. 2. DMHR

8. 2. 1. Complete a cheque requisition (Form GC 80-1) on behalf of the member, and forward it to Corporate Finance.

9. Paycheque Replacement

9. 1. Member

9. 1. 1. Arrangements will be made for Corporate Finance to provide you with a duplicate cheque if your paycheque is:

9. 1. 1. 1. lost, stolen, or destroyed; or

9. 1. 1. 2. your financial institution was unable to post your direct-deposit payment into your account.

NOTE: You are not entitled to an emergency salary advance.

9. 1. 2. If sec. 9.1.1.1. applies, complete and submit an undertaking and indemnity form (Form PWGSC 535) to Corporate Finance.

9. 1. 3. If sec. 9.1.1.2. applies, complete and submit Form PWGSC 536 to your Pay Operations Office.

9. 1. 4. If you find your paycheque after having notified the Pay Operations Office/Corporate Finance, do not cash your cheque. Contact your Pay Operations Office/Corporate Finance for instructions.

10. Garnishment

10. 1. General

10. 1. 1. In a legal action, an applicant may obtain a court order for garnishment against the garnishable salary of a member.

10. 1. 1. 1. Garnishment pertaining to the wages of a contractor employed by the RCMP is outlined in FMM ch. 6.1.

10. 1. 2. A garnishment is implemented on receipt of the following documents from the Department of Justice:

10. 1. 2. 1. an application in the prescribed form, as outlined in Schedule I, Family Support Orders and Agreements Garnishment Regulations, and Garnishment, Attachment and Pension Diversion Act;

10. 1. 2. 2. a garnishee summons, issued no earlier than 30 days before its service on the Department of Justice/designated agent; and

10. 1. 2. 3. a copy of the judgement/court order against the debtor.

10. 1. 3. A member's debts and actions/garnishment pertaining to them are confidential.

10. 1. 3. 1. All garnishment records, in any medium, must be secured on a separate file in a restricted location.

10. 1. 4. Information relating to garnishment may be a factor when security or reliability screening is required, in relation to a particular position. However, it should not be considered in relation to an employee's work performance.

NOTE: Section 30., Garnishment, Attachment and Pension Diversion Act, states: "No employee may be dismissed, suspended or laid off solely on the grounds that garnishment proceedings may be or have been taken with respect to him/her."

10. 1. 5. Garnishable salary includes:

10. 1. 5. 1. basic pay for the performance of regular duties; and

10. 1. 5. 2. allowance, special remuneration, overtime, and other compensation or gratuity.

10. 1. 6. Garnishable salary does not include:

10. 1. 6. 1. CPP or QPP contributions;

10. 1. 6. 2. contributions made pursuant to the:

10. 1. 6. 2. 1. *RCMP Superannuation Act*,

10. 1. 6. 2. 2. *RCMP Pension Continuation Act*, and

10. 1. 6. 2. 3. *Supplementary Retirement Benefits Act*;

10. 1. 6. 3. employment insurance contributions;

10. 1. 6. 4. income tax payments;

10. 1. 6. 5. compulsory premium deductions for insurance and health care, including:

10. 1. 6. 5. 1. payments for a provincial medical or hospital insurance plan;

10. 1. 6. 5. 2. payments for the PSHCP, if the member is employed outside Canada; and

10. 1. 6. 5. 3. premiums for the Disability Insurance Plan;

10. 1. 6. 6. any amount deducted pursuant to an act of Parliament, except Part I, Garnishment, Attachment and Pension Diversion Act;

10. 1. 6. 7. any amount payable as a remuneration supplement for costs under a provincial medical care or hospital insurance plan;

10. 1. 6. 8. operational clothing allowance;

10. 1. 6. 9. living costs differential allowance, payable under the National Joint Council, Isolated Posts and Government Housing Directive; and

10. 1. 6. 10. allowances and benefits paid under the Foreign Services Directive, or from another source when the employee is posted outside Canada.

10. 1. 7. The designated garnishee contact is the Manager, Compensation Unit.

10. 2. Employee

10. 2. 1. If you are aware of garnishment action being taken against you, notify your commander and Compensation Manager.

10. 2. 2. If a garnishment is ordered against you, you will be removed from direct deposit until the process has ceased.

10. 2. 3. Once the garnishment has ceased, you may reapply to reinstate direct deposit.

10. 3. Commander

10. 3. 1. If an employee informs you that garnishment action is being taken against him/her, immediately notify your Compensation Manager.

10. 3. 2. If garnishment documents are served in error directly on the RCMP, forward them immediately to the appropriate Compensation Manager.

11. Interest Charges on Monies Owed

11. 1. Any amount outstanding for more than 30 days for the purchase of goods and services, e.g. permits, licences, rents, repayable contributions, and accountable advances, is subject to interest charges.

11. 2. Interest is also charged after 30 days on overpayments in which the recipient is late in repayment.

12. Refunds

12. 1. Sharing of EI Employer Premium Reduction with Employees

12. 1. 1. General

12. 1. 1. 1. Each taxation year, Employment and Social Development Canada provides an EI premium reduction on the employer share of EI premiums paid by TBS.

12. 1. 1. 1. 1. The EI premiums are based on the sick leave policy of each federal government department.

12. 1. 1. 1. 2. A share of the premium reduction is passed on to certain employees; however, a CM who is eligible for the dental care plan is not entitled to a rebate for the premium reduction.

12. 1. 1. 1. 3. The TBS has directed that an employee who is eligible for the dental care plan outlined in AM ch. II.7., sec. 8., will not receive payment for the premium reduction; rather, it will be used to reduce the costs associated with this dental care plan.

12. 1. 2. Eligibility

12. 1. 2. 1. The rebate will be paid to the following members:

12. 1. 2. 1. 1. a single RM or S/Cst. who has no dependent children;

12. 1. 2. 1. 2. an RM or S/Cst. who is married to an RM or S/Cst., and who has no dependent children (both members will qualify); and

12. 1. 2. 1. 3. an RM or S/Cst. who is married to a Canadian Armed Forces member, and who has no dependent children.

12. 1. 2. 2. A member who was married, lived common-law, or cohabited for any portion of the calendar year will not qualify for the rebate.

12. 1. 2. 3. Effective 1985-01-01, a member who meets the eligibility criteria may request payment to his/her Pay Operations Office.

12. 2. Members Exempt from Quebec Taxable Benefits with Respect to the Dental Plan

12. 2. 1. An RM or S/Cst., whose province of residence is Quebec, will be eligible for an exemption if he/she meets the eligibility criteria outlined in sec. 12.1.2.1. and sec. 12.1.2.2.

12. 2. 2. A member who meets the eligibility criteria may request tax exemption for the current taxation year, to his/her Pay Operations Office. Requests should be submitted no later than December 24.

12. 2. 3. For information on the Regular Member Dental Plan, see AM App. XIV-1-2, sec. 5.

12. 2. 4. For information on the Regular Member Dependent and Civilian Member Dental Plan, see the Public Service Dental Care Plan.

13. Direct Deposit Payments

13. 1. Member

13. 1. 1. All newly-engaged members must have their pay cheques deposited directly into an account at a financial institution of their choice.

13. 1. 2. To start direct pay deposit, or when changing financial institution information, complete the Direct Deposit Enrolment Request (Form PWGSC 8437) and, where possible, supply a voided cheque.

13. 1. 2. 1. Retain a copy for your file and forward the original, as well as one additional copy, to your Pay Operations Office.

13. 1. 2. 2. When changing financial institutions, do not close the old account until the monies have been deposited into the new account.

13. 1. 3. Should a manual cheque be required, such arrangements are to be discussed with the compensation section and, if approved, these arrangements are to be temporary.

14. Transfer of Retiring Allowances to an RRSP

14. 1. General

14. 1. 1. A retiring allowance includes any amount received for the loss of office/employment or in recognition of long service.

14. 1. 2. A retiring allowance does not include return of contributions, pension benefits, or payments of unused annual leave.

14. 2. Phaseout of Retiring Allowance Rollovers

14. 2. 1. Effective 1996-01-01, a member who retires will no longer be eligible to roll $2,000 tax-free to an RRSP for each year of service after 1995.

14. 2. 1. 1. The limits, $2,000 or $3,500 (if an ongoing benefit is not payable at the time of retirement), remain unchanged for years of service before 1996.

EXAMPLE: A member with 34 years of service who was discharged in 1995, is eligible to roll $68,000 tax-free to an RRSP. If the same member delayed his/her discharge to 1996, he/she is still eligible to roll $68,000 to an RRSP because the years of service after 1995 are no longer eligible to be used in the calculation of the RRSP limit.

14. 3. Transfer of Non-Eligible Amounts to an RRSP

14. 3. 1. Many members who are discharged from the RCMP under the Workforce Adjustment Directive are eligible for retiring allowances in a lump-sum payment.

14. 3. 1. 1. An amount in excess of the allowable RRSP limits is normally considered by Canada Revenue Agency and RQ as a "non-eligible amount" for RRSP purposes.

14. 3. 1. 2. Under certain circumstances, Canada Revenue Agency and RQ will allow the transfer of non-eligible retiring allowances to an RRSP.

14. 3. 1. 2. 1. This type of transfer is based on the member's personal RRSP limit, which is calculated each year by Canada Revenue Agency and reported on the member's Notice of Assessment.

14. 3. 2. To exercise the option outlined in sec. 14.3.1.2., a member must obtain written authority from Canada Revenue Agency stipulating that non-eligible money may be exempted from income tax at source.

14. 3. 2. 1. Without Canada Revenue Agency authority, payments will be processed subject to the appropriate federal and provincial taxes.

14. 3. 2. 2. Quebec residents are not required to obtain a separate letter from RQ. The Canada Revenue Agency letter will be sufficient authority not to withhold Quebec income tax.

14. 3. 3. Two types of letters can be issued by Canada Revenue Agency:

14. 3. 3. 1. a letter stipulating that non-eligible amounts should be exempted from tax at source, on the condition that the money be transferred into an RRSP; and

NOTE: In this case, the Pay Operations Office will take action to effect the transfer.

14. 3. 3. 2. a letter stating that non-eligible amounts should be exempted from tax at source.

NOTE: In this case, a cheque payable to the member will be issued and no tax will be withheld. It is the member's responsibility to personally deposit the money into an RRSP. Failure to do so will result in outstanding taxes owing upon filing a personal tax return at year-end.

14. 3. 4. To avoid delays in processing payments and deposits to an RRSP, members who wish to exercise either option are advised to contact their local Canada Revenue Agency District Office well in advance of their intended discharge date, to ensure that the required documentation is available at the time of discharge.

14. 4. Documents Required for an RRSP Deposit

14. 4. 1. A member will receive a Discharge Entitlement Payment Intentions document from Pay Operations Office and he/she must clearly identify all the details of the transfer.

14. 4. 1. 1. If the payments are being directed to more than one financial institution, the member must provide his/her payment intentions for each institution.

14. 4. 2. These completed documents are to be submitted to Pay Operations Office with a signed and dated copy of the member's latest notice of assessment from Canada Revenue Agency.

NOTE: It is extremely important that it be accurate and legible, especially the name and address of the financial institution and the RRSP account number.

14. 4. 3. Any questions regarding the completion of this document should be referred to the Pay Operations Office.

14. 5. Minimum Tax

14. 5. 1. Under the *Income Tax Act*, if an employee's adjusted taxable income for a year is more than $40,000 higher than his/her ordinary taxable income for the year, he/she may be assessed a minimum tax for that year.

14. 5. 2. Since minimum tax is very complex and unique to each employee, members are encouraged to contact their local Canada Revenue Agency District Office to determine the impact of retiring allowances on their personal taxes.

References

Date Modified: 2020-08-18

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - App. 2-9-1 Senior Officer and Officer Equivalent Salary Administration

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Appendix Amended: 2019-12-19

1. General

1. 1. The Treasury Board of Canada has directed that the salaries of RCMP senior officers will be established as follows, as per the *RCMP Act*.

1. 1. 1. Civilian member (CM) senior officer salaries are benchmarked to the Federal Public Service Executive Group. Refer to NCM App. 1-1-4, Annual Rates of Pay – SPS-EX.

1. 1. 2. Regular member (RM) senior officer salaries are determined and approved by the Treasury Board of Canada with input from the joint Treasury Board Secretariat – RCMP Officer Compensation Advisory Committee. They are not benchmarked to the Federal Public Service Executive Group. Refer to NCM App. 1-1-4, Annual Rates of Pay-RMSO.

1. 2. The Treasury Board of Canada Directive on Executive Compensation, Appendix B, Salary Elements of Executive Compensation, applies to RM and CM senior officers.

EXAMPLE: Salary elements: overtime, part-time pro-rating salary to the number of hours per week, salary rounded to the nearest multiple of $100, acting pay, revisions, payment of retroactive revisions, salary on appointment, salary protection, and salary maintenance.

1. 2. 1. The Treasury Board of Canada Directive on Executive Compensation, Appendix C, Non-Salary Elements of Executive Compensation, does not apply to RM and CM senior officers.

EXAMPLE: Non-salary elements: hours of work, vacation leave, and exceptional leave with pay. Members terms and conditions of employment can be found in the NCM.

EXCEPTIONS:

1. RM senior officer salary scales will be approved by the Treasury Board of Canada, as per sec. 1.1.2.

2. RM senior officer allowances as determined and approved by the Treasury Board of Canada.

1. 3. The salary of the Commissioner is set by the Privy Council Office through the Minister of Public Safety and Emergency Preparedness.

1. 4. The salaries of RM and CM senior officers are determined by range changes approved by the Treasury Board of Canada, and by the application of merit increases and performance awards set by the Commissioner.

1. 4. 1. Members at the senior management level have their salaries and awards set by the Commissioner.

1. 5. Current salary ranges for designated CM senior officers are shown in NCM App. 1-1-4, Annual Rates of Pay – SPS-EX.

2. Performance Agreements

2. 1. The Commissioner has established April 1 of each year as the effective date of performance agreements.

2. 1. 1. Performance agreements should be sent to National Headquarters, ATTN: Director General, Executive/Officer Development and Resourcing no later than March 31 of each year.

2. 1. 2. Individual salary rates must remain confidential.

2. 1. 2. 1. As a matter of government policy, disclosure of the salaries of persons who receive performance pay is restricted to the person receiving the salary as well as to persons whose work requires them to have access to such information.

2. 1. 2. 2. This confidentiality applies throughout the public service. When handling media or parliamentary enquiries, only the pay ranges should be quoted.

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Date Modified: 2019-12-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

National Home > NCM - ch. 3.1. Leave With Pay

NCM - ch. 3.1. Leave With Pay

Policy Amended: 2020-01-16

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Annual Leave
3. Special Leave
4. Compassionate/Personal Leave with Pay
5. Wellness Leave
6. Management Leave for Officers (Insp., Supt. and CM and S/Cst. Equivalents)
7. Other Leave

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1. General

1. 1. The leave year begins on April 1st and ends on March 31st.

1. 1. 1. All leave from work requires prior approval from the delegated level to which the member directly reports, unless otherwise specified, and must be recorded in the online leave system.

1. 1. 2. A member on leave or having approved leave for some future date will be subject to recall to duty or cancellation of leave when there is an unavoidable duty requirement.

1. 1. 3. The employer may grant leave for up to four consecutive hours for routine or urgent medical and dental appointments without charge to the member's leave credits. Unless required by the delegated level, there is no requirement for these appointments to be recorded in the online leave system.

1. 1. 3. 1. For medical and dental appointments of immediate family members, see sec. 4.1.2.

1. 1. 4. Civilian clothing will be worn while on leave, unless the member is granted permission to wear a uniform or when the member is travelling by Canadian Forces service flights. See AM ch. IX.5.

1. 1. 5. Subject to operational needs, a member's request to observe a religious holiday will be accommodated by:

1. 1. 5. 1. an alternate work arrangement, e.g. rescheduling;

1. 1. 5. 2. annual leave; or

1. 1. 5. 3. lieu time off (LTO).

1. 1. 6. Leave, for a member attending an educational or language training institution as a student fulfilling a duty commitment, may be granted by the appropriate authority, upon the recommendation of the divisional training supervisor, only if there are exceptional circumstances and with the understanding that leave granted may affect the member's continued student status.

1. 1. 6. 1. Leave is not required to cover short breaks designated in the academic calendar/program of the institution, provided the member's training supervisor is notified.

1. 1. 7. For sick leave provisions, see AM ch. 19.3.

1. 1. 8. For DPH, see NCM ch. 2.2.

2. Annual Leave with Pay

2. 1. General

2. 1. 1. Unless otherwise authorized, annual leave will begin and end at a member's post.

2. 1. 2. A member planning to visit a foreign country should consult SM ch. 1.14.

2. 1. 3. Before annual leave is taken, it must be approved by the delegated level to whom the member directly reports.

2. 2. Service for the Calculation of Annual Leave

2. 2. 1. Effective 2012-04-01, service for the calculation of annual leave includes all:

2. 2. 1. 1. current continuous service in the RCMP as a member and/or TCE;

2. 2. 1. 2. certified prior RCMP service, whether continuous or discontinuous; and

2. 2. 1. 3. certified periods of prior continuous or discontinuous service in the public service and Canadian Armed Forces.

2. 2. 2. Service, as outlined in sec. 2.2.1., is not included when a person who, on leaving the public service/Canadian Armed Forces/RCMP, receives severance pay. This exception will not apply to an employee/member who receives severance pay on lay-off and is reappointed to the public service within one year following the date of lay-off.

2. 2. 2. 1. For clarity, the payment in lieu of severance pay taken does not reduce the calculation of service.

NOTES:

1. The definition of "public service" in the *Public Service Superannuation Act* applies.

2. Service, as outlined in sec. 2.2.1., must be deemed elective under the *RCMP Superannuation Act* to be certified.

2. 2. 3. A member must apply to have periods of prior continuous or discontinuous service certified to increase his/her annual leave accrual rates.

NOTE: You can confirm and certify prior service using the Your RCMP Pension and Benefits website. Any adjustments to HRMIS, resulting from the certification, will be made by the RCMP leave administrator.

2. 2. 4. The additional leave credits derived from the counting of previous service are effective from the date of engagement, if the member's written request/application to count such service for annual leave accrual purposes is made in the first year of employment, or from the date of application thereafter.

2. 2. 5. Any eligible period of LWOP, which is three months or less, will count for the purpose of determining annual leave accrual rates.

2. 2. 5. 1. Total periods, other than maternity, parental, and education LWOP in excess of three months, will be deducted from the calculation of service for annual leave, whether continuous or discontinuous.

2. 3. Annual Leave Accrual Rates

2. 3. 1. A member engaged on or before 1973-03-31 and who has maintained continuous service earns his/her full yearly annual leave entitlement at the prescribed rate noted in sec. 2.3.3. or 2.3.4., after receiving pay for at least eight hours in the leave year.

2. 3. 2. A member engaged on or after 1973-04-01 earns his/her full monthly annual leave entitlement at the prescribed rate noted in sec. 2.3.3. or 2.3.4., after receiving pay for at least eight hours in a month.

2. 3. 3. A member working full-time, averaging 40 hours a week, earns annual leave credits at the prescribed rate of:

2. 3. 3. 1. Ten hours of annual leave credits a month until the month in which his/her fifth anniversary of combined current continuous and previously certified service occurs;

2. 3. 3. 2. Thirteen 1/3 hours of annual leave credits a month starting the month in which his/her fifth anniversary of combined current continuous and previously certified service occurs;

2. 3. 3. 3. Sixteen 2/3 hours of annual leave credits a month starting with the month in which his/her tenth anniversary of combined current continuous and previously certified service occurs; or

2. 3. 3. 4. Twenty hours of annual leave credits a month starting with the month in which his/her twenty-third anniversary of combined current continuous and previously certified service occurs, or 2004-01-01, whichever is the later date.

2. 3. 4. A member working less than 40 hours a week, whether working part-time or work-sharing, earns annual leave credits as follows:

2. 3. 4. 1. when less than five years of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .250;

2. 3. 4. 2. when five or more years, but less than 10 years, of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .333;

2. 3. 4. 3. effective 2004-01-01, when 10 years or more, but less than 23 years of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .417; and

2. 3. 4. 4. effective 2004-01-01, when 23 years or more of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .500.

2. 3. 5. Effective 2013-09-01, a member off duty sick (ODS) due to a non-work-related injury or illness, based on the RCMP Determination Process for Access to Occupational Health Benefits for a period exceeding two years of continuous sick leave, will cease to accrue annual leave credits in accordance with AM ch. 19.3., sec. 4.8.1.

2. 4. Advance of Annual Leave Credits

2. 4. 1. A member engaged on or after 1973-04-01 is entitled to annual leave with pay to the extent of his/her earned credits.

2. 4. 1. 1. A member who has completed six months of continuous employment is entitled to receive an advance of his/her credits equivalent to the anticipated credits for the current leave year.

2. 4. 2. For overdrawn annual leave, see sec. 2.7.2.

2. 5. Carry-over of Annual Leave

2. 5. 1. Annual leave is an earned entitlement that cannot be forfeited, except as outlined in *Commissioner's Standing Order (CSO) Conduct*. Consequently, a member should take all of his/her annual leave during the leave year in which it is earned. On March 31st, any earned, but unused, annual leave will be carried over into the next leave year up to a maximum of:

2. 5. 1. 1. 400 hours (50 days) for non-commissioned officers and CMs not at the officer-equivalent level; or

2. 5. 1. 2. one year's leave entitlement for the officer cadre and CM officer equivalents.

2. 5. 2. When special circumstances occur, e.g. extended illness except as outlined in sec. 2.3.5., operational requirements, a member who is not in the officer cadre group may be permitted to carry over the additional leave credits into the next leave year.

2. 5. 3. The delegated level to whom the member directly reports, in consultation with the member, will make every reasonable effort to grant the member's annual leave requests before the end of the current leave year to eliminate the additional carry-over.

2. 5. 3. 1. If an agreement cannot be reached, the delegated level to whom the member directly reports will schedule the member's excess annual leave before the end of the current leave year.

2. 5. 4. A member promoted to the officer cadre whose leave bank exceeds the carry-over maximum for officers (see sec. 2.5.1.2.) should use the excess leave in that same fiscal year.

2. 6. Payout of Annual Leave

2. 6. 1. On March 31st, a member in the officer cadre and CM whose annual leave bank exceeds his/her yearly allowable carry-over entitlement will be paid automatically for any excess leave credits.

2. 6. 2. With the approval of his/her delegated reporting level, a member in the officer cadre can cash out his/her earned but unused annual leave credits at any time during the leave year.

2. 6. 3. Beginning 2017-04-01, any RM (non-commissioned officer, including constables) carrying forward excess leave will be required to reduce this amount to the 400 hours allowed by sec. 2.5.1.1. within the next five years.

2. 6. 3. 1. Financial liquidation of part, or all, of the excess leave may be available, depending on your unit's financial situation.

2. 6. 3. 2. Following the liquidation of the existing excess leave, any unused leave in excess of the 400-hour carry-over limit will be paid out at the end of each fiscal year. Members will no longer be able to accumulate leave in excess of 400 hours.

2. 6. 4. Payouts do not include performance awards or allowances. Automated payouts and March 31st payout requests are calculated using the member's current March 31st base substantive salary. All other payouts are calculated using the base substantive salary in effect on March 31st of the previous leave year.

2. 6. 4. 1. The request for payment must be processed through HRMIS.

2. 7. Payout of Annual Leave on Discharge/Death

2. 7. 1. When a member is discharged from the RCMP or dies, the member or his/her estate will be paid an amount equal to the number of days of earned, but unused, annual leave to the member's credit, calculated at his/her substantive salary on the date of discharge or death.

2. 7. 2. If the termination of employment is for a reason other than a medical discharge or death, and unearned annual leave credits have already been used by the member, the employer will recover an amount equivalent to the unearned annual leave credits from any monies owed to the member, calculated at the member's substantive salary on the date of discharge.

2. 7. 3. For payout of LTO on discharge/death, see ch. 2.7., sec. 2.8.

2. 8. Recall to Duty from Annual Leave/Lieu Time Off

2. 8. 1. If a member is recalled to duty during any period of annual leave or LTO, he/she will be reimbursed for reasonable travel expenses:

2. 8. 1. 1. from the place of recall to the place of duty; and

2. 8. 1. 2. from the place of duty to the place of recall, if upon completing the assignment, the balance of the member's leave is not cancelled and he/she immediately resumes annual leave or LTO, and returns to the place of recall.

2. 9. Cancellation of Annual Leave/Lieu Time Off

2. 9. 1. When a member's annual leave or LTO previously approved through HRMIS is subsequently cancelled by the delegated level to whom the member directly reports, the member will be reimbursed the following non-refundable expenses:

2. 9. 1. 1. the cancellation insurance premium for a vacation; and

2. 9. 1. 2. the portion of vacation contract levies and reservation fees for which insurance was not purchased because it was not available.

2. 9. 2. Reimbursement of travel expenses will not be made if cancellation insurance was available and not obtained.

3. Special Leave with Pay

3. 1. The CO/DG/delegate may grant special leave with pay and allowances, when there are exceptional circumstances and it is in the best interest of the RCMP, for a period not exceeding 80 hours.

EXAMPLE: Special leave with pay may be granted for leave from a police community relations program or from Newfoundland.

NOTE: Special leave with pay and allowances will not be approved for educational, language, or other training purposes.

3. 2. The Commissioner may, on the recommendation of a delegated level, grant a member special leave in excess of the periods identified in sec. 3.1.

3. 2. 1. The member's request and the CO/delegate's recommendation must be forwarded to National Headquarters, ATTN: Director General, National Compensation Services.

4. Compassionate/Personal Leave with Pay

4. 1. A member can be granted compassionate LWP, not exceeding a combined total of 80 hours in a fiscal year, including both bereavement and family-related leave types, under the following circumstances:

4. 1. 1. For bereavement leave

4. 1. 1. 1. Up to 24 consecutive hours of work may be granted, including the day of the funeral, when there is a death in the member's family.

4. 1. 1. 2. Up to 16 hours of work may be granted for the purpose of travel related to the death.

4. 1. 1. 3. Up to 8 consecutive hours of work may be granted to arrange for care of dependants (children or other dependant family members) residing in the member's residence or with whom the member permanently resides, when the member's spouse/common-law partner attends the funeral.

4. 1. 1. 4. Personal leave cannot be authorized to settle an estate.

4. 1. 2. Family-Related Leave with Pay

4. 1. 2. 1. The total leave with pay which may be granted for family-related purposes cannot exceed forty hours in a fiscal year. For part-time members this leave will be pro-rated in the same proportion as their actual work week. Family-related leave will be granted for the following reasons:

4. 1. 2. 1. 1. To travel for treatment, and to take a person in the member's family for a medical or dental appointment, or for an appointment with school authorities, or an adoption agency, or legal, or paralegal authorities.

4. 1. 2. 1. 2. For needs directly related to the birth or the adoption of the member's child.

4. 1. 2. 1. 3. To provide immediate and unforeseen temporary care of a sick person of the member's family.

4. 1. 2. 1. 4. To assist in relocating a widowed parent or an orphaned brother or sister in either the member's or the spouse's/common law partner's family.

4. 1. 2. 1. 5. To visit a person who is certified as being critically ill by a medical practitioner.

4. 1. 2. 1. 6. To attend an appointment with a legal or paralegal representative for matters unrelated to employment, or with a financial or other professional representative.

4. 1. 3. Personal Leave

4. 1. 3. 1. A member may be granted personal leave under the following circumstances:

4. 1. 3. 1. 1. For a critically ill person in the member's family:

4. 1. 3. 1. 1. 1. Up to 80 consecutive hours (inclusive of travel time) to visit a person who is certified as being critically ill by a medical practitioner.

4. 1. 3. 1. 1. 2. This type of leave will be granted on only one occasion for each occurrence.

4. 1. 3. 1. 1. 3. The member must provide sufficient detail to justify the leave and include a medical practitioner's certificate.

4. 1. 3. 1. 2. For travel for treatment:

4. 1. 3. 1. 2. 1. Up to 40 consecutive hours when a member at a location that lacks medical/dental specialist services is required to transport his/her dependant to some distant point for treatment.

4. 1. 3. 1. 2. 2. This type of leave is granted to allow travelling time to and from the distant point and a reasonable period to arrange for the services.

4. 1. 3. 1. 2. 3. Personal leave cannot be authorized to settle an estate.

5. Wellness Leave with Pay

5. 1. Effective 2012-04-01, RMs and special constables may be granted up to a maximum of eight hours each fiscal year, on leave with pay, for reasons of a personal nature.

5. 2. Approval will be subject to operational requirements, as determined by the employer, and with advance notice of at least five working days.

5. 3. The leave will be scheduled at a time that is convenient to both the RM and the employer. However, the employer will make every reasonable effort to grant the leave requested.

5. 4. Unused wellness hours cannot be carried over to the next fiscal year.

6. Management Leave with Pay for Officers (Insp., Supt. and CM and S/Cst. Equivalents)

6. 1. Effective 2002-01-01, an officer may be granted up to a maximum of 10 days' (80 hours) management leave with pay per fiscal year in recognition of work performed under exceptional circumstances while:

6. 1. 1. on assignment/redeployment to a major event/operation, or extreme circumstances/declared emergency situations; or

6. 1. 2. performing special duties.

EXAMPLE: An officer who was redeployed to the "Summit of the Americas" for a two-week period and who performed work under very stressful conditions and in excess of his/her normal work day, could be granted three days' management leave before returning to his/her regular duties.

6. 2. Management leave is authorized by the officer's home commander on recommendation of the redeployment commander. Management leave will be approved immediately following the assignment/redeployment or the special duties that were performed.

6. 3. Management leave is not an employee entitlement and is not accumulative. Time off as management leave must be requested, and approved through the online leave system.

6. 4. Management leave is not recognized on an hour-to-hour basis. The emphasis for the time off is based on the exceptional nature, extent, and duration of the assignment/redeployment or special duties which are outside the officer's regularly scheduled hours.

7. Other Leave with Pay

7. 1. Court Leave – Non-Duty Related

7. 1. 1. When required to attend a court of law for non-duty related reasons, and with the delegated level's approval, the following provisions apply:

7. 1. 1. 1. the employer will grant leave with pay to a member for the period of time he/she is compelled:

7. 1. 1. 1. 1. to be available for jury selection;

7. 1. 1. 1. 2. to serve on a jury;

7. 1. 1. 1. 3. by subpoena, summons, or other legal instrument, to attend as a witness in any proceeding held:

7. 1. 1. 1. 3. 1. in, or under the authority of, a court of justice or before a grand jury;

7. 1. 1. 1. 3. 2. before a court, judge, justice, magistrate, or coroner;

7. 1. 1. 1. 3. 3. before the Senate or House of Commons of Canada, or a committee of the Senate or House of Commons of Canada, for reasons other than in the performance of the duties of the member's position;

7. 1. 1. 1. 3. 4. before a legislative council, legislative assembly, or house assembly, or any committee thereof, that is authorized by law to compel the attendance of witnesses before it; or

7. 1. 1. 1. 3. 5. before an arbitrator or umpire, or a person or body of persons, authorized by law to make an inquiry and to compel the attendance of witnesses before it.

7. 2. 336 Hours' Time Off

7. 2. 1. Except for those officers entitled to overtime (see Officer Exempt Category [OEC]), in recognition of the additional hours required to work by officers/CM equivalents, if employed as an RCMP officer/CM equivalent on 2000-02-14 or after, an officer/CM equivalent is entitled to a maximum of 336 hours' time off as follows:

7. 2. 1. 1. For RM officers, immediately before discharge.

7. 2. 1. 2. For CM equivalents, effective 2016-04-01, the members' entitlement may be used, up to the sum of any of the following three options:

7. 2. 1. 2. 1. before discharge while still a CM;

7. 2. 1. 2. 2. before the changing of category of employment from CM to RM; or

7. 2. 1. 2. 3. using this leave, in advance of the date of deeming to the public service category of employment.

NOTE: The 336 hours' time off entitlement for CMs that is credited to their leave bank is to be scheduled in advance of annual leave, LTO, or ORA. Leave must be scheduled at a time convenient to both the manager and the member.

7. 2. 2. The entitlement will be applied as follows:

7. 2. 2. 1. With more than three years of service at the officer rank/level, the maximum entitlement will apply.

7. 1. 2. 2. With less than three years of service at the officer rank/level, time off will be prorated at 9.333 hours for each month of service at the officer rank/level.

7. 2. 2. 2. 1. A member earns his/her full monthly entitlement at the prescribed rate noted in sec. 7.2.2.2., after receiving pay for at least eight hours in a month.

NOTE: The entitlement is never permitted to be paid out; it is a one-time entitlement over a member's RCMP employment regardless of the category of employment.

7. 3. Isolated Posts

7. 3. 1. A member posted to an isolated post is entitled to additional leave as specified in the National Joint Council, *Isolated Posts and Government Housing Directive* for their dependents under specific circumstances only.

7. 3. 1. 1. However, as it relates to his/her own medical requirements, leave must be taken within the scope of existing leave, unless otherwise stated in the directive.

References

Date Modified: 2020-01-16

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - ch. 3.1. Leave With Pay

Policy Amended: 2020-11-12

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Annual Leave
3. Special Leave
4. Compassionate/Personal Leave with Pay
5. Wellness Leave
6. Management Leave for Officers (Insp., Supt. and CM and S/Cst. Equivalents)
7. Other Leave

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1. General

1. 1. The leave year begins on April 1st and ends on March 31st.

1. 1. 1. All leave from work requires prior approval from the delegated level to which the member directly reports, unless otherwise specified, and must be recorded in the online leave system.

1. 1. 2. A member on leave or having approved leave for some future date will be subject to recall to duty or cancellation of leave when there is an unavoidable duty requirement.

1. 1. 3. The employer may grant leave for up to four consecutive hours for routine or urgent medical and dental appointments without charge to the member's leave credits. Unless required by the delegated level, there is no requirement for these appointments to be recorded in the online leave system.

1. 1. 3. 1. For medical and dental appointments of immediate family members, see sec. 4.1.2.

1. 1. 4. Civilian clothing will be worn while on leave, unless the member is granted permission to wear a uniform or when the member is travelling by Canadian Forces service flights. See AM ch. IX.5.

1. 1. 5. Subject to operational needs, a member's request to observe a religious holiday will be accommodated by:

1. 1. 5. 1. an alternate work arrangement, e.g. rescheduling;

1. 1. 5. 2. annual leave; or

1. 1. 5. 3. lieu time off (LTO).

1. 1. 6. Leave, for a member attending an educational or language training institution as a student fulfilling a duty commitment, may be granted by the appropriate authority, upon the recommendation of the divisional training supervisor, only if there are exceptional circumstances and with the understanding that leave granted may affect the member's continued student status.

1. 1. 6. 1. Leave is not required to cover short breaks designated in the academic calendar/program of the institution, provided the member's training supervisor is notified.

1. 1. 7. For sick leave provisions, see AM ch. 19.3.

1. 1. 8. For DPH, see NCM ch. 2.2.

2. Annual Leave with Pay

2. 1. General

2. 1. 1. Unless otherwise authorized, annual leave will begin and end at a member's post.

2. 1. 2. A member planning to visit a foreign country should consult SM ch. 1.14.

2. 1. 3. Before annual leave is taken, it must be approved by the delegated level to whom the member directly reports.

2. 2. Service for the Calculation of Annual Leave

2. 2. 1. Effective 2012-04-01, service for the calculation of annual leave includes all:

2. 2. 1. 1. current continuous service in the RCMP as a member and/or TCE;

2. 2. 1. 2. certified prior RCMP service, whether continuous or discontinuous; and

2. 2. 1. 3. certified periods of prior continuous or discontinuous service in the public service and Canadian Armed Forces.

2. 2. 2. Service, as outlined in sec. 2.2.1., is not included when a person who, on leaving the public service/Canadian Armed Forces/RCMP, receives severance pay. This exception will not apply to an employee/member who receives severance pay on lay-off and is reappointed to the public service within one year following the date of lay-off.

2. 2. 2. 1. For clarity, the payment in lieu of severance pay taken does not reduce the calculation of service.

NOTES:

1. The definition of "public service" in the *Public Service Superannuation Act* applies.

2. Service, as outlined in sec. 2.2.1., must be deemed elective under the *RCMP Superannuation Act* to be certified.

2. 2. 3. A member must apply to have periods of prior continuous or discontinuous service certified to increase his/her annual leave accrual rates.

NOTE: You can confirm and certify prior service using the Your RCMP Pension and Benefits website. Any adjustments to HRMIS, resulting from the certification, will be made by the RCMP leave administrator.

2. 2. 4. The additional leave credits derived from the counting of previous service are effective from the date of engagement, if the member's written request/application to count such service for annual leave accrual purposes is made in the first year of employment, or from the date of application thereafter.

2. 2. 5. Any eligible period of LWOP, which is three months or less, will count for the purpose of determining annual leave accrual rates.

2. 2. 5. 1. Total periods, other than maternity, parental, and education LWOP in excess of three months, will be deducted from the calculation of service for annual leave, whether continuous or discontinuous.

2. 3. Annual Leave Accrual Rates

2. 3. 1. A member engaged on or before 1973-03-31 and who has maintained continuous service earns his/her full yearly annual leave entitlement at the prescribed rate noted in sec. 2.3.3. or 2.3.4., after receiving pay for at least eight hours in the leave year.

2. 3. 2. A member engaged on or after 1973-04-01 earns his/her full monthly annual leave entitlement at the prescribed rate noted in sec. 2.3.3. or 2.3.4., after receiving pay for at least eight hours in a month.

2. 3. 3. A member working full-time, averaging 40 hours a week, earns annual leave credits at the prescribed rate of:

2. 3. 3. 1. Ten hours of annual leave credits a month until the month in which his/her fifth anniversary of combined current continuous and previously certified service occurs;

2. 3. 3. 2. Thirteen 1/3 hours of annual leave credits a month starting the month in which his/her fifth anniversary of combined current continuous and previously certified service occurs;

2. 3. 3. 3. Sixteen 2/3 hours of annual leave credits a month starting with the month in which his/her tenth anniversary of combined current continuous and previously certified service occurs; or

2. 3. 3. 4. Twenty hours of annual leave credits a month starting with the month in which his/her twenty-third anniversary of combined current continuous and previously certified service occurs, or 2004-01-01, whichever is the later date.

2. 3. 4. A member working less than 40 hours a week, whether working part-time or work-sharing, earns annual leave credits as follows:

2. 3. 4. 1. when less than five years of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .250;

2. 3. 4. 2. when five or more years, but less than 10 years, of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .333;

2. 3. 4. 3. effective 2004-01-01, when 10 years or more, but less than 23 years of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .417; and

2. 3. 4. 4. effective 2004-01-01, when 23 years or more of combined current continuous and previously certified service occurs, the average part-time work-week hours are multiplied by .500.

2. 3. 5. Effective 2013-09-01, a member off duty sick (ODS) due to a non-work-related injury or illness, based on the RCMP Determination Process for Access to Occupational Health Benefits for a period exceeding two years of continuous sick leave, will cease to accrue annual leave credits in accordance with AM ch. 19.3., sec. 4.8.1.

2. 4. Advance of Annual Leave Credits

2. 4. 1. A member engaged on or after 1973-04-01 is entitled to annual leave with pay to the extent of his/her earned credits.

2. 4. 1. 1. A member who has completed six months of continuous employment is entitled to receive an advance of his/her credits equivalent to the anticipated credits for the current leave year.

2. 4. 2. For overdrawn annual leave, see sec. 2.7.2.

2. 5. Carry-over of Annual Leave

2. 5. 1. Annual leave is an earned entitlement that cannot be forfeited, except as outlined in *Commissioner's Standing Order (CSO) Conduct*. Consequently, a member should take all of his/her annual leave during the leave year in which it is earned. On March 31st, any earned, but unused, annual leave will be carried over into the next leave year up to a maximum of:

2. 5. 1. 1. 400 hours (50 days) for non-commissioned officers and CMs not at the officer-equivalent level; or

2. 5. 1. 2. one year's leave entitlement for the officer cadre and CM officer equivalents.

2. 5. 2. When special circumstances occur, e.g. extended illness except as outlined in sec. 2.3.5., operational requirements, a member who is not in the officer cadre group may be permitted to carry over the additional leave credits into the next leave year.

2. 5. 3. The delegated level to whom the member directly reports, in consultation with the member, will make every reasonable effort to grant the member's annual leave requests before the end of the current leave year to eliminate the additional carry-over.

2. 5. 3. 1. If an agreement cannot be reached, the delegated level to whom the member directly reports will schedule the member's excess annual leave before the end of the current leave year.

2. 5. 4. A member promoted to the officer cadre whose leave bank exceeds the carry-over maximum for officers (see sec. 2.5.1.2.) should use the excess leave in that same fiscal year.

2. 6. Payout of Annual Leave

2. 6. 1. On March 31st, a member in the officer cadre and CM whose annual leave bank exceeds his/her yearly allowable carry-over entitlement will be paid automatically for any excess leave credits.

2. 6. 2. With the approval of his/her delegated reporting level, a member in the officer cadre can cash out his/her earned but unused annual leave credits at any time during the leave year.

2. 6. 3. Beginning 2017-04-01, any RM (non-commissioned officer, including constables) carrying forward excess leave will be required to reduce this amount to the 400 hours allowed by sec. 2.5.1.1. within the next five years.

2. 6. 3. 1. Financial liquidation of part, or all, of the excess leave may be available, depending on your unit's financial situation.

2. 6. 3. 2. Following the liquidation of the existing excess leave, any unused leave in excess of the 400-hour carry-over limit will be paid out at the end of each fiscal year. Members will no longer be able to accumulate leave in excess of 400 hours.

2. 6. 4. Payouts do not include performance awards or allowances. Automated payouts and March 31st payout requests are calculated using the member's current March 31st base substantive salary. All other payouts are calculated using the base substantive salary in effect on March 31st of the previous leave year.

2. 6. 4. 1. The request for payment must be processed through HRMIS.

2. 7. Payout of Annual Leave on Discharge/Death

2. 7. 1. When a member is discharged from the RCMP or dies, the member or his/her estate will be paid an amount equal to the number of days of earned, but unused, annual leave to the member's credit, calculated at his/her substantive salary on the date of discharge or death.

2. 7. 2. If the termination of employment is for a reason other than a medical discharge or death, and unearned annual leave credits have already been used by the member, the employer will recover an amount equivalent to the unearned annual leave credits from any monies owed to the member, calculated at the member's substantive salary on the date of discharge.

2. 7. 3. For payout of LTO on discharge/death, see ch. 2.7., sec. 2.8.

2. 8. Recall to Duty from Annual Leave/Lieu Time Off

2. 8. 1. If a member is recalled to duty during any period of annual leave or LTO, he/she will be reimbursed for reasonable travel expenses:

2. 8. 1. 1. from the place of recall to the place of duty; and

2. 8. 1. 2. from the place of duty to the place of recall, if upon completing the assignment, the balance of the member's leave is not cancelled and he/she immediately resumes annual leave or LTO, and returns to the place of recall.

2. 9. Cancellation of Annual Leave/Lieu Time Off

2. 9. 1. When a member's annual leave or LTO previously approved through HRMIS is subsequently cancelled by the delegated level to whom the member directly reports, the member will be reimbursed the following non-refundable expenses:

2. 9. 1. 1. the cancellation insurance premium for a vacation; and

2. 9. 1. 2. the portion of vacation contract levies and reservation fees for which insurance was not purchased because it was not available.

2. 9. 2. Reimbursement of travel expenses will not be made if cancellation insurance was available and not obtained.

3. Special Leave with Pay

3. 1. The CO/DG/delegate may grant special leave with pay and allowances, when there are exceptional circumstances and it is in the best interest of the RCMP, for a period not exceeding 80 hours.

EXAMPLE: Special leave with pay may be granted to participate in a police-community relations program or to take leave from Newfoundland.

NOTE: Special leave with pay and allowances will not be approved for educational, language, or other training purposes.

3. 2. The Commissioner may, on the recommendation of a delegated level, grant a member special leave in excess of the periods identified in sec. 3.1.

3. 2. 1. The member's request and the CO/delegate's recommendation must be forwarded to National Headquarters, ATTN: Director General, National Compensation Services.

4. Compassionate/Personal Leave with Pay

4. 1. A member can be granted compassionate LWP, not exceeding a combined total of 80 hours in a fiscal year, including both bereavement and family-related leave types, under the following circumstances:

4. 1. 1. For bereavement leave

4. 1. 1. 1. Up to 24 consecutive hours of work may be granted, including the day of the funeral, when there is a death in the member's family.

4. 1. 1. 2. Up to 16 hours of work may be granted for the purpose of travel related to the death.

4. 1. 1. 3. Up to 8 consecutive hours of work may be granted to arrange for care of dependants (children or other dependant family members) residing in the member's residence or with whom the member permanently resides, when the member's spouse/common-law partner attends the funeral.

4. 1. 1. 4. Personal leave cannot be authorized to settle an estate.

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4. 1. 2. 1. The total leave with pay which may be granted for family-related purposes cannot exceed forty hours in a fiscal year. For part-time members this leave will be pro-rated in the same proportion as their actual work week. Family-related leave will be granted for the following reasons:

4. 1. 2. 1. 1. To travel for treatment, and to take a person in the member's family for a medical or dental appointment, or for an appointment with school authorities, or an adoption agency, or legal, or paralegal authorities.

4. 1. 2. 1. 2. For needs directly related to the birth or the adoption of the member's child.

4. 1. 2. 1. 3. To provide immediate and unforeseen temporary care of a sick person of the member's family.

4. 1. 2. 1. 4. To assist in relocating a widowed parent or an orphaned brother or sister in either the member's or the spouse's/common law partner's family.

4. 1. 2. 1. 5. To visit a person who is certified as being critically ill by a medical practitioner.

4. 1. 2. 1. 6. To attend an appointment with a legal or paralegal representative for matters unrelated to employment, or with a financial or other professional representative.

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4. 1. 3. 1. A member may be granted personal leave under the following circumstances:

4. 1. 3. 1. 1. For a critically ill person in the member's family:

4. 1. 3. 1. 1. 1. Up to 80 consecutive hours (inclusive of travel time) to visit a person who is certified as being critically ill by a medical practitioner.

4. 1. 3. 1. 1. 2. This type of leave will be granted on only one occasion for each occurrence.

4. 1. 3. 1. 1. 3. The member must provide sufficient detail to justify the leave and include a medical practitioner's certificate.

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4. 1. 3. 1. 2. 1. Up to 40 consecutive hours when a member at a location that lacks medical/dental specialist services is required to transport his/her dependant to some distant point for treatment.

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7. 1. Court Leave – Non-Duty Related

7. 1. 1. When required to attend a court of law for non-duty related reasons, and with the delegated level's approval, the following provisions apply:

7. 1. 1. 1. the employer will grant leave with pay to a member for the period of time he/she is compelled:

7. 1. 1. 1. 1. to be available for jury selection;

7. 1. 1. 1. 2. to serve on a jury;

7. 1. 1. 1. 3. by subpoena, summons, or other legal instrument, to attend as a witness in any proceeding held:

7. 1. 1. 1. 3. 1. in, or under the authority of, a court of justice or before a grand jury;

7. 1. 1. 1. 3. 2. before a court, judge, justice, magistrate, or coroner;

7. 1. 1. 1. 3. 3. before the Senate or House of Commons of Canada, or a committee of the Senate or House of Commons of Canada, for reasons other than in the performance of the duties of the member's position;

7. 1. 1. 1. 3. 4. before a legislative council, legislative assembly, or house assembly, or any committee thereof, that is authorized by law to compel the attendance of witnesses before it; or

7. 1. 1. 1. 3. 5. before an arbitrator or umpire, or a person or body of persons, authorized by law to make an inquiry and to compel the attendance of witnesses before it.

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7. 2. 1. 2. 1. before discharge while still a CM;

7. 2. 1. 2. 2. before the changing of category of employment from CM to RM; or

7. 2. 1. 2. 3. using this leave, in advance of the date of deeming to the public service category of employment.

NOTE: The 336 hours' time off entitlement for CMs that is credited to their leave bank is to be scheduled in advance of annual leave, LTO, or ORA. Leave must be scheduled at a time convenient to both the manager and the member.

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7. 1. 2. 2. With less than three years of service at the officer rank/level, time off will be prorated at 9.333 hours for each month of service at the officer rank/level.

7. 2. 2. 2. 1. A member earns his/her full monthly entitlement at the prescribed rate noted in sec. 7.2.2.2., after receiving pay for at least eight hours in a month.

NOTE: The entitlement is never permitted to be paid out; it is a one-time entitlement over a member's RCMP employment regardless of the category of employment.

7. 3. Isolated Posts

7. 3. 1. A member posted to an isolated post is entitled to additional leave as specified in the National Joint Council, *Isolated Posts and Government Housing Directive* for their dependents under specific circumstances only.

7. 3. 1. 1. However, as it relates to his/her own medical requirements, leave must be taken within the scope of existing leave, unless otherwise stated in the directive.

References

Date Modified: 2020-11-12

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - App. 2-9-1 Senior Officer and Officer Equivalent Salary Administration

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Appendix Amended: 2019-12-19

1. General

1. 1. The Treasury Board of Canada has directed that the salaries of RCMP senior officers will be established as follows, as per the *RCMP Act*.

1. 1. 1. Civilian member (CM) senior officer salaries are benchmarked to the Federal Public Service Executive Group. Refer to NCM App. 1-1-4, Annual Rates of Pay – SPS-EX.

1. 1. 2. Regular member (RM) senior officer salaries are determined and approved by the Treasury Board of Canada with input from the joint Treasury Board Secretariat – RCMP Officer Compensation Advisory Committee. They are not benchmarked to the Federal Public Service Executive Group. Refer to NCM App. 1-1-4, Annual Rates of Pay-RMSO.

1. 2. The Treasury Board of Canada Directive on Executive Compensation, Appendix B, Salary Elements of Executive Compensation, applies to RM and CM senior officers.

EXAMPLE: Salary elements: overtime, part-time pro-rating salary to the number of hours per week, salary rounded to the nearest multiple of $100, acting pay, revisions, payment of retroactive revisions, salary on appointment, salary protection, and salary maintenance.

1. 2. 1. The Treasury Board of Canada Directive on Executive Compensation, Appendix C, Non-Salary Elements of Executive Compensation, does not apply to RM and CM senior officers.

EXAMPLE: Non-salary elements: hours of work, vacation leave, and exceptional leave with pay. Members terms and conditions of employment can be found in the NCM.

EXCEPTIONS:

1. RM senior officer salary scales will be approved by the Treasury Board of Canada, as per sec. 1.1.2.

2. RM senior officer allowances as determined and approved by the Treasury Board of Canada.

1. 3. The salary of the Commissioner is set by the Privy Council Office through the Minister of Public Safety and Emergency Preparedness.

1. 4. The salaries of RM and CM senior officers are determined by range changes approved by the Treasury Board of Canada, and by the application of merit increases and performance awards set by the Commissioner.

1. 4. 1. Members at the senior management level have their salaries and awards set by the Commissioner.

1. 5. Current salary ranges for designated CM senior officers are shown in NCM App. 1-1-4, Annual Rates of Pay – SPS-EX.

2. Performance Agreements

2. 1. The Commissioner has established April 1 of each year as the effective date of performance agreements.

2. 1. 1. Performance agreements should be sent to National Headquarters, ATTN: Director General, Executive/Officer Development and Resourcing no later than March 31 of each year.

2. 1. 2. Individual salary rates must remain confidential.

2. 1. 2. 1. As a matter of government policy, disclosure of the salaries of persons who receive performance pay is restricted to the person receiving the salary as well as to persons whose work requires them to have access to such information.

2. 1. 2. 2. This confidentiality applies throughout the public service. When handling media or parliamentary enquiries, only the pay ranges should be quoted.

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Date Modified: 2019-12-19

Royal Canadian Mounted Police | Gendarmerie royale du Canada

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NCM - ch. 3.2. Leave Without Pay

Policy Amended: 2018-10-23

For information regarding this policy, contact your Pay Operations Office.

1. General
2. Education LWOP
3. Spousal Relocation LWOP
4. Care and Nurturing of Preschool Children
5. Personal Needs Leave
6. Conditions
7. Maternity LWOP
8. Parental LWOP
9. Special LWOP
10. Self-Funded LWOP
App. 3-2-1 Deductions and Benefits While on LWOP/SFLWOP/Maternity and Parental Leave

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1. General

1. 1. Leave without pay (LWOP) for members may be approved for the following purposes:

1. 1. 1. education;

1. 1. 2. spousal relocation;

1. 1. 3. care and nurturing of preschool-aged children; and

1. 1. 4. personal needs.

1. 2. The approval authority for LWOP is the CO.

1. 3. For deductions and benefits while on LWOP, see App. 3-2-1.

1. 4. Effective 1995-12-01, a member has flexibility in how much of the LWOP period he/she wishes to count for pension purposes, and the length of time required to pay back any arrears has been extended under certain circumstances.

1. 5. The maximum period permitted for LWOP taken on or after 1998-10-31 is five years of cumulative full-time equivalent pensionable LWOP. In addition to this five-year maximum, members are permitted up to an additional three years of full-time equivalent parental leave.

1. 6. If a member has been absent on LWOP for more than three months, he/she may elect not to count the full portion of the LWOP beyond the first three months as pensionable service.

1. 6. 1. The contributions for the first three months of any type of LWOP are at the single rate and the recovery period of repayment of the LWOP deficiencies may be extended to twice the length of the LWOP.

1. 7. If a member initially decides not to count the LWOP, he/she may later purchase that period as elective service.

1. 8. If a member accepts custody of a child for adoption or upon the birth of a natural child, i.e. parental/maternity LWOP, the recovery of contributions at the single rate has been expanded to include LWOP taken to carry out these parental responsibilities.

1. 9. If a member has returned from LWOP and is currently paying deficiencies, he/she may elect not to count the balance of the LWOP providing deficiencies have been paid to cover the initial three-month period.

1. 9. 1. Contributions that were already deducted will not be refunded. These will remain in the fund to purchase a portion of the period of leave.

1. 10. Before starting any LWOP, including maternity or parental leave, which is expected to exceed 30 calendar days, a member must return his/her intervention equipment as outlined in OM ch. 4.1., sec. 1.2. to 5., to his/her commander.

2. Education LWOP

2. 1. A member may be granted education LWOP subject to an annual review for a period of up to five years.

2. 2. The field of education must be related to his/her current or planned duties.

2. 3. The member must be enrolled as a full-time student as defined by the educational institute concerned.

2. 4. The institution must be publicly funded and registered by the provincial ministry of education, i.e. a university, community college, or provincial institute of technology.

2. 5. A member may be permitted to return to duty during a school break at the discretion of the divisional Staffing and Personnel Officer.

2. 5. 1. During periods of return to duty, arrears for superannuation and long-term disability may be deducted if the member so chooses.

3. Spousal Relocation LWOP

3. 1. A member may be granted spousal relocation LWOP for a period of up to five years when his/her spouse is relocated. This provision is inclusive of a same-sex relationship.

4. Care and Nurturing of Preschool Children

4. 1. Leave under this provision will be allowed for a maximum of five years total in a member's service.

4. 2. Each occurrence of such leave will consist of a minimum of six months. If extenuating circumstances exist, the CO may authorize a period less than six months' leave.

5. Personal Needs Leave

5. 1. This leave may be granted for a period of:

5. 1. 1. up to three consecutive months once during the member's service; and

5. 1. 2. more than three consecutive months, but not exceeding one year, once in the member's service; or

5. 1. 3. combined for no more than 15 months once during the member's service.

6. Conditions

6. 1. To be considered for LWOP as outlined in sec. 1.1., a member must have completed two years of service.

6. 1. 1. For the purposes of education or personal needs LWOP, a member must not be the subject of progress reporting for unsatisfactory performance.

6. 1. 2. The service or performance requirement may be waived under exceptional circumstances with the CO's approval.

6. 2. A member will be transferred to the appropriate division collator when on LWOP.

6. 3. A position vacated by a member on LWOP will not be blocked.

6. 4. A member on LWOP will retain his/her rank on return to duty.

6. 5. A member required to attend court during a period of LWOP will be paid straight time at his/her substantive rate for each hour that he/she is required, to a minimum of four hours.

6. 6. Court duty would be the only exception for a member to return from LWOP.

6. 6. 1. The member may have the accumulated hours paid or bank them until he/she returns from LWOP. The member must report paid or banked hours as earnings during the period of LWOP to Employment Insurance.

6. 7. During periods of LWOP, a member will be subject to the provisions of the *RCMP Act*, the *RCMP Regulations*, and all applicable Commissioner's Standing Orders.

6. 7. 1. The member may, however, engage in any legitimate employment provided a conflict of interest does not exist.

6. 7. 2. A member must obtain approval from the Delegated Manager for Human Resources (DMHR) before accepting remuneration from any federal, provincial, municipal, or regional government, department, agency, or crown corporation.

6. 8. A member on LWOP may be hired as a term PSE or casual, and paid at the substantive rate for the position. The member is exempt from contributing to the Public Service Superannuation Account.

6. 9. The division where the member was serving before LWOP will be responsible for:

6. 9. 1. maintaining the member's files, and

6. 9. 2. all matters relating to discharge should the member opt for discharge at the conclusion of the leave.

6. 10. Three months before the anticipated return date, the member is to contact the DMHR.

6. 11. A member returning to duty from LWOP will be posted to the division from which LWOP was taken. The posting will be assigned by the DMHR of that division.

EXCEPTIONS: The following exceptions must be infrequent and justified on a Personal Interview Report Data Update, Form A-323:

1. A member returning from spousal relocation leave may be considered for a posting in the division where he/she currently resides, depending on division resource requirements.

2. A member returning from LWOP may be posted to the division where he/she currently resides if the division has a compelling operational/administrative requirement for his/her services and the former division has concurred with the member's release.

7. Maternity LWOP

7. 1. A member who becomes pregnant will inform her supervisor, in writing, of her plans for taking maternity leave without pay, at least four weeks in advance of the initial date that the end of pregnancy is expected to occur.

7. 2. She will be granted maternity leave without pay for a period beginning before, on, or after the end date of pregnancy and ending no later than 18 weeks after the end date of pregnancy.

7. 3. The member's supervisor may require a medical certificate certifying pregnancy.

7. 4. Where the member's newborn child is hospitalized and the member has returned to work, the period of maternity leave may be extended by a period equal to that portion of the period of the child's hospitalization. The extension will end not later than 52 weeks after the birth of the child.

7. 5. Before starting maternity leave without pay, the member may use her earned annual leave or LTO credits, or sick leave as outlined in AM ch. 19.3. Sick leave includes medical disability due to pregnancy.

7. 6. For pregnant members on operational duties, see CMM ch. 3., sec. 15.

7. 7. The period of maternity leave without pay will be counted for the calculation of severance pay, annual leave, and pay increments.

7. 8. For maternity allowance, see ch. 2.8.

7. 9. For intervention equipment requirements, see sec. 1.10.

7. 10. For information on the maternity and parental benefits available from Employment Insurance, contact the Service Canada centre. In Quebec, for information on the maternity, parental, adoption, and paternity benefits available under the Québec Parental Insurance Plan, contact the Ministère de l'Emploi et de la Solidarité sociale (Ministry of Employment and Social Solidarity).

8. Parental LWOP

8. 1. Where a parent has or will have the actual care and custody of a newborn child, the member will, upon request, be granted parental leave without pay to a maximum of 37 weeks in a 52-week period. The parental leave may be taken all at once or at the request of the member and at the discretion of the delegated level, in two periods from the date of birth of the child.

8. 2. Where a member has started legal proceedings under the laws of a province/territory to adopt a child, the member will, upon request, be granted parental leave without pay to a maximum of 37 weeks in a 52-week period. The parental leave may be taken all at once or at the request of the member and at the discretion of the delegated level, in two periods. The leave may begin no sooner than when the child comes into the care of the parent for the adoption.

8. 3. A member who intends to request parental leave without pay will notify his/her supervisor at least four weeks in advance of the start date of the leave.

8. 3. 1. The supervisor may request proof of a legal adoption or birth of a child.

8. 4. A married or common-law couple appointed under the *RCMP Act*, who request parental leave without pay to care for the same child must notify their supervisors at least eight weeks in advance of the date the absence will start.

8. 5. Where the newborn or adopted child is hospitalized and the member has returned to work, the period of parental leave (37 weeks maximum) may be extended by a period equal to that period of the child's hospitalization. This extension will end not later than 104 weeks from the date the child comes into the member's care.

8. 6. The period of parental leave without pay will be counted for calculation of severance pay, annual leave, and pay increments.

8. 7. For parental allowance, see ch. 2.8.

8. 8. For intervention equipment requirements, see sec. 1.10.

8. 9. For information on the maternity and parental benefits available from Employment Insurance, contact the Service Canada centre. In Quebec, for information on the maternity, parental, adoption and paternity benefits available under the Québec Parental Insurance Plan, contact the Ministère de l'Emploi et de la Solidarité sociale (Ministry of Employment and Social Solidarity).

9. Special LWOP

9. 1. To request special leave without pay, a member can submit a memo through channels to the Delegated Manager for HR.

9. 2. The CO/DG/DMHR may grant special leave without pay and allowances, for a period not exceeding 13 workweeks, to a member when there are exceptional circumstances and it is in the best interest of the RCMP.

NOTES:

1. Special leave without pay and allowances may be approved to attend union business to a maximum of 5 days.

2. Special leave without pay and allowances will not be approved for educational, language, or other training purposes except for Canadian Forces Reserve Training.

9. 2. 1. A member enrolled in the Canadian Forces Reserve may be granted special leave without pay when the leave conforms to the *Reserve Forces Training Leave Regulations* made pursuant to the *National Defence Act*.

9. 3. The Commissioner may, on the recommendation of a CO/DG/DMHR, grant a member special leave in excess of the periods identified in sec. 9.2.

9. 3. 1. The request and recommendation must be forwarded to National Headquarters, ATTN: Director General, National Compensation Services.

9. 4. When special leave without pay and allowances is granted, the provisions of App. 3-2-1 apply.

10. Self-Funded LWOP

10. 1. General

10. 1. 1. The CO is the approval authority for self-funded leave without pay (SFLWOP).

10. 1. 2. For deductions and benefits while on SFLWOP, see App. 3-2-1.

10. 1. 3. A position vacated by a member on SFLWOP will not normally be blocked.

10. 1. 4. The program enables a member to defer up to 33 1/3 per cent of his/her pensionable pay and allowances to fund a period of leave from duty.

10. 1. 5. A member must have completed two years of satisfactory service in the RCMP to be eligible for the program.

10. 1. 6. All files pertaining to a member are retained at the division where the member was serving when the leave started.

10. 1. 7. A member on SFLWOP will be transferred to a divisional collator established for that purpose.

10. 2. Period of Leave

10. 2. 1. Subject to operational requirements, a member may be granted SFLWOP for a minimum period of six months and up to a maximum period of one year.

10. 2. 1. 1. SFLWOP may be granted on more than one occasion during a member's service and may be taken in conjunction with other types of leave, with or without pay, except for retirement leave.

10. 2. 2. Subject to operational requirements, the period of leave initially approved may be adjusted at the request of the member and on approval of the CO, provided the leave period remains consistent with sec. 10.2.1.

10. 2. 3. The period of leave must immediately follow the salary deferral period and will start no later than six years from the start of the deferral period.

10. 2. 4. During the period of SFLWOP, the member is subject to the provisions of the *RCMP Act* as outlined in sec. 6.7.

10. 2. 5. A member must return to duty in the RCMP or with another federal department that participates in the program for a period equal to the leave of absence granted.

10. 2. 5. 1. A member who resigns from the RCMP and takes employment with a nonparticipating federal department is responsible for the financial implications of withdrawing from the program.

10. 2. 6. Three months before the anticipated return to duty from SFLWOP, the member is to contact the divisional Staffing and Personnel Office.

10. 3. Salary Deferral Period

10. 3. 1. The salary deferral period may extend to a maximum of six years.

10. 3. 1. 1. To allow for unforeseen circumstances, it is recommended that the period be no longer than five years.

10. 3. 2. Since financial institutions operate on a monthly basis, only 24 pay-period deductions are taken in a calendar year.

10. 3. 2. 1. When it is determined, the actual amount deferred for each pay period will be treated as a constant dollar figure.

10. 3. 2. 2. The dollar value of the initial salary deduction may be altered, provided a request is received by National Compensation Services three months before the date the change is to start and not later than six months before the leave is to start.

10. 3. 3. The deferred salary is placed in a trust account and is administered by Alterna Savings.

10. 3. 4. During the deferral period, all regular deductions continue except for income tax and CPP on the deferred portion of pensionable pay and allowances.

10. 3. 5. The interest earned in the trust account will be paid annually to the member by the financial institution.

10. 3. 6. All funds held in the trust account must be expended no later than the end of the first taxation year following the deferral period.

10. 3. 6. 1. The funds received during the leave period are subject to source deductions for income tax and CPP.

10. 3. 7. Access to the funds held in the member's trust account, other than the interest earned before maturity of the trust agreement, may only be permitted in situations when it can be demonstrated that to continue with the SFLWOP program would cause severe financial or other hardship.

10. 3. 7. 1. Upon written application, the CO may approve such a request from a member.

10. 3. 7. 1. 1. Income-tax implications should be discussed with the regional Canada Revenue Agency officials.

10. 3. 8. The funds held in the trust account at time of death of a member will be released to the executors or administrators of the estate.

10. 4. Roles and Responsibilities

10. 4. 1. Member

10. 4. 1. 1. Submit a request to your divisional administration office requesting copies of the required forms.

10. 4. 1. 2. For Alterna Savings, request:

10. 4. 1. 2. 1. Membership Application;

10. 4. 1. 2. 2. SFLWOP Custodial Agreement; and

10. 4. 1. 2. 3. SFLWOP Application (Treasury Board), Form TBS 330-109.

10. 4. 1. 3. Six months before you plan to have salary deferrals start, submit a memo, together with the completed forms through channels to your CO.

10. 4. 1. 4. Before you start your leave:

10. 4. 1. 4. 1. Turn in your RCMP firearm to division stores.

10. 4. 1. 4. 2. Clear your LTO bank. See ch. 2.7., sec. 2.

10. 4. 2. CO

10. 4. 2. 1. When you receive a request for SFLWOP, request that a staffing interview be undertaken and Form A-323 completed to ensure the member is fully aware of the guidelines and aspects of SFLWOP.

10. 4. 2. 2. If you approve the request, send the original of the required forms to Alterna Savings at their Ottawa address.

NOTE: Once the account has been opened, the trust company will forward copies of these documents to National Compensation Services for forwarding to the National Pay Operations Office.

10. 4. 2. 3. At least four months before the intended leave period:

10. 4. 2. 3. 1. Ensure a staffing interview update is completed and the member is aware of the staffing process on return to duty.

10. 4. 2. 3. 2. Ensure the member's address while on SFLWOP is recorded and arrangements for prepayment of benefits are completed.

10. 4. 2. 4. Forward an approved request and the required forms to Alterna Savings when a member wants to:

10. 4. 2. 4. 1. amend the leave period,

10. 4. 2. 4. 2. amend the amount of the salary deferral, or

10. 4. 2. 4. 3. withdraw from the program.

References

Date Modified: 2018-10-23

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

NCM - App. 3-2-1 Deductions and Benefits While on LWOP/SFLWOP/Maternity and Parental Leave

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Directive Amended: 2016-07-27

Deductions	
Great-West Life - Basic, Optional, Optional Dependent, Optional Dependent Children and Accidental Death and Dismemberment	When proceeding on LWOP/SFLWOP, a cheque for premiums for the remainder of that year must be paid in advance. The premiums for the remaining period of leave must be paid in January of the following year. Failure to maintain payments of premiums will jeopardize continued coverage. For periods of maternity and parental leave, premiums are recovered on return to duty.
Disability Insurance	Coverage under the Disability Insurance plan must be continued. Premiums are recovered on return to duty.
Superannuation	Service accumulated during the leave period must be bought back pursuant to the *RCMP Superannuation Regulations*. 1. Contributions for the first three months of any type of LWOP are at the single rate and the recovery period of repayment of the LWOP deficiencies may be extended to twice the length of the LWOP. 2. Contributions for any period in excess of three months are optional. 3. Contributions for a member on maternity and parental leave or SFLWOP for education or LWOP for education, deductions will be at the single rate for the entire repayment period plus the normal contribution. 4. Contributions for care and nurturing LWOP taken within the first 52 weeks of the date of birth of a child is payable at the single rate. All care and nurturing LWOP beyond the 52 week period or if the child is more than 52 weeks old, repayment of contributions would be at 2.5 times the normal rate. 5. Contributions for any other form of LWOP in excess of three months will be at 2.5 times the normal deduction rate for

	Superannuation contributions and 2 times the normal deduction rate for Supplementary Benefits (Indexation). NOTE: See also ch. 3.2., sec. 1.4. to 1.8.
CPP	There are no deductions while on LWOP and no buy-back provisions. CPP deductions continue during the deferral period of SFLWOP and are based on the member's salary less the deferred amount. During the leave period, CPP is deducted by the trustee based on the deferred amount to be paid to the member. The financial institution pays the employee and employer shares from the proceeds of the trust. For additional information on the matter please refer to: Treasury Board Self-funded Leave Policy.
Leave Without Pay	Maternity, parental, educational and any period of LWOP which is three months or less will be counted for the purpose of determining: 1. severance pay or retirement leave; 2. annual leave accrual rates, see ch. 3.1., sec. 3.3.; and 3. salary increments, see ch. 2.9., sec. 2.3. and 3.3. Full periods of other LWOP will be deducted from the calculation of "continuous service" and "continuous employment".
Provincial/Territorial Medical Insurance	In premium-levying provinces, private arrangements must be made for coverage while on leave in excess of 30 days. On return to work, the compensation section must be notified when deductions are to resume.
Remuneration Supplement	There is no entitlement to claim the provincial/territorial health remuneration supplement for any month in which a member is not on active service.

Benefits	
Medical and Dental Treatment (RM and S/Cst.)	See AM ch. XIV.1.
Dental Care Plan for CM and the Dependants of RMs and CMs	See AM ch. II.7.
Senior Cst. Provisional Allowance	Only that LWOP in excess of three months which the member opts to buy back will be included in the calculation of service for determining the qualifying period for senior Cst. provisional allowance.
PSHCP	

	1. A member has to pay only the employee's share of the contribution when on LWOP for: a. the first three consecutive months of any period of LWOP, b. education purposes, c. maternity/parental leave, or d. care and nurturing of his/her preschool-aged child which occurs up to 52 weeks after the date of birth or adoption of the child. 2. A member must pay the employer's share of the contribution as well as his/her own share for any other LWOP in excess of three consecutive months, such as: a. personal needs; b. care and nurturing of a preschool-aged child (beyond 52 weeks of birth/adoption); c. relocation of a spouse; or d. self-funded LWOP.

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Date Modified: 2016-07-27

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

NCM - ch. 4.1. Pension Benefits

Moved from AM ch. II.8.: 2015-09-16

For information regarding this policy, contact National Compensation Services, Human Resources Sector.

1. General
2. RCMP Superannuation Act
3. Canada Pension Plan
4. Pension Act Claims
5. RCMP Survivor Income Plan
6. Pension Benefits Division Act
7. Pension Diversion
8. Letter of Condolence

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1. General

1. 1. For information concerning RCMP pension and death benefits, visit the Your RCMP Pension and Benefits website or for direct assistance, contact the Government of Canada Pension Centre at 1-855-502-7090.

1. 2. For information concerning RCMP Group Life and Accidental Death and Dismemberment and Disability Insurance, visit the *RCMP Benefits Solutions* website. For direct assistance, contact the RCMP Insurance Administration Centre at 1-800-661-7595.

2. RCMP Superannuation Act

2. 1. General

2. 1. 1. The *RCMP Superannuation Act* (RCMPSA) applies to all members.

2. 1. 2. Effective 2003-09-01, the *RCMP Superannuation Regulations* were amended. The vesting period or the initial number of years of service in the RCMP to qualify for a pension was shortened: for RMs, from ten years to two years of service, and for CMs, from five

years to two years of service. Members who are discharged due to disability, on or after 2003-09-01, are considered vested after two years of pensionable service.

2. 1. 3. The basic formula for calculating a pension is: the number of years of pensionable service (to a maximum of 35) x 2 per cent x average annual salary for the best five consecutive years of pensionable service, reduced at age 65, or earlier if disabled, for coordination with Canada Pension Plan benefits.

2. 1. 4. An RM's entitlement to a pension is based on the number of years of service in the RCMP and the method of discharge.

2. 1. 5. A CM's entitlement to pension is based on age, the total years of pensionable service, the number of years of service in the RCMP, and the method of discharge.

2. 1. 6. Effective 2003-09-01, the *RCMP Superannuation Regulations* were amended to introduce the commuted value benefit.

2. 1. 7. Contributions for superannuation may only be made to a maximum of 35 years of pensionable service (including other recognized pensionable federal government service). A one per cent deduction for indexing will continue until date of discharge.

2. 2. Prior Pensionable Service

2. 2. 1. A serving member may elect at any time, to purchase eligible prior pensionable service, upon the approval of the Canada Revenue Agency.

2. 2. 2. An election to purchase prior service would increase pensionable service and could increase annual leave entitlements. See AM ch. 19.1.

2. 3. Supplementary Retirement Benefits

2. 3. 1. The *Supplementary Retirement Benefits Act* provides for pension indexation to help offset increases in the cost of living.

2. 4. Pension Benefits at Death

2. 4. 1. General

2. 4. 1. 1. In some provincial jurisdictions, it is unlawful to offer statutory-regulated financial counselling unless properly licensed.

2. 4. 1. 1. 1. A member cannot give a spouse or the next of kin of a deceased member/former member financial advice without being liable or making the RCMP liable for the quality of that advice.

2. 4. 1. 1. 2. A member may give facts or tell the person to obtain assistance from a financial consultant.

2. 4. 1. 2. Under the provisions of the RCMPSA, a survivor is a person who was married to a member at the time of his/her death or a person who was cohabiting in a relationship of a conjugal nature for at least one year immediately before the member died. Divorce ends a survivor's claim to a pension entitlement.

2. 4. 1. 3. Under the provisions of the RCMPSA, a child is the member's natural child, stepchild, or adopted child, under the age of 18 or between the ages of 18 and 25, enrolled in an accredited full-time educational program, which he/she has attended continuously since reaching age 18 or since the date of the member's death, whichever is later. The child must have been dependent upon the member for support at the time of the member's death.

2. 4. 1. 4. The survivor of a member who is subject to the provisions of the RCMPSA and whose death is duty-related, may be entitled to additional pension and death benefits under the *Pension Act*, the Canada/Quebec Pension Plan, and the RCMP Survivor Income Plan.

2. 4. 1. 5. If, in the opinion of Treasury Board Secretariat (TBS), the survivor was living apart from the member immediately before death, TBS determines whether that person is entitled to any benefits.

2. 4. 1. 6. A benefit for a child who is under 18 years of age is paid to the child's guardian.

2. 4. 1. 7. For other benefits related to the death of a member, see ch. 2.10., sec. 5.

2. 4. 2. Two or More Years of Pensionable Service

2. 4. 2. 1. Pursuant to the RCMPSA, if a member with two or more years of pensionable service dies, the survivor and children receive the following benefits:

2. 4. 2. 1. 1. for a survivor, an immediate allowance of half of what the member would have been entitled to; and

2. 4. 2. 1. 2. for each child, an immediate allowance equal to 1/5 of the spousal allowance, or if the child is an orphan, 2/5 of the survivor allowance.

2. 4. 2. 2. The total allowance cannot exceed 4/5 of the survivor allowance and in the case of an orphan, 8/5 of the survivor allowance.

2. 4. 2. 3. If there are more than four children entitled to an allowance, the Minister of Public Safety determines how the allowance is divided.

2. 4. 2. 4. Unless the member continued to be a contributor, or purchases a survivor benefit (see sec. 2.5.), an annual allowance is not paid to the following:

2. 4. 2. 4. 1. a spouse, if the member was married after age 60; or

2. 4. 2. 4. 2. a child who was born or adopted after the member reached age 60.

2. 4. 2. 5. If a member dies within one year of marriage and TBS determines that at the time of the marriage, the member was not expected to survive for at least one year, because of health reasons, an annual allowance is not paid.

2. 4. 3. Less Than Two Years of Pensionable Service

2. 4. 3. 1. If a member with less than two years of pensionable service dies, the survivor and children under 18 years of age are jointly entitled to receive the greater amount of:

2. 4. 3. 1. 1. a return of contributions, or

2. 4. 3. 1. 2. an amount equal to one month's pay for each year of pensionable service.

2. 4. 3. 2. The total amount payable is paid to the survivor, unless one of the following occurs:

2. 4. 3. 2. 1. If the children are 18 years of age or older and the survivor is dead or cannot be found, the total amount is paid in equal shares to each child.

2. 4. 3. 2. 2. If the children are under 18 years of age and are orphans, or do not live with the survivor, the Minister of Public Safety determines how the benefit is divided.

2. 4. 3. 2. 3. If a member dies without leaving a survivor or children, the amount is payable to the beneficiary named by the member under the RCMPSA. If a beneficiary was not named or does not survive the member, payment is made to the estate, or if less than $1,000, payment will be as the Minister of Public Safety directs.

2. 4. 4. Death of a Dependent of a Member Assigned to an Isolated Post

2. 4. 4. 1. For this section, the dependent of a member means his/her spouse and dependent child who has been residing with the member at an isolated post for more than three months.

2. 4. 4. 2. Upon the death of an eligible dependent, the member may be reimbursed:

2. 4. 4. 2. 1. the cost of preparation of the body for transportation, except the cost of the embalming;

2. 4. 4. 2. 2. the cost to acquire a suitable container for transportation of the body, if required by the carrier, except the cost of a casket; and

2. 4. 4. 2. 3. transportation expenses from the post to a place of burial in Canada, or the last place in Canada from which the body is to be transported to a place of burial outside of Canada.

2. 5. Marriage After 60

2. 5. 1. A former member receiving an annuity or an annual allowance, who marries after age 60, may elect to provide an optional survivor benefit to his/her spouse. For further information refer to the Your RCMP Pension and Benefits website.

3. Canada Pension Plan

3. 1. The Canada Pension Plan (CPP) is integrated with the RCMPSA.

3. 2. When a retired member reaches age 65, or becomes entitled to CPP disability benefits, RCMPSA benefits are reduced to reflect the integration with the CPP.

3. 3. The member's year of birth will determine which of six reduction factors will be used in the calculation of the CPP reduction to his/her RCMP pension. The following outlines the applicable reduction factors, based on the year of birth:

Year of Birth	1942 or earlier	1943	1944	1945	1946	1947 or later
CPP Reduction Factor	0.700%	0.685%	0.670%	0.655%	0.640%	0.625%

3. 4. This amendment will provide an increased RCMP pension benefit paid to plan members born after 1942. The RCMP pension benefit of members born after 1942 will still be reduced at age 65, or earlier if disabled, but the reduction will be smaller.

4. Pension Act Claims

4. 1. General

4. 1. 1. The *Pension Act* provides pension benefits for injury, illness, or death attributable to, or aggravated by, RCMP service for:

4. 1. 1. 1. members, former members, or the dependents of deceased members; and

4. 1. 1. 2. the payment of all post-discharge medical and hospital treatment at public expense.

NOTE: Payment for all post-discharge medical and hospital treatment is made by RCMP Health Services as determined by the *Veterans Health Care Regulations*.

4. 1. 2. Veterans Affairs Canada (VAC) has sole authority to determine whether the member's medical condition or death was attributable to, or aggravated by, service in the RCMP, and the extent to which the medical condition is pensionable.

4. 1. 2. 1. For information pertaining to *Pension Act* entitlements, visit the *Veterans Affairs Canada* website. From the main page, select Clients, then Veterans Services, and Disability Pension Program. For direct assistance, call 1-866-522-2122.

4. 1. 3. For locations of district pension advocates, visit the *Veterans Affairs Canada* website.

4. 2. Member

4. 2. 1. To submit a claim at the time of discharge, complete form 1733.

4. 2. 2. Ensure that reports or information relating to your medical condition are placed on file as follows: investigative reports on your service file, and reports describing how the situation occurred and the names of witnesses on your medical file.

4. 2. 3. Keep medical accounts, not previously paid for by other plans, incurred for the disability until you have received VAC's decision.

4. 2. 3. 1. If the claim is approved, you will be reimbursed for out-of-pocket expenses incurred on or after the date of entitlement, that were directly related to the pension condition.

4. 2. 4. If VAC requires that you report for a medical examination after discharge, you will be reimbursed for actual and reasonable expenses for transportation, accommodation, meals, and loss of earnings. Submit expenses to the divisional Health Services office.

4. 2. 5. Notify the divisional Health Services Officer (HSO) of any change of address to avoid delays in the processing of payments. Your records will be transferred to the administration office in your new province of residence.

4. 2. 6. Forward all medical accounts to the HSO for approval and to Regional Corporate Services for payment.

5. RCMP Survivor Income Plan

5. 1. General

5. 1. 1. For information pertaining to the Survivor Income Plan (SIP), refer to the Your RCMP Pension and Benefits website.

5. 2. Determination of Benefits

5. 2. 1. The SIP provides additional benefits to the eligible survivors of an active member whose death is duty-related. This is to ensure that the total benefits received from all statutory entitlements equals the net pay or net pension that the member would have received.

5. 2. 2. The determination of a duty-related death is based solely on the decision by VAC under the *Pension Act*.

5. 2. 3. The benefits are neither assignable nor subject to income tax.

5. 2. 4. Benefits under this plan are subject to the same conditions of eligibility as benefits under the *Pension Act*. See Sec. 32., RCMPSA.

5. 3. Calculation of Benefits

5. 3. 1. In calculating the SIP benefits, consideration is given to all the statutory entitlements, whether they are pension or allowance payments, that the survivor or child is receiving as a result of the member's death.

5. 3. 2. The total SIP benefits and any statutory entitlements will not exceed the net pay or net pension that the member would have received.

6. Pension Benefits Division Act

6. 1. General

6. 1. 1. A pension provided under the RCMPSA is subject to the *Pension Benefits Division Act* (PBDA).

6. 1. 2. The PBDA permits the division of a member's pension benefits between the two spouses when there is a breakdown in a marriage, or common-law relationship.

6. 2. Request for Estimate

6. 2. 1. An employee may request, at any time, an estimate of the division amount before making a formal application for a division of pension benefits. This step is optional.

6. 2. 1. 1. A former spouse is entitled to only one estimate request each year.

6. 2. 1. 2. Should circumstances warrant, an additional request will be considered if there has been a substantial change to one of the parameters used in the previous calculation.

6. 3. Application for Division of Benefits

6. 3. 1. An application for division of pension benefits may be submitted to the Government of Canada Pension Centre at any time by a member, a spouse, or former spouse. This application form can be found on the Your RCMP Pension and Benefits website, or for direct assistance, call 1-855-502-7090.

6. 3. 2. An applicant, in writing, may withdraw the application for division of pension benefits at any time before a payment being made.

6. 3. 3. Where an application for division of pension benefits has been rejected, a revised application may be submitted at any time.

6. 4. Pension Benefits Division

6. 4. 1. Once a division of pension benefits has taken place, the member's pension entitlement or benefit must be adjusted to reflect the portion of the benefit that has been paid out.

6. 4. 2. The reduction does not apply to any additional benefits payable to the member due to disability.

6. 4. 3. In no case will the reduction in the member's pension benefits for the period subject to division be greater than 50 per cent of the benefits the member would have received if there had not been a division.

6. 4. 4. A division of pension benefits payment has no effect on survivor benefits, unless the spouse is the survivor in favour of whom a division of pension benefits has taken place.

7. Pension Diversion

7. 1. The *Garnishment, Attachment and Pension Diversion Act* permits diversion of pensions payable under the RCMPSA, *RCMP Pension Continuation Act*, and other federal superannuation plans.

7. 2. Pension diversions are authorized only for reasons of family support/maintenance that are supported by an order from a court of competent jurisdiction.

7. 3. The maximum amount that may be diverted is determined by provincial legislation in the pensioner's province of residence.

7. 4. The Minister, PWGSC, has jurisdiction over applications for pension diversion.

7. 4. 1. By law, the Minister, PWGSC, must place in payment a completed application for a diversion by the first day of the fourth month following the month in which the application was completed.

7. 5. Anyone making an enquiry or submitting an application for pension diversion must communicate with the:

Minister, Public Works and Government Services Canada
ATTN: General Counsel, Legal Services
Public Works and Government Services Canada
Ottawa, ON K1A 0S5

7. 6. A member may not process enquiries and applications through RCMP channels.

7. 7. For advice about processing an application or if exceptional circumstances preclude an applicant from communicating with the Minister, PWGSC, the RCMP Specialized Division of PWGSC through the local division Compensation Section should be contacted.

8. Letter of Condolence

8. 1. All letters of condolence for serving and retired members will be personalized, and addressed to the spouse or common-law partner.

8. 1. 1. For a serving member, in the absence of a spouse or partner, the letter will be addressed to the deceased member's next of kin.

8. 2. These procedures do not preclude the CO or OC from expressing condolences by way of a separate letter.

8. 3. For a serving member, the letter will be prepared for the Commissioner's signature before the funeral. The division in which the member was serving will prepare the Commissioner's letter and forward it directly to the Delegated Manager for HR.

8. 4. For a retired member, the letter will be prepared by National Compensation Services (NCS) and signed by the DG, NCS.

8. 4. 1. For a retired member at the commissioned officer rank, once notified by NCS, Executive/Officer Development Resourcing (E/ODR) will prepare a condolence card for the Commissioner's signature.

References

Date Modified: 2015-09-16

Royal Canadian Mounted Police | Gendarmerie royale du Canada

Canada

OCCM - ch. 1. Operational Communications Centre Standard Operating Procedures

Moved from OM ch. 46.2. : 2019-01-29

For information regarding this policy, contact Operational Communications Centres National Support Services (OCCNSS), Contract and Indigenous Policing.

1. Policy
2. Definitions
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12. Roles and Responsibilities

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1. Policy

1. 1. Operational Communications Centre employees must acquaint themselves and comply with all acts, regulations, Commissioner's Standing Orders, and other directives required in the performance of their duties, as outlined in AM ch. I.3., Duties and Responsibilities, sec. D.1. They include, but are not limited to:

1. 1. 1. Treasury Board of Canada Secretariat, *Values and Ethics Code for the Public Sector*;

1. 1. 2. AM ch. XII.13., Public Service Employee Code of Conduct ;

1. 1. 3. OM ch. 38.2., Bias-Free Policing;

1. 1. 4. National Operational Communications Centre Standard Operating Procedures (SOPs) and/or divisional OCC SOPs; and

1. 1. 5. unit supplements, departmental directives, divisional Operational Communications Centre policies, and national OM OCC policies.

2. Definitions

2. 1. **Call for Assistance** means all categories of calls for assistance, e.g. administrative calls, information requests, external news media enquiries, Calls for Service.

2. 2. **Call for Service** means an emergency, or non-emergency request for police action. The type of police action required can vary from immediate police presence and assistance, to requests that do not require police attendance, but may require future police follow-up. Call for Service is synonymous with complaint.

2. 3. **Call type** means a key word or words that best capture the activity related to a Call for Service, e.g. assault, theft, incomplete 911. Call types are based on the analysis and determination of information obtained by the OCC employee receiving the call. Call type information and the action required by an OCC employee are outlined in the National OCC SOPs. Call types are defined further in CAD as a code or abbreviation of the call type, and is synonymous with occurrence type, complaint type, crime type, dispatch type, and incident type, as system variances will dictate the terminology and codes available.

2. 4. **Computer Aided Dispatch (CAD)** means the primary OCC system used for occurrence recording, dispatching, assigning field units, status keeping, system queries, and sending and receiving operational information. The national CAD system used by the RCMP is Computer Integrated Information and Dispatch System (CIIDS).

2. 4. 1. "H" Division Halifax Co. Detachment use Versadex CAD and "E" Division uses PRIME BC-CAD.

2. 5. **Member** means any person who has been appointed as an officer or other member of the RCMP, in accordance with sec. 5., para. 6.(3)(a), or 7.(1)(a) of the *RCMP Act*.

2. 6. **Mobile Work Station (MWS)** means the mobile laptop computer used by operational members, which is interfaced with CAD and the RCMP Police Reporting and Occurrence System (PROS) or PRIME-BC, in "E" Division. A MWS is also referred to as a Mobile Data Terminal (MDT).

2. 7. **Occurrence** means an electronic documented record (CAD or paper) associated to a Call for Service. Occurrence is synonymous with other CAD terms such as event, incident, file, report, and record.

2. 8. **Operational Communications Centre (OCC)** means a 24-hours-a-day communications facility that provides operational support services to front-line members, assistance to the public in response to all categories of Calls for Assistance, and assistance to participating detachments and/or units within a communication area.

2. 9. **OCC Employee** means a telecommunications operator trainee or trained telecommunications operator employed in an OCC as a call taker, dispatcher, radio operator, data terminal operator, supervisor, manager, or any combination of roles which provide RCMP support services.

2. 10. **Operational Communications Centre National Support Services (OCCNSS)** means the national policy and support centre for all OCCs and Administrative Communication Centres providing RCMP support services.

2. 11. **OCC Standard Operating Procedures (SOPs)** means the OCC operational directives used to provide guidance to OCC employees on methods and steps to follow, in accordance with the policies, laws, regulations, and rules related to Calls for Service. National OCC SOPs form the core service standard for federal, provincial, territorial, municipal, and any other OCCs serving the RCMP, and may be customized to meet specific divisional/OCC policing requirements.

2. 12. **Police of Jurisdiction (POJ)** means the law enforcement agency or department responsible for the regulation and control of enforcing laws, and the prevention of crime for a community or geographical area.

2. 13. **Status Keeping** means the monitoring and tracking of field units, by recording the unit's location, status, and associated timer, and conducting ongoing task risk analysis to contribute to officer safety.

3. General

3. 1. OCC roles and services may vary based on demographics, geographical location, and government reporting structure.

3. 2. OCC employees are responsible for providing service to the RCMP and RCMP clients in a manner consistent with:

3. 2. 1. RCMP Mission, Vision, and Values;

3. 2. 2. AM ch. II.6., Official Languages and the linguistic identification of the OCC employee's position;

3. 2. 2. 1. divisional operational policy and procedures will provide further direction on radio language designations, when there is a requirement for service in both official languages over a RCMP radio channel or network;

3. 2. 3. the directives outlined in this chapter;

3. 2. 4. OCC Professional Telephone Techniques SOP; and

3. 2. 5. Primary Public Safety Answering Points 911 policies and procedures, found in divisional or unit supplements, where applicable.

3. 3. National OCC Standard Operating Procedures (SOPs) have been developed and implemented to mitigate risk to officer and public safety, and to provide consistency in service delivery for all OCCs serving the RCMP.

3. 3. 1. National OCC SOPs are:

3. 3. 1. 1. published and accessible from the OCC - National Support Services website; and

3. 3. 1. 2. managed by Contract and Aboriginal Policing, Operational Support Service Centre, Operational Communications Centre National Support Services (OCCNSS):

73 Leikin Dr., Mailstop #8
Ottawa, ON K1V 0R2
GroupWise: OCC-POLICY_CENTRE_POLITIQUES-STO

3. 3. 1. 2. 1. To request the creation, revision, or cancellation of a national OCC SOP, OCC Commanders/Program Managers or their delegate will submit Form 6060, Standard Operating Procedures (SOP) Service Request for Operational Communications Centres (OCC) by e-mail to OCC-POLICY_CENTRE_POLITIQUES-STO.

3. 3. 2. National OCC SOPs may be customized to meet local or divisional practices, in accordance with national and divisional operational policies and procedures.

3. 3. 2. 1. Divisional OCC SOPs must be published and accessible to all applicable OCC employees, and provided, upon request, to any RCMP employee.

3. 3. 2. 2. Divisional OCC SOPs that contradict a national SOP must be forwarded for approval to the divisional Cr. Ops. Officer, with supporting rationale.

3. 3. 2. 3. In the absence of a divisional OCC SOP, national OCC SOPs will provide the service standard.

3. 4. The National Telecommunications Operator Training Program supports the roles, responsibilities, and tasks associated to the procedures outlined in this chapter, as well as those contained in the National Telecommunications Operator Core Training and the National OCC Field Coaching Program.

3. 4. 1. For more information on related training, email: OCC-POLICY_CENTRE_POLITIQUES-STO.

4. Calls for Assistance

4. 1. OCC employees will:

4. 1. 1. take the appropriate action required for the Call for Assistance category, i.e. administrative, information request, news/media inquiry, complaint, including:

4. 1. 1. 1. providing information, procedures, resources, and/or contact information, if available;

4. 1. 1. 2. making appropriate referrals to internal or external agencies or partners that can provide the services required;

4. 1. 1. 3. transferring the client to the appropriate internal or external agencies or partners that can provide the appropriate services required;

4. 1. 1. 4. referring to divisional, unit, and detachment policies and/or SOPs; and/or

4. 1. 1. 5. handling media inquiries as outlined in OM ch. 27.3., Media Inquiries; and

4. 1. 2. handle the call in a manner consistent with a Call for Service when it is determined that it requires a police response or police involvement, or it is not known whether a police response is required. See sec. 5.

5. Calls for Service

5. 1. OCC employees will:

5. 1. 1. handle all Calls for Service in a manner consistent with RCMP policy and National OCC SOPs;

5. 1. 2. record information accurately and concisely in an occurrence, in accordance with IM App. III-1-2, Acceptable User Practices For RCMP Information Technology and applicable CAD policy;

5. 1. 3. ask the required questions and take the appropriate action, as outlined in the National OCC Complaint Taking SOP, the National OCC Dispatching Complaints SOP, the applicable call type as listed in the National OCC SOP, and/or the divisional OCC SOPs;

5. 1. 3. 1. refer to the National OCC Language Line SOP when a barrier to communication exists due to a different language spoken;

5. 1. 3. 2. refer to the National OCC Telecommunications Typewriter (TTY) SOP when a barrier to communication exists due to a hearing or speech impairment;

5. 1. 4. obtain all available information required to safely dispatch the appropriate police response;

5. 1. 5. determine and assign a call type consistent with the Call for Service, and the most applicable CAD call type code or dispatch code available; and

5. 1. 6. notify and record any support services required or requested on the occurrence, or occurrence attachment, in accordance with:

5. 1. 6. 1. divisional CAD policy or unit supplements,

5. 1. 6. 2. applicable OM Part 33, Operational Support Services policies, and

5. 1. 6. 3. applicable National OCC SOPs call type.

6. Calls for Service Priority Standards

6. 1. OCC employees will determine and assign a priority level to all occurrences in a manner consistent with:

6. 1. 1. National OCC Priority Standards SOP;

6. 1. 2. divisional OCC SOPs;

6. 1. 3. the assigned CAD call type or dispatch code; and

6. 1. 4. the OCC employee's risk analysis to public and police safety, noting that:

6. 1. 4. 1. an act or threat of violence, or the perceived potential for violence against persons takes priority over damage to, or the threat or potential for damage to property;

6. 1. 4. 2. an occurrence in progress or recently committed, i.e. just occurred, takes priority over an occurrence which occurred in the past, is cold, or is routine; and

6. 1. 4. 3. the priority attributed to an occurrence must be assessed regularly, taking into account any changes to the specific circumstances.

7. Duplicate Calls for Service

7. 1. When multiple calls are received suggesting a Call for Service is a duplicate, i.e. the same incident has already been reported, the OCC employee will:

7. 1. 1. confirm the information provided by the client relates to a Call for Service that has already been reported by confirming the location and nature of the Call for Service is the same;

7. 1. 2. if the nature and location of the Call for Service is the same but occurred at a different date and/or time, record a new occurrence;

7. 1. 3. Record any new information provided by the client and client's particulars, e.g. contact information, status, role, on the occurrence or alternate occurrence attachment, in accordance with unit supplements and divisional CAD policy, if an active occurrence record exists, and

7. 1. 4. advise the client of the service response initiated, e.g. police will make a patrol, if known at the time of initial contact, as outlined in the National OCC Professional Telephone Techniques SOP.

8. Calls for Service for Another Canadian Police of Jurisdiction

8. 1. If a Call for Service is determined to be outside the OCCs area of responsibility, but within Canada, the OCC employee will:

8. 1. 1. determine the Police of Jurisdiction (POJ);

8. 1. 2. provide service consistent with National OCC Complaints Originating in Other Jurisdictions SOP;

8. 1. 3. transfer emergency Calls for Service to the appropriate POJ agency telephone line;

8. 1. 4. ensure that transferred calls are introduced and identified by the OCC employee and relevant information is provided; and

8. 1. 5. if a call for service relates to a missing person, see divisional and unit supplements, and OM ch. 37.3., Missing Persons.

8. 2. If an OCC has an arrangement, i.e. Memorandum of Understanding, with an external agency to respond to Calls for Service and/or provide dispatching services, OCC services will be provided in a manner that is consistent with the agreement. See AM ch. VIII.3., RCMP Agreements.

8. 2. 1. Refer to the applicable unit supplement for generating and dispatching occurrences for Calls for Service for external partners.

9. Calls for Service for Foreign Police of Jurisdiction

9. 1. If a Call for Service is determined to be for a POJ outside of Canada, the OCC employee will:

9. 1. 1. provide all relevant information to an assigned OCC RM or an assigned detachment member, to initiate contact with Interpol Ottawa. See OM ch. II.4., Information Sources, sec. L., Interpol; and

9. 1. 2. refer to divisional OCC unit supplements for directives on creating and assigning a CAD occurrence for Calls for Service for foreign POJ assistance.

9. 1. 2. 1. If an OCC does not have a RM resource assigned, the OCC employee will be responsible for determining the POJ for the complainant's location and recording the information accurately and concisely in an occurrence for the complainant's POJ. See sec. 5.

9. 2. If a Call for Service is determined to be for a POJ in the United States, and it is determined that Interpol is not required, the OCC employee or OCC RM may be required to contact:

9. 2. 1. the International Border Enforcement Team, if applicable, in accordance with OM ch. 10.3., Integrated Border Enforcement Teams; or

9. 2. 2. local Border Security, if applicable, and in accordance with divisional or unit policy.

9. 2. 2. 1. For more information on RCMP responsibilities for the enforcement and investigation of customs and excise violations, e.g. smuggling, unlawful distribution of tobacco, see OM ch. 8., General.

10. Calls for Service for Unknown Police of Jurisdiction

10. 1. If a Call for Service stems from information garnered from an Internet or social media source, and the location for service cannot be determined to provide the appropriate POJ, the OCC employee will:

10. 1. 1. determine the POJ for the complainant's location, where the source of information can be retrieved; and

10. 1. 2. record the information accurately and concisely in an occurrence for the complainant's POJ, as outlined in sec. 5.

10. 1. 2. 1. If a complainant's POJ is outside the OCC's area of responsibility, see:

10. 1. 2. 1. 1. sec. 8., Calls for Service for Another Canadian Police of Jurisdiction, or

10. 1. 2. 1. 2. sec. 9., Calls for Service for Foreign Police of Jurisdiction.

10. 2. If a Call for Service relates to an Internet-based source involving child pornography, child luring, voyeuristic recording of children, or child sex tourism - travelling sex offender, the OCC employee will provide service as outlined in the National OCC Child Pornography SOP.

11. Dispatching Calls for Service and Radio Communications

11. 1. When dispatching and using the radio system, OCC employees will:

11. 1. 1. obtain, record, provide, and dispatch information to and from field units, when practicable, using standard radio language and broadcasting procedures, in accordance with:

11. 1. 1. 1. *Radiocommunication Regulations* and *Radiocommunications Act*;

11. 1. 1. 2. the National OCC Radio Communications SOP;

11. 1. 1. 3. the National OCC Reading Back Queries SOP;

11. 1. 1. 4. the National OCC Be On Look Out (BOLO) SOP;

11. 1. 1. 5. IM ch. II.2., Radio Communications;

11. 1. 1. 6. National Ten Code Signals (10-01 to 10-59) and Divisional Ten-code signals (10-60 and up);

11. 1. 1. 7. the National OCC Dispatching Complaints SOP;

11. 1. 1. 8. OM ch. 16.10., Immediate Action Rapid Deployment, when applicable;

11. 1. 1. 9. OM ch. 16.11., School Action for Emergencies (SAFE) Plan, when applicable;

11. 1. 1. 10. OM ch. 16.9., Backup sec. 3.3., Dispatcher;

11. 1. 1. 11. OM ch. 16.12., Operational Response;

11. 1. 1. 12. the National OCC Officer in Trouble (10-33) SOP;

11. 1. 1. 13. the National OCC Roadside Check – Traffic Check SOP;

11. 1. 1. 14. OM ch. 5.4., Emergency Vehicle Operations (Pursuits) and the National OCC Emergency Vehicle Operations (Pursuits) SOP;

11. 1. 1. 15. applicable call type, as listed in the National OCC SOP list and/or divisional SOPs/unit supplements;

11. 1. 1. 16. divisional field unit identifiers, including alpha and numerical identifiers; and

11. 1. 1. 17. Industry Canada General Radiotelephone Operating Procedures, where applicable, and in accordance with RCMP policies;

11. 1. 2. prioritize tasks and Calls for Service for dispatch, as outlined in sec. 6.

11. 1. 3. electronically dispatch occurrences using CAD, to applicable field unit(s) that have access to an operational MWS/MDT; and

11. 1. 4. perform status keeping for field units, for a set area of responsibility, as outlined in:

11. 1. 4. 1. OCCM ch. 3., Dispatch Status Checks;

11. 1. 4. 2. OM ch. 16., General;

11. 1. 4. 3. OM ch. 16.6., All-Terrain Vehicles, Utility-Terrain Vehicles, and Snowmobiles sec. 2., Roles and Responsibilities;

11. 1. 4. 4. OM ch. 16.8., Water Transport sec. 3., Training/Certification;

11. 1. 4. 5. the National OCC Air Services SOP; and

11. 1. 4. 6. unit supplements.

12. Roles and Responsibilities

12. 1. Operational Communications Centre National Support Services

12. 1. 1. OCCNSS is responsible for:

12. 1. 1. 1. coordinating, developing, approving, and publishing National OCC SOPs;

12. 1. 1. 2. reviewing and updating National OCC SOPs, when required;

12. 1. 1. 3. vetting National OCC SOPs, as necessary, if the SOP is to be shared with an external audience;

12. 1. 1. 4. confirming processes are in place to review, research, analyze, and make decisions on any suggested changes, modifications, or enhancements to National OCC SOPs;

12. 1. 1. 5. confirming any revisions made to National OCC SOPs are consistent with current RCMP policy directives, laws, regulations, and legislation;

12. 1. 1. 6. approving National OCC SOPs submissions for revisions, additions, or deletions;

12. 1. 1. 7. ensuring all National OCC SOPs are accessible to OCC Commanders or designates, through the OCCNSS website or through alternate methods; and

12. 1. 1. 8. reviewing and documenting divisional and unit OCC SOPs submitted, when in contradiction of a National OCC SOP.

12. 2. Cr. Ops. Officer/District Officer/OIC Autonomous Detachment

12. 2. 1. Cr. Ops. Officer/District Officer/OIC Autonomous Detachment/designate is responsible for:

12. 2. 1. 1. monitoring the OCC operation and compliance through the OCC Program Manager and Commander, and through OCC site visits;

12. 2. 1. 2. communicating issues and challenges relating to services impacting the OCC with the OCC Program Manager and Commander; and

12. 2. 1. 3. reviewing and approving divisional and unit OCC SOPs if they are in contradiction of a National OCC SOP.

12. 3. OCC Program Manager/Commander

12. 3. 1. The OCC Program Manager/Commander or designate is responsible for:

12. 3. 1. 1. confirming all OCC employees under his/her direction are aware of and compliant with this chapter;

12. 3. 1. 2. ensuring training is provided to OCC employees in support of their OCC role;

12. 3. 1. 3. confirming national and divisional OCC SOPs are accessible to OCC employees;

12. 3. 1. 4. confirming unit OCC SOPs have been developed and customized to meet practices unique to a division or OCC, in accordance with national operational policies and procedures;

12. 3. 1. 5. forwarding a divisional or unit OCC SOP to the Divisional Cr. Ops. Officer for approval, if in contradiction of a National OCC SOP;

12. 3. 1. 5. 1. upon Cr. Ops. Officer approval, the divisional or unit OCC SOP will be forwarded by the OCC Commander/designate for documentation, to: OCC-POLICY_CENTRE_POLITIQUES-STO;

12. 3. 1. 6. confirming unit SOPs and policies are current and accessible to all OCC employees;

12. 3. 1. 7. confirming unit SOPs and policies are reviewed regularly and updated when required;

12. 3. 1. 8. submitting a briefing note to OCCNSS when an OCC's service to its clients is disrupted, as outlined in the National OCC Business Continuity Planning SOP; and

12. 3. 1. 9. communicating issues and challenges impacting the OCC or OCC activities, which may in turn impact the RCMP organization, to the applicable OCC Program Manager, Cr. Ops. Officer, District Officer, or OIC Autonomous Detachment.

12. 4. OCC Supervisor

12. 4. 1. The OCC Supervisor or designate is responsible for:

12. 4. 1. 1. confirming all OCC employees under his/her direction are aware and compliant with this chapter;

12. 4. 1. 2. overseeing and monitoring all operational activities of OCC employee subordinates while on duty, under the direction of the OCC Commander;

12. 4. 1. 3. providing guidance, support, and assistance to OCC employee subordinates in the performance of their duties;

12. 4. 1. 4. closely monitoring Calls for Service responses with potential high risk to officer safety, and assume OCC responsibilities and control as, and when required; and

12. 4. 1. 5. contacting support services, as required or requested, for Calls for Service responses that have a potential high risk to officer safety.

References

- OM ch. 1.3., Criminal Code Investigations
- OM App. 47-2-1, Definitions

Date Modified: 2019-01-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OCCM - ch. 2. Address of Interest

Moved from OMR ch. 46.3. : 2019-01-29

For information regarding this policy, contact Operational Communications Centres National Support Services (OCCNSS), Contract and Indigenous Policing.

1. Policy
2. General
3. Investigator
4. Supervisor
5. Computer-Aided Dispatch System Coordinator

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1. Policy

1. 1. An Address of Interest/Hazard Request (AOI/HR) must be entered into a computer-aided dispatch (CAD) system.

1. 2. The use and maintenance of the CAD system must be in accordance with these directives.

1. 3. The security designation of the CAD system allows it to process unclassified, Protected A and Protected B information. The AOI/HR information is dispatched by the most expedient method.

1. 4. Messages classified Protected B or higher will be sent only over secure transmission facilities (cryptosystems). See also AM ch. XI.5., Communications Security and IM ch. II.2., Radio Communications.

2. General

2. 1. **Address of Interest** means a location or address where occupants may pose a threat to members responding to a call for service or where a person under imminent threat is known to reside.

2. 2. The Operational Communications Centre Manager will comply with the directives outlined in this chapter.

2. 3. Upon receipt of an approved AOI/HR Form 6035, CAD Address of Interest / Hazard Report Input Form, the CAD System Coordinator will enter all details recorded on the form.

3. Investigator

3. 1. Ensure the AOI/HR Form 6035 "Add" request is the result of an active police occurrence maintained in PROS or PRIME while the AOI/HR is on the CAD system.

3. 2. Ensure all applicable information is entered on Form 6035.

3. 3. Ensure the additional details section is completed to further describe the caution.

3. 4. Assign a diary date of six months or less to the AOI/HR.

3. 5. Ensure a copy of the completed Form 6035 is maintained with the occurrence.

3. 6. Review the AOI/HR information before the expiry of the initial diary date to ensure the entry remains warranted and accurate.

3. 6. 1. If the entry remains warranted and meets the criterion outlined in sec. 3.1., ensure a supervisor signs the extension of diary date request. Repeat this process until the AOI/HR is removed.

3. 6. 2. If the AOI/HR entry is no longer warranted, inform the CAD System Coordinator by completing Form 6035.

3. 7. Ensure a copy of the AOI/HR Form 6035 removal request is maintained with the occurrence.

4. Supervisor

4. 1. Ensure the AOI/HR information is at the appropriate level of security.

4. 2. Review the AOI/HR request to ensure it is complete.

4. 3. Approve the AOI/HR entry.

4. 4. Sign the extension of diary date request, as outlined in sec. 3.6.1.

5. Computer-Aided Dispatch System Coordinator

5. 1. Enter the AOI/HR data from Form 6035 into the CAD system.

5. 2. Once the signed request for removal is received, remove the AOI/HR data from the CAD system.

5. 3. When the AOI/HR has been removed, sign and date the form and return it to the investigator.

References

Date Modified: 2019-01-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

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OCCM - ch. 3. Dispatch Status Checks

Moved from OMR 46.4. : 2019-01-29

For information regarding this policy, contact Operational Communications Centre National Support Services (OCCNSS), Contract and Indigenous Policing.

1. General
2. Status Timer Limits
3. Status Keeping
4. Computer-Aided Dispatch

---

1. General

1. 1. All RCMP Operational Communications Centres (OCC), or other centres providing dispatch services to the RCMP, will perform status checks as outlined in this directive.

2. Status Timer Limits

2. 1. Maximum allowable timers for status checks for the following Ten Code Signals (see IM App. II-2-1, Ten Code Signals) are:

2. 1. 1. 10-8 - In Service: 99 minutes,

2. 1. 2. 10-11 - Roadside Check/Traffic Stop: 5 minutes,

2. 1. 3. 10-19 - In Contact (vehicle not present for Roadside Check): 5 minutes,

2. 1. 4. 10-17 (En route): 30 minutes, and

2. 1. 5. 10-23 - Arrived at Scene: 15 minutes.

2. 2. A shorter status timer limit will be determined by:

2. 2. 1. the responsible OCC operator,

2. 2. 2. the applicable Call Type and Standard Operating Procedure;

2. 2. 3. the Priority Level;

2. 2. 4. the Computer-Aided Dispatch (CAD) default settings;

2. 2. 5. a member's request; and/or

2. 2. 6. the divisional Cr. Ops. Officer's directives.

2. 3. An OCC manager may decide to have his/her OCC perform status checks more frequently.

2. 4. Status timers will not be extended beyond the maximum timer limit without written consent of the divisional Cr. Ops. Officer/delegate.

3. Status Keeping

3. 1. When an operational member and his/her OCC have not established contact when a status timer expires, the OCC operator will initiate radio communication with the member/patrol unit in question.

3. 2. If contact is not established after the OCC operator's primary radio communication attempt, a second radio communication will be attempted by the OCC operator to the member/patrol unit in question. An OCC operator's radio communication will include:

3. 2. 1. the complete OCC call sign;

3. 2. 2. the complete patrol unit identifier; and

3. 2. 3. the associated member's rank and surname.

3. 3. If contact cannot be established within the first 30 seconds of the status timer expiring, the OCC operator will immediately dispatch back-up units to the member's last known location.

3. 3. 1. The OCC operator will advise all back-up members, or the applicable on-call back-up member, of the details of the patrol unit/member's last known status, location and attempted contact results.

3. 3. 2. If available, the OCC operator will provide the Global Positioning Satellite (GPS) coordinates or associated location identifiers, to the responding back-up members.

3. 4. When contact cannot be established, in response to a status timer expiry, the OCC operator will immediately notify:

3. 4. 1. an OCC Supervisor/delegate; and

3. 4. 2. the member's Watch Commander; or

3. 4. 3. the detachment NCO; or

3. 4. 4. the detachment delegate.

3. 5. The OCC operator will continue to attempt to make contact with the member until communication is established and/or back-up arrives, confirming the situation is under control, or it is determined that assistance is not required.

3. 6. The OCC operator will also attempt to contact the member using alternate communication methods which include:

3. 6. 1. telephoning any associated wireless devices associated to the member/patrol unit;

3. 6. 2. telephoning a premise phone number associated to the member's last known location; and

3. 6. 3. sending an electronic message to the associated mobile workstation, if applicable.

3. 7. Once communication has been established with the member/patrol unit, the OCC operator will:

3. 7. 1. confirm the member's safety; and

3. 7. 2. reset and extend the member's status timer in accordance with the analysis of the Call Type, Priority Level and member's threat assessment, up to a maximum of 99 minutes.

4. Computer-Aided Dispatch

4. 1. General

4. 1. 1. OCC managers will confirm all OCC personnel comply with the maximum status timer limits for their CAD system, as outlined in sec. 2.

4. 2. CAD Outages

4. 2. 1. When OCCs are unable to use CAD for dispatch status checks, the OCC manager will indicate the method his/her OCC will use to comply with this directive, e.g. portable timing device and radio log forms.

References

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OCCM - ch. 4. Use of Personal Wireless Electronic Devices at a Workstation

Moved from OM ch. 46.5.: 2019-01-29

For information regarding this policy, contact Operational Communications Centre National Support Services, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. Roles and Responsibilities

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1. Policy

1. 1. All Operational Communications Centre (OCC) employees will comply with this policy.

1. 2. All OCC employees and visitors are prohibited from using a Personal Wireless Electronic Device (PWED) when at a workstation in an OCC work environment.

1. 2. 1. During an OCC employee's shift, he/she may use his/her PWED during break periods, away from the OCC workstation.

1. 3. OCC employees will direct any person entering an OCC to refrain from using a non-RCMP approved PWED while at a workstation in OCC.

1. 4. OCC employees and visitors will be denied access to the OCC if they fail to comply with this policy.

2. Definitions

2. 1. For the purposes of this chapter, the following definitions apply:

2. 1. 1. **Personal Wireless Electronic Devices (PWED)** means any device that is not RCMP issued or approved that can receive, process, store, or transmit information or data,

and/or images electronically. This includes devices that can be connected to the Internet/Intranet or any other communications network. PWED devices include, but are not limited to:

2. 1. 1. 1. wireless/mobile telephones, smart phones, and associated wireless equipment;

2. 1. 1. 2. laptop computers and tablets;

2. 1. 1. 3. personal digital assistants;

2. 1. 1. 4. digital/standard 35mm cameras;

2. 1. 1. 5. portable game consoles/handheld devices;

2. 1. 1. 6. e-books;

2. 1. 1. 7. transistor radios;

2. 1. 1. 8. USB flash drives; and

2. 1. 1. 9. audio and video recorders/players.

2. 2. **Operational Communications Centre (OCC)** means a 24/7 communications centre providing telecommunications operational support services to the RCMP for the provision of public and officer safety.

3. Roles and Responsibilities

3. 1. Operational Communications Centre National Support Services (OCC NSS) Personnel

3. 1. 1. The OCC NSS personnel is responsible for coordinating, developing, updating, and publishing the national OCC PWED policy.

3. 2. Cr. Ops. Officer or District Officer

3. 2. 1. The Cr. Ops. Officer or District Officer, or delegate, will be responsible for:

3. 2. 1. 1. ensuring divisional policy is consistent with the national PWED policy; and

3. 2. 1. 2. monitoring the OCC operations and compliance through the OCC Manager/Program Manager and through OCC site visits.

3. 3. OCC Program Manager or OCC Commander/Manager

3. 3. 1. The OCC Program Manager or OCC Commander/Manager, or delegate, will be responsible for:

3. 3. 1. 1. confirming that all OCC employees under his/her direction, are aware and compliant with this policy;

3. 3. 1. 2. confirming the national OCC PWED policy is accessible to OCC employees;

3. 3. 1. 3. confirming divisional and OCC PWED policies are in accordance with the national PWED policy; and

3. 3. 1. 4. ensuring that bilingual signage is posted at all entrances to the OCC, advising that all employees and visitors must turn off PWEDs while in the OCC.

3. 4. OCC Shift Supervisor/Team Leader

3. 4. 1. The on-duty OCC Shift Supervisor/Team Leader, or delegate, will be responsible for:

3. 4. 1. 1. confirming that OCC employees, under his/her supervision, are aware and compliant with this policy; and

3. 4. 1. 2. immediately addressing any issues of non-compliance with the OCC employee or visitor.

3. 5. Telecommunications Operator

3. 5. 1. The on-duty telecommunications operator will be responsible for ensuring he/she complies with this policy.

References

- AM ch. XI.1., Organizational and Administrative Security
- Departmental Security Branch - IT Security and RCMP Classified Environment Acceptable User Practices for RCMP Information Technology
- Departmental Security Branch - Posters: Security Awareness (Signage)

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OCCM - ch. 5. Telecommunications Operator Core Training

Moved from CMM ch. 9.: 2019-01-29

For information regarding this policy, contact Operational Communications Centre National Support Services, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Deferral of Core Training
6. Suspension from Core Training
7. Dismissal from Core Training
8. Challenge for Core Training Credit
9. Revision to Core Training

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1. Policy

1. 1. Effective 2014-01-01, new employees hired to perform Telecommunications Operator duties in an Operational Communications Centre (OCC) will be required to successfully complete the National Telecommunications Operator Core Training.

1. 1. 1. The OCC Commander may exempt new employees who are considered qualified emergency service communication centre operators, from completing the Telecommunications Operator Core Training.

1. 1. 1. 1. The OCC Commander may require that the new employee:

1. 1. 1. 1. 1. challenge the Core Training for credit, as outlined in sec. 8. of this directive.

1. 1. 1. 1. 2. complete specific Core Training modules and assessments.

1. 2. Current RCMP employee, e.g. RM, CM, PSE who is applying for a promotion or lateral transfer to a Telecommunications Operator position, Job Code 000643, who has not previously performed the roles and responsibilities associated to an OCC, will be required to:

1. 2. 1. successfully complete the National Telecommunications Operator Core Training; or

1. 2. 2. successfully challenge the Telecommunications Operator Core Training for credit, as outlined in sec. 8., Challenge for Core Training Credit; and

1. 2. 3. demonstrate that he/she meets the minimum or exceeds the competency levels for the Telecommunications Operator Competency Profile associated with the applicable OCC role.

1. 3. A current RCMP Telecommunications Operators working in an OCC before 2014-01-01, is not required to complete the National Telecommunications Operator Core Training.

EXCEPTION: an employee's OCC Commander, based on a current performance assessment, determines that the employee has not demonstrated the minimum required competency level.

1. 4. RCMP employees who successfully complete the Core Training, or successfully challenge the Core Training for credit, will receive HRMIS code 000869 accreditation for the National Telecommunications Operator Core Training.

2. Definitions

2. 1. **Divisional OCC Training Coordinator** means an employee who directs and oversees divisional OCC training, and personnel in training status.

2. 2. **Telecommunications Operator Training Program** means all three components of the telecommunications Operator training, pre-course material, Core Training and Field Coaching. Upon successful completion of all three components, a Telecommunications Operator trainee is considered to have met the minimum level for the organizational and functional competencies of an RCMP Telecommunications Operator.

2. 3. **OCC Commander** means an employee who oversees operations and Telecommunications Operators in an OCC.

2. 4. **OCC Program Manager** means an employee who oversees OCC operations and personnel in a division.

2. 5. **OCC Team/Shift Supervisor** means an employee who performs Telecommunications Operator duties and supervises a team or watch of Telecommunications Operators in an OCC.

2. 6. **OCC Training Coordinator/Supervisor** means an employee who performs Telecommunications Operator duties and coordinates and supports training activities for Telecommunications Operators and Telecommunications Operator trainees, on a full-time or temporary basis, as assigned by the OCC Commander/delegate for a specific OCC.

2. 7. **Operational Communications Centre** means a 24/7 federal, provincial, territorial, municipal, or regional communications centre that provides RCMP operational support services in response to calls for service.

2. 8. **Pre-course material** means the learning activities completed to support participation in the Telecommunications Operator Core Training. The pre-course material is delivered without direct supervision and includes directed reading, online courses, exercises, job-shadowing, and job aid review, as outlined in the Core Training Course Training Standard (CTS).

2. 9. **Telecommunications Operator** means an employee who performs Telecommunications Operator duties and is trained in the roles and responsibilities of a call taker, dispatcher, radio operator, data terminal operator, or any combination of these functions in an RCMP OCC.

2. 10. **Telecommunications Operator Core Training**means the Core Training course that teaches basic skills and knowledge required to professionally, effectively, and safely perform the duties of call-taking, dispatching, and RCMP operational support services.

2. 11. **Telecommunications Operator Field Coaching Program** means the subsequent developmental training following the successful completion of the Telecommunications Operator Core Training. See OCCM ch. 6., Telecommunications Operator Field Coaching Program.

2. 12. **Telecommunications Operator trainee** means an employee who is participating in the National Telecommunications Operator Training Program.

3. General

3. 1. Telecommunications Operators providing RCMP operational support services in an OCC will be provided with the training required to effectively carry out their duties.

3. 2. All candidates considered for the Telecommunications Operator Core Training course will have:

3. 2. 1. successfully met the recruiting, and selection criteria, and basic qualifications, as outlined in the applicable category of employee Telecommunications Operator hiring directives; and

3. 2. 2. been identified, through their respective OCC Commander, and recommended for training.

3. 3. Telecommunications Operators hired at the municipal/regional level to provide RCMP operational support services will:

3. 3. 1. comply with the applicable municipal/regional training standards; and

NOTE: The Telecommunications Operator Core Training will be shared with municipal/regional OCCs that provide RCMP operational support services within divisions, to support consistent training and service delivery.

3. 3. 2. be provided with the opportunity to participate in the Telecommunications Operator Core Training, in accordance with LTDM ch. 4.3., Assistance to Outside Agencies.

3. 4. The Telecommunications Operator Core Training provides trainees with both theoretical and practical application of skills and knowledge through experiential learning. It includes classroom lectures, activities, simulation-based training, and system training.

3. 4. 1. The Core Training will be delivered by an OCC-approved facilitator/instructor, in accordance with the Course Training Standard Facilitator criteria.

3. 4. 2. The Core Training will be delivered over a 31-day period. This time frame is based on an 8 hour training day, equivalent to 201.5 training hours, with 6.5 hours of instruction per day, as outlined in the CTS.

3. 5. The delivery of the Core Training may be segmented, e.g. pre-course, call-taking, and dispatching components may be divided, in accordance with the CTS.

3. 5. 1. Core Training components may be included in delivery in the Telecommunications Operator Field Coaching Program, at the OCC Commander's discretion and based on operational needs, i.e. the availability of training facilities or resource support.

3. 5. 1. 1. The assessments associated with the Core Training content that has been moved to the Field Coaching Program will be completed following the delivery of the applicable training material.

3. 5. 1. 2. HRMIS credit for the Core Training will not be granted until all required components, evaluations, and assessments have been successfully completed.

4. Roles and Responsibilities

4. 1. OIC/delegate, Operational Communications Centre National Support Services (OCCNSS)

4. 1. 1. Approve Telecommunications Operator pre-course material and Core Training content.

4. 1. 2. If the course is to be shared with an external audience, vet the training content, as required.

4. 1. 3. Liaise with the RCMP Learning and Development Branch, National Policy Centres, and with OCC Commanders/Program Managers.

4. 1. 4. Ensure processes are in place to review, research, analyze, and make decisions on any suggested changes to the Telecommunications Operator Core Training.

4. 1. 5. Coordinate research on national training requirements and ensure that the National Telecommunications Operator Training Program content is consistent with the tasks, knowledge, skills, abilities, and performance standards outlined in the RCMP Telecommunications Operator Task Bank, Telecom Operator Competency Profile, and in keeping with RCMP directives.

4. 1. 6. Respond to e-mail revision request submissions.

4. 1. 7. Track revisions to course content through a Revision Tracking document provided with training materials on a shared directory for all OCC Commanders, Training Coordinator, or designate.

4. 1. 8. Ensure that all available training materials are accessible to OCC Commander(s) and OCC Training Coordinators/Supervisors.

4. 1. 9. Update and maintain access rights to shared drive/folder: National TO Training Program.

4. 1. 10. Monitor and evaluate the delivery of the Telecommunications Operator Core Training through OCC Commanders/delegates.

4. 1. 11. Compile and review evaluations of the Telecommunications Operator Core Training.

4. 1. 12. Report on Telecommunications Operator Core Training compliance to senior management and external agencies, as required.

4. 2. Divisional Cr. Ops. Officer

4. 2. 1. The Divisional Cr. Ops. officer will be responsible for ensuring all Telecommunications Operator trainees receive required training of the National Telecommunications Operator Core Training for all RCMP Telecommunications Operator trainees/re-hires, and lateral entry applicants within their respective division.

4. 3. OCC Program Manager

4. 3. 1. Ensure that the training provided to Telecommunications Operators in provincial, territorial, and federal OCCs under your command, meets the Telecommunications Operator Core Training CTS.

4. 3. 2. To support standard service delivery to RCMP clients, ensure that Telecommunications Operator Core Training materials are shared with municipal and regional OCC that provide RCMP operational support services within your division.

4. 3. 3. Ensure that an interview is offered for of all Telecommunications Operator trainees who do not successfully complete the pre-course or Core Training, or whom terminate their employment before, during, or after they complete the pre-course or Core Training.

4. 4. OCC Commander/OCC Training Coordinator/Supervisor/Divisional OCC Training Coordinator

4. 4. 1. Confirm that training funds have been allocated and approved for the delivery of Core Training.

4. 4. 2. Identify and confirm the availability of a training site and resources for delivery of pre-course materials and the Core Training.

4. 4. 3. Ensure that an adequate number of OCC workstations are available for Telecommunications Operator Trainee(s) to complete pre-course learning activities.

4. 4. 4. Complete the orientation sessions with TO Trainees, OCC Team/Shift Supervisor, and OCC Training Coordinator/Supervisor/OCC Commander.

4. 4. 5. Confirm that training requirements are fully and accurately reflected in the training provided to TO Trainees and comply with this directive.

4. 4. 6. If required, review and approve divisional training material that is to be delivered to supplement or enhance the Core Training.

4. 4. 7. Determine how the Core Training will be delivered, based on divisional resources, and in accordance with the CTS. See sec. 3.5.

4. 4. 8. Designate Telecommunications Operators as Core Training Facilitators, in accordance with the Telecommunications Operator Core Training CTS Facilitator Selection Criteria.

4. 4. 9. Confirm that all Telecommunications Operator trainees under your control that are enrolled in the pre-course/Core Training, have met the requirements outlined in sec. 3.2.

4. 4. 10. Assign Telecommunications Operator Team/Shift Supervisor to one or more Telecommunications Operator trainees for the duration of the pre-course.

4. 4. 11. Ensure that the Telecommunications Operators assigned to a Telecommunications Operator trainees are well-versed in the National Telecommunications Operator Training Program and meet the Field Coach criteria, in accordance with the Telecommunications Operators Field Coaching Program CTS.

4. 4. 12. Ensure that Telecommunications Operators trainees who are enrolled in the Telecommunications Operator Core Training, complete the required pre-course materials.

4. 4. 13. Monitor the completion and facilitate an extension of pre-course training hours, when appropriate, in consultation with the OCC Training Coordinator/OCC Commander.

4. 4. 14. Record a Telecommunications Operator trainee's pre-course and Core Training results in his/her personnel file, and submit, the results to the applicable Training Coordinator/Supervisor, in accordance with LTDM ch. 4.2., Testing and Reporting of Results.

4. 4. 15. Interview all Telecommunications Operator Trainees who do not successfully complete the pre-course materials or Core Training, or who terminate their employment before, during, or after completion of the pre-course or Core Training.

EXCEPTION: The Telecommunications Operator Trainee has been identified by the OCC Program Manager or Line Officer to complete the pre-course or core training.

4. 4. 16. When required proceed with employment termination and/or training program dismissal, and provide supporting documentation to the applicable Human Resources branch.

4. 4. 17. Submit suggested revisions to OCCNSS, to the national core training course material.

4. 4. 18. Review requests to amend the Core Training. See sec. 9., Revision to Core Training.

4. 4. 19. Coordinate requests to challenge the Core Training for course credit. See sec. 8., Challenge for Core Training Credit.

4. 4. 20. Confirm that the Core Training Course materials to be delivered are the most current ones available, in with the National TO Training Program shared drive/folder.

4. 5. OCC Team/Shift Supervisor

4. 5. 1. Supervise, guide, support, and direct Telecommunications Operator trainees as they complete the pre-course materials.

4. 5. 1. 1. Track and record a TO trainee's progress, e.g. his/her completion of pre-course materials.

4. 5. 1. 2. Record a TO Trainee's development and ability to complete pre-course modules via performance record sheet as required.

4. 5. 1. 3. Liaise with the OCC Training Supervisor/Coordinator/Manager or OCC Commander, and report on a TO Trainee's development.

4. 5. 1. 4. In a timely manner, submit a Pre-Course Completion Check sheet document to the OCC Manager or Training Coordinator in advance of the Core Training start date.

4. 6. Core Training Facilitator/Instructor

4. 6. 1. Familiarize yourself with TO Trainee experience and learning aspirations.

4. 6. 2. During the Core Training, guide, assist, support, supervise, direct and provide feedback to a TO Trainee, in accordance with the Course Training Standard and applicable Field Coaches Course.

4. 6. 3. Provide all required Core Training materials to TO Trainees.

4. 6. 4. Track and record a TO Trainee's progress and completion of Core Training Assessments.

4. 6. 5. Record and report any deficiencies with a TO Trainee's ability to complete Core Training to the applicable OCC Commander, Training Coordinator/Supervisor or designate.

4. 6. 6. Submit a Candidate Assessment Summary for Core Training completion document to the applicable OCC Commander or designate in advance of the TO Field Coaching Program start date.

4. 6. 7. Obtain the necessary updated national materials, and associated standard operating procedures and operational policies for course delivery.

4. 6. 8. Confirm and obtain the training materials required for division training specifications, as outlined in the National Telecommunications Operator Core Training.

4. 7. Telecommunications Operator

4. 7. 1. Foster a positive training environment for all Telecommunications Operator trainees, in accordance with Core Values and AM ch. XII.8., Investigation and Resolution of Harassment Complaints.

4. 7. 2. Report to the OCC training Coordinator/Supervisor any deficiencies regarding a Telecommunications Operator trainee's ability to complete pre-course materials, or demonstrate the Core Values of the RCMP.

4. 8. Telecommunications Operator Trainee

4. 8. 1. Act in a professional manner, in accordance with:

4. 8. 1. 1. the RCMP Core Values;

4. 8. 1. 2. AM ch. XII.13., Public Service Employee Code of Conduct; and

4. 8. 1. 3. Treasury Board of Canada Secretariat (TBS) *Values and Ethics Code for the Public Sector*.

4. 8. 2. Complete all pre-course materials, and Core Training requirements, as directed.

4. 8. 3. Apply constructive feedback received to improve your performance.

4. 8. 4. Complete daily review and remediation as required.

4. 8. 5. Attend training on time, and prepare for class with required materials.

4. 8. 6. Adhere to the confidentiality of the RCMP OCC work environment.

4. 8. 7. Safeguard RCMP training materials and equipment, as outlined in AM ch. XI.1., Organizational and Administrative Security.

4. 8. 8. Review the Core Training objectives and expectations.

4. 8. 9. Actively participating in learning activities.

4. 8. 10. Complete all assigned tasks to improve your Telecommunications Operator skills and abilities.

4. 8. 11. Recognize and identify your learning challenges you are having and solicite assistance as required.

5. Deferral of Core Training

5. 1. At the discretion of the OCC Commander/delegate, a Telecommunications Operator Trainee's participation in the Core Training may be deferred if he/she has not met the CTS program requirements, and:

5. 1. 1. extenuating circumstances have been identified which have an impact on the TO Trainee's ability to complete the training, i.e. long term illness or injury /long term absence exceeding 40 hours in duration;

5. 1. 2. the training facilitator determines the course training standards are achievable by the TO Trainee;

5. 1. 3. the TO Trainee has demonstrated a continued commitment to achieving the course standards through continuous improvement;

5. 1. 4. an alternate training opportunity is available, and the TO Trainee can be accommodated at a later date; and

5. 1. 5. core training can be continued within a one year from the training start date.

6. Suspension from Core Training

6. 1. If a Telecommunications Operator trainee becomes the subject of a criminal or code of conduct investigation during the pre-course or Core Training. He/she may be suspended from the training, as outlined in the *RCMP Act* or *Public Service Employment Act* according to the applicable employee category of employee suspension policy;

6. 2. The Telecommunications Operator Trainee's participation will be put on hold until the investigation is complete and he/she returns to full duty; or

6. 3. If he/she is not suspended, the TO Trainee's participation may continue.

6. 3. 1. He/she will not be promoted until the investigation has been completed, and upon successful completion of the training program, in accordance with the applicable promotion policy.

7. Dismissal from Core Training

7. 1. A Telecommunications Operator trainee will be dismissed from the Core Training if he/she:

7. 1. 1. has been given reasonable learning assistance, guidance, and supervision, and he/she does not meet the Core Training program requirements;

7. 1. 2. fails to demonstrate the RCMP Core Values;

7. 1. 3. fails to adhere to Public Service Code of Conduct or *RCMP Act*.

7. 1. 3. 1. AM ch. XII.13.;

7. 1. 3. 2. the TBS *Values and Ethics Code for the Public Sector*;

7. 1. 3. 3. AM ch. XII.1., Conduct; or

7. 1. 3. 4. the requirements for course attendance, as outlined in the CTS;

7. 1. 4. develops an injury/disorder before or during training, which impede his/her ability to meet the medical profile requirements for the Telecommunications Operator position. The OCC Commander/Divisional OCC Training Coordinator.

7. 1. 4. 1. His/her ability to meet the medical profile requirements will be determined by Human Resources and Health Services.

7. 1. 4. 2. At the discretion of the OCC Commander and Human Resources, his/her participation in the core training.

7. 2. A Telecommunications Operator Trainee's dismissal recommendation will be submitted by the OCC Commander/Divisional OCC Training Coordinator/delegate, with supporting documentation, to the applicable Human Resources branch.

7. 3. A Telecommunications Operator who has been dismissed from Core Training will not:

7. 3. 1. receive HRMIS credit for the Telecommunications Operator Core Training; or

7. 3. 2. be eligible to participate in the Telecommunications Operator Field Coaching Program.

7. 4. A Telecommunications Operator trainee who has been dismissed from the Telecommunications Operator Core Training due to unsuccessful completion of theory and simulation assessments, may be considered for placement in a future Core Training session if:

7. 4. 1. he/she demonstrate a continued commitment to achieving the course objectives through continuous improvement and learning;

7. 4. 2. an alternate training opportunity is available and he/she can be accommodated;

7. 4. 3. a one year has elapsed from the date of dismissal from the previous Core Training; and

7. 4. 4. he/she was not dismissed for reasons other than unsuccessful completion of Core Training assessments, i.e. code of conduct violation, security breach, failure to demonstrate RCMP Core Values.

7. 5. Upon notification of training dismissal, a Telecommunications Operator trainee will:

7. 5. 1. return all materials provided for use during the pre-course and Core Training, and

7. 5. 2. immediately depart from the OCC/training site as directed.

NOTE: Training materials may include, but are not limited to: any notes taken, headsets; building security access cards, training manuals, exercises/activities, handouts, training aids, and training CD/DVDs.

8. Challenge for Core Training Credit

8. 1. The following employees are eligible to challenge the Telecommunications Operator Core Training for credit:

8. 1. 1. current RCMP Telecommunications Operator, who has never participated in the Telecommunications Operator Core Training;

8. 1. 2. a person newly hired for a Telecommunications Operator position with the RCMP, who has a minimum of two years' experience, within the last five years, with a Canadian police service/agency public safety communications centre;

8. 1. 3. an RM converting to an RCMP Telecommunications Operator position, as outlined in CMM ch. 8., RM Conversions;

8. 1. 4. a re-hired RCMP Telecommunications Operator, i.e. retired CM, who has a minimum of two years previous Telecommunications Operator experience, within the last five years; and

8. 1. 5. A current RCMP Telecommunications Operator who was hired before 2014-01-01 the TO Core Training policy implementation date.

8. 2. To challenge for the Telecommunications Operator Core Training for credit, the employee must successfully complete the final theory and final simulation performance exams, as outlined in the CTS.

8. 2. 1. If successful, he/she will receive HRMIS credit for the Telecommunications Operator Core Training.

8. 2. 2. If unsuccessful, he/she must complete the Telecommunications Core Training in its entirety, or complete specific modules and assessments, as directed by the OCC Commander.

8. 2. 3. Additional training requirements may be mandatory for completion, in addition to the successful challenge for Core Training credit.

8. 2. 3. 1. On a case-by-case basis and at the discretion, the OCC Commander may assess the training requirements.

9. Revision to Core Training

9. 1. An employee may submit, to his/her OCC Commander or divisional OCC Training Coordinator, a suggested amendment, to Telecommunications Operator Core Training content.

9. 2. If the OCC Commander/divisional OCC Training Coordinator approves the suggested amendment, he/she will send to GroupWise address OCC-POLICY CENTRE POLITIQUES-STO, the following information:

9. 2. 1. a detailed description of the amendment and the affected document requiring revision with marked revisions noted;

9. 2. 2. the circumstances, conditions, or rationale to substantiate the revision, i.e. change in policy;

9. 2. 3. the expected benefits of the amended content, to the national training program or RCMP operational support services; and

9. 2. 4. documented support for the amendment.

References

- CMM App. 5-8, Part II – CM, Section 1, Entry to Intermediate, Job Code 000643 Operational Communications Centre Operator

- CMM App. 5-8, Part II – CM, Section 1, Entry to Intermediate, Job Code 3553 Operational Communications Centre Trainee
- AM App. II-1-3, Recruiting and Selection of Law Enforcement Support, Telecommunications (LES-TO-02) Positions
- *Telecommunications Operator Level 2 (TO-02) Task Bank*
- CMM ch. 4., Promotion
- AM ch. II.14., Discharge of Members and Resignation of PSEs
- *RCMP Act, Code of Conduct*
- *RCMP Regulations, 2014*
- *National Telecommunications Operator Core Training - Course Training Standard*

Date Modified: 2019-01-29

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OCCM - ch. 5. Telecommunications Operator Core Training

Policy Amended: 2020-06-09

For information regarding this policy, contact Operational Communications Centre National Support Services, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Deferral of Core Training
6. Suspension from Core Training
7. Dismissal from Core Training
8. Challenge for Core Training Credit
9. Amendment to Core Training

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1. Policy

1. 1. Effective 2014-01-01, new employees hired to perform telecommunications operator (TO) duties in an Operational Communications Centre (OCC) will be required to successfully complete the National Telecommunications Operator Core Training (NTOCT).

1. 1. 1. Effective 2018-09-05, the NTOCT has been divided into two courses:

1. 1. 1. 1. the National Telecommunications Operator Core Call-Taking Training Course (HRMIS code 001192); and

1. 1. 1. 2. the National Telecommunications Operator Core Dispatching Training Course (HRMIS code 001193).

1. 1. 2. The OCC commander may exempt new employees who are considered qualified emergency service communication centre operators from completing the NTOCT.

1. 1. 2. 1. The OCC commander may require that new employees:

1. 1. 2. 1. 1. challenge the NTOCT for credit, as per sec. 8.; or

1. 1. 2. 1. 2. complete specific NTOCT modules and assessments.

1. 2. RCMP employees, e.g. regular members (RMs), civilian members (CMs), and public service employees, who are applying for a promotion or lateral transfer to an OCC operator position, and who have not previously performed the roles and responsibilities associated to an OCC, will be required to:

1. 2. 1. successfully complete the NTOCT; or

1. 2. 2. successfully challenge the NTOCT for credit, as per sec. 8.; and

1. 2. 3. demonstrate that they meet or exceed the minimum competency levels for the TO Competency Profile, associated with the applicable OCC role.

1. 3. A current RCMP Telecommunications Operator (TO) working in an OCC before 2014-01-01 is not required to complete the NTOCT.

EXCEPTION: When an RCMP employee's OCC commander determines that the employee has not demonstrated the minimum-required competency level, based on a current performance assessment.

1. 4. A TO can work as a call taker once the NTOCT has been successfully completed.

NOTE: A TO must first successfully complete the National Telecommunications Operator Core Call-Taking Training Course before being eligible to complete the National Telecommunications Operator Core Dispatching Training Course.

2. Definitions

2. 1. **Divisional Operational Communications Centre training coordinator** means an employee who directs and oversees divisional Operational Communications Centre (OCC) training and personnel in training status.

2. 2. **National Telecommunications Operator Core Training (NTOCT)** means the core training course that teaches the basic skills and knowledge required to professionally, effectively, and safely perform the duties of call-taking, dispatching, and RCMP operational support services.

2. 3. **Operational Communications Centre (OCC)**. Refer to OCCM ch. 1., Operational Communications Centre Standard Operating Procedures, sec. 2.8.

2. 4. **Operational Communications Centre commander** means an employee who oversees operations and telecommunications operators in an OCC.

2. 5. **Operational Communications Centre program manager** means an employee who oversees OCC operations and personnel in a division.

2. 6. **Operational Communications Centre team or shift supervisor** means an employee who performs TO duties, and supervises a team or watch of TOs in an OCC.

2. 7. **Operational Communications Centre training coordinator or supervisor** means an employee who performs TO duties, and coordinates and supports training activities for TOs and TO trainees, on a full-time or temporary basis, as assigned by the OCC commander/delegate of a specific OCC.

2. 8. **Pre-course material** means the learning activities that support participation in the NTOCT. The pre-course material is delivered without direct supervision, and includes directed reading, online courses, exercises, job-shadowing, and job-aid review.

2. 9. **Telecommunications operator (TO)** means an employee who performs TO duties, and is trained in the roles and responsibilities of a call taker, dispatcher, radio operator, data terminal operator, or any combination of these functions in an RCMP Operational Communications Centre.

2. 10. **Telecommunications Operator Operational Communications Centre Field Coaching Program** means the developmental training following the successful completion of the NTOCT. Refer to OCCM ch. 6., Telecommunications Operator Field Coaching Program.

2. 11. **Telecommunications operator trainee** means an employee who is participating in the Telecommunications Operator Training Program.

2. 12. **Telecommunications Operator Training Program** means all three components of the TO training, including the pre-course material, the NTOCT, and the Telecommunications Operator Operational Communications Centre Field Coaching Program. Upon successful completion of all three components, a TO trainee will have met the minimum level for the organizational and functional competencies of an RCMP Telecommunications Operator.

3. General

3. 1. TOs who are providing RCMP operational support services in an OCC will be provided with the training required to effectively carry out their duties.

3. 2. Candidates who are being considered for the National Telecommunications Operator Core Call-Taking Training Course and/or the National Telecommunications Operator Dispatching Training Course will have:

3. 2. 1. successfully met the recruiting and selection criteria, and basic qualifications, as per the applicable category of employee TO hiring directives; and

3. 2. 2. been identified, through their respective OCC commander, and recommended for training.

3. 3. TOs who are hired at the municipal or regional level to provide RCMP operational support services will:

3. 3. 1. comply with the applicable municipal or regional training standards; and

NOTE: The NTOCT will be shared with municipal or regional OCCs that provide RCMP operational support services within divisions, to support consistent training and service delivery.

3. 3. 2. be provided with the opportunity to participate in the NTOCT, as per LTDM ch. 4.3., Assistance to Outside Agencies.

3. 4. The NTOCT provides trainees with the practical and theoretical application of skills and knowledge through experiential learning. It includes classroom lectures, activities, simulation-based training, and system training.

3. 4. 1. The NTOCT will be delivered by an OCC-approved facilitator or instructor, in accordance with the Course Training Standard Facilitator criteria.

3. 5. The NTOCT components may be included in the delivery of the Telecommunications Operator Operational Communications Centre Field Coaching Program, at the OCC commander's discretion, and based on operational needs, i.e. the availability of training facilities, or resource support.

3. 5. 1. The assessments associated with the NTOCT content that have been moved to the Telecommunications Operator Operational Communications Centre Field Coaching Program will be completed following the delivery of the applicable training material.

3. 5. 2. Human Resources Management Information System (HRMIS) credits for each of the NTOCT courses will only be granted once all of the required components, evaluations, and assessments for each course have been successfully completed.

4. Roles and Responsibilities

4. 1. Officer in Charge/delegate, Operational Communications Centre National Support Services

4. 1. 1. Approve National Telecommunications Operator Core Training (NTOCT) pre-course material and content.

4. 1. 1. 1. If the course will be shared with an external audience, vet the NTOCT content to ensure security requirements are maintained, as required.

4. 1. 2. Liaise with the RCMP Learning and Development Branch, national policy centres, Operational Communications Centre (OCC) commanders, and program managers.

4. 1. 3. Ensure processes are in place to review, research, analyze, and make decisions on any suggested changes to the NTOCT.

4. 1. 4. Coordinate research on national training requirements.

4. 1. 5. Ensure that the Telecommunications Operator Training Program content is consistent with the tasks, knowledge, skills, abilities, and performance standards outlined in the RCMP Telecommunication Operator Task Bank, Telecommunications Operator

competency profiles, and RCMP directives , such as OCC National Standard Operating Procedures (SOPs), and divisional SOPs.

4. 1. 6. Respond to submissions regarding requests for email revisions.

4. 1. 7. Track revisions to the Telecommunications Operator Training Program content by using a revision tracking document that will be available, along with training material, on a shared directory for OCC commanders, training coordinators, or designates.

4. 1. 8. Update and maintain access rights to the Telecommunications Operator Training Program's shared drive and folder.

4. 1. 9. Monitor and evaluate the delivery of the NTOCT by liaising with OCC commanders/delegates.

4. 1. 10. Compile and review evaluations of the NTOCT.

4. 1. 11. Report on NTOCT compliance to senior management and external agencies, as required.

4. 2. Divisional Criminal Operations Officer

4. 2. 1. Ensure National Telecommunications Operator Core Training (NTOCT) is provided to RCMP Telecommunications Operator trainees and re-hires, and lateral entry applicants, within their respective division.

4. 3. Operational Communications Centre (OCC) Program Manager

4. 3. 1. Ensure that the training provided to Telecommunications Operators (TOs) in all provincial, territorial, and federal OCCs within your jurisdiction meets the National Telecommunications Operator Core Training (NTOCT) Standard.

4. 3. 2. Ensure that NTOCT material is shared with municipal and regional OCCs who provide RCMP operational support services within your division, in order to support standard service delivery to RCMP clients.

4. 3. 3. Ensure that an interview is offered to TO trainees who:

4. 3. 3. 1. do not successfully complete the pre-course material or NTOCT; or

4. 3. 3. 2. terminate their employment before, during, or after they complete the pre-course material or NTOCT.

4. 4. Operational Communications Centre (OCC) Commander/Operational Communications Centre (OCC) Training Coordinator or Supervisor/Divisional Operational Communications Centre (OCC) Training Coordinator

4. 4. 1. Confirm that training funds have been allocated and approved for the delivery of the National Telecommunications Operator Core Training (NTOCT).

4. 4. 2. Identify and confirm the availability of a training site and resources for the delivery of pre-course materials and the NTOCT.

4. 4. 3. Ensure that an adequate number of OCC workstations are available for Telecommunications Operator (TO) trainees to complete pre-course learning activities.

4. 4. 4. Complete the orientation sessions with TO trainees, OCC team or shift supervisor, and OCC training coordinator/supervisor/OCC commander.

4. 4. 5. Confirm that training requirements comply with this policy, and are fully and accurately reflected in the training provided to TO trainees.

4. 4. 6. If required, review and approve divisional training material that will be delivered to supplement or enhance the NTOCT.

4. 4. 7. Determine how the NTOCT will be delivered, based on divisional resources, and in accordance with the Core Training Standard (CTS).

4. 4. 8. Designate TOs as core training facilitators, in accordance with the National Telecommunications Operator Core Training CTS Facilitator Selection Criteria.

4. 4. 9. Confirm that TO trainees under your supervision who are enrolled in the pre-course or NTOCT, have met the requirements outlined in sec. 3.2.

4. 4. 10. Assign the TO team or shift supervisor to one or more TO trainees for the duration of the pre-course.

4. 4. 11. Ensure that TOs assigned to TO trainees are well-versed in the Telecommunications Operator Training Program, and meet the field coaching criteria, in accordance with the Telecommunications Operator Operational Communications Centre Field Coaching Program CTS.

4. 4. 12. Ensure that TO trainees who are enrolled in the NTOCT complete the required pre-course materials.

4. 4. 13. Monitor the completion, and facilitate an extension of pre-course training hours, when appropriate, in consultation with the OCC training coordinator or OCC commander.

4. 4. 14. Record a TO trainee's pre-course and NTOCT results in their personnel file, and submit the results to the applicable training coordinator or supervisor, as per LTDM ch. 4.2., Testing and Reporting of Results.

4. 4. 15. Interview TO trainees who:

4. 4. 15. 1. do not successfully complete the pre-course materials, or NTOCT; or

4. 4. 15. 2. terminate their employment before, during, or after completing the pre-course or NTOCT.

EXCEPTION: The TO trainee has been identified by the OCC program manager or line officer to complete the pre-course or NTOCT.

4. 4. 16. When required, proceed with employment termination and/or training program dismissal, and provide supporting documentation to the applicable Human Resources Branch.

4. 4. 17. Submit suggested revisions to the NTOCT material to Operational Communications Centre National Support Services.

4. 4. 18. Review requests to amend the NTOCT, as per sec. 9.

4. 4. 19. Coordinate requests to challenge the NTOCT for course credit, as per sec. 8.

4. 4. 20. Confirm that the NTOCT course material that is to be delivered is the most current material available in the Telecommunications Operator Training Program shared drive or folder.

4. 5. Operational Communications Centre (OCC) Team/Shift Supervisor

4. 5. 1. Supervise, support, and document progress as a Telecommunications Operator (TO) trainee completes the pre-course materials, using Form 6487, Performance Record Sheet - National OCC Field Coaching Program.

4. 5. 1. 1. Liaise with the OCC training supervisor/coordinator/manager or OCC commander, and report on a TO trainee's development.

4. 5. 1. 2. In a timely manner, submit a pre-course completion check sheet document to the OCC manager or training coordinator, before the National Telecommunications Operator Core Training start date.

4. 6. Core Training Facilitator or Instructor

4. 6. 1. Familiarize yourself with a Telecommunications Operator (TO) trainee's experience and learning aspirations.

4. 6. 2. During the National Telecommunications Operator Core Training (NTOCT), guide, assist, support, supervise, direct, and provide feedback to a TO trainee, in accordance with the CTS and applicable Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 6. 3. Provide the required NTOCT materials to TO trainees.

4. 6. 4. Track and record a TO trainee's progress by completing core training assessments.

4. 6. 5. Record and report any deficiencies with a TO trainee's ability to complete the NTOCT to the applicable OCC commander, training coordinator/supervisor or designate.

4. 6. 6. Submit a candidate assessment summary for the NTOCT completion document to the applicable OCC commander/designate before the Telecommunications Operator Operational Communications Centre Field Coaching Program start date.

4. 6. 7. Obtain the necessary updated NTOCT materials, and associated standard operating procedures and operational policies for course delivery.

4. 6. 8. Confirm and obtain the training materials required for divisional training specifications, as outlined in the NTOCT.

4. 7. Telecommunications Operator (TO)

4. 7. 1. Foster a positive training environment for all TO trainees, in accordance with the RCMP's Core Values, and AM ch. XII.8., Investigation and Resolution of Harassment Complaints.

4. 7. 2. Report any deficiencies regarding a TO trainee's ability to complete pre-course materials to the Operational Communications Centre training coordinator/supervisor, or demonstrate the RCMP's Core Values.

4. 8. Telecommunications Operator (TO) Trainee

4. 8. 1. Act in a professional manner, in accordance with the:

4. 8. 1. 1. RCMP's Core Values;

4. 8. 1. 2. Public Service Employee Code of Conduct, as per AM ch. XII.13., Public Service Employee Code of Conduct; and

4. 8. 1. 3. Treasury Board of Canada Secretariat (TBS) *Values and Ethics Code for the Public Sector*.

4. 8. 2. Complete all pre-course materials, and National Telecommunications Operator Core Training (NTOCT) requirements, as directed.

4. 8. 3. Apply constructive feedback that is received to improve your performance.

4. 8. 4. Complete daily reviews and remediation, as required.

4. 8. 5. Attend training on time, and prepare for classes with the required materials.

4. 8. 6. Follow the confidentiality of the RCMP Operational Communications Centre work environment.

4. 8. 7. Safeguard RCMP training materials and equipment, as per AM ch. XI.1., Organizational and Administrative Security.

4. 8. 8. Review the NTOCT objectives and expectations.

4. 8. 9. Actively participate in learning activities.

4. 8. 10. Complete all assigned tasks to improve your TO skills and abilities.

4. 8. 11. Recognize and identify the learning challenges that you are having, and ask for assistance as required.

5. Deferral of Core Training

5. 1. At the discretion of the OCC commander/delegate, a Telecommunications Operator (TO) trainee's participation in the National Telecommunications Operator Core Training (NTOCT) may be deferred if:

5. 1. 1. they have not met the CTS requirements;

5. 1. 2. extenuating circumstances have been identified, which have an impact on the TO trainee's ability to complete the training, i.e. long-term illness or injury/long-term absence exceeding 40 hours in duration;

5. 1. 3. the training facilitator determines that the course training standards can be achieved by the TO trainee;

5. 1. 4. the TO trainee has demonstrated a continued commitment to achieving the course standards through continuous improvement;

5. 1. 5. an alternate training opportunity is available, and the TO trainee can be accommodated at a later date; and

5. 1. 6. core training can be continued within one year from the training start date.

6. Suspension from Core Training

6. 1. If a Telecommunications Operator (TO) trainee becomes the subject of a criminal or code of conduct investigation during the pre-course or National Telecommunications Operator Core Training, they may be suspended from the training, as outlined in the *RCMP Act* or the *Public Service Employment Act*, according to the applicable employee category of employee suspension policy.

6. 2. The TO trainee's participation will be put on hold until the investigation is complete and they return to full duty or, if they are not suspended, the TO trainee's participation may continue.

6. 3. The TO trainee will not be promoted until the investigation has been completed, and upon successful completion of the training program, in accordance with the applicable promotion policy.

7. Dismissal from Core Training

7. 1. A Telecommunications Operator (TO) trainee will be dismissed from the National Telecommunications Operator Core Training (NTOCT) if they:

7. 1. 1. have been given reasonable learning assistance, guidance, and supervision, and they do not meet the NTOCT program requirements;

7. 1. 2. fail to demonstrate the RCMP Core Values;

7. 1. 3. fail to follow:

7. 1. 3. 1. the Public Service Employee Code of Conduct, as per AM ch. XII.13.;

7. 1. 3. 2. the *RCMP Act*;

7. 1. 3. 3. the *Values and Ethics Code for the Public Sector*;

7. 1. 3. 4. the information outlined in AM ch. XII.1., Conduct; or

7. 1. 3. 5. the requirements for course attendance, as outlined in the CTS.

7. 1. 4. develop an injury or disorder before or during training, which impedes their ability to meet the medical profile requirements for the TO position.

7. 1. 4. 1. A TO trainee's ability to meet the medical profile requirements will be determined by Occupational Health and Safety, RCMP, Health Canada, and/or Public Service Staffing and Oversight Branch, RCMP.

7. 1. 4. 2. The Operational Communications Centre (OCC) commander and the Public Service Staffing and Oversight Branch will decide whether a TO trainee can continue to participate in the NTOCT after an illness or disorder.

7. 2. A TO trainee's dismissal recommendation will be submitted by the OCC commander/divisional OCC training coordinator/delegate, with supporting documentation, to the applicable Human Resources Branch.

7. 3. A TO trainee who has been dismissed from NTOCT will not:

7. 3. 1. receive a Human Resources Management Information System (HRMIS) credit for the NTOCT; or

7. 3. 2. be eligible to participate in the Telecommunications Operator Operational Communications Centre Field Coaching Program.

7. 4. A TO trainee who has been dismissed from the NTOCT due to the unsuccessful completion of theory and simulation assessments, may be considered for placement in a future NTOCT session if:

7. 4. 1. they demonstrate a continued commitment to achieving the course objectives through continuous improvement and learning;

7. 4. 2. an alternate training opportunity is available, and they can be accommodated;

7. 4. 3. one year has elapsed from the date of dismissal from the previous NTOCT; and

7. 4. 4. they were not dismissed for reasons other than the unsuccessful completion of NTOCT assessments, i.e. they were not dismissed for a code of conduct violation, a security breach, or a failure to demonstrate the RCMP Core Values.

7. 5. Upon notification of training dismissal, a TO trainee will:

7. 5. 1. return all materials to the OCC commander or OCC training coordinator that were provided for use during the pre-course and NTOCT; and

7. 5. 2. immediately depart from the OCC/training site, as directed.

NOTE: Training materials may include, but are not limited to, any notes taken, headsets, building security access cards, training manuals, exercises or activities, handouts, training aids, and training CD/DVDs.

8. Challenge for Core Training Credit

8. 1. The following employees are eligible to challenge either the National Telecommunications Operator Core Call-Taking Training Course or the National Telecommunications Operator Core Dispatching Training Course for credit:

8. 1. 1. current RCMP Telecommunications Operators, who have not participated in the National Telecommunications Operator Core Call-Taking Training Course or National Telecommunications Operator Core Dispatching Training Course;

8. 1. 2. a person who has been newly hired for an RCMP Telecommunications Operator position, and has a minimum of two years' experience, within the last five years, with a Canadian police service/agency public safety communications centre;

8. 1. 3. a regular member converting to an RCMP Telecommunications Operator position, as per CMM ch. 8., RM Conversions;

8. 1. 4. a re-hired RCMP Telecommunications Operator, i.e. a retired civilian member, who has a minimum of two years' previous Telecommunications Operator (TO) experience within the last five years; and

8. 1. 5. a current RCMP Telecommunications Operator who was hired before 2014-01-01, which is the Telecommunications Operator NTOCT policy implementation date.

8. 2. To challenge for the National Telecommunications Operator Core Call-Taking Training Course or National Telecommunications Operator Core Dispatching Training Course for credit, the employee must successfully complete the final theory and final simulation performance exams, as outlined in the CTS for each course.

8. 2. 1. If successful, they will receive a Human Resources Management Information System (HRMIS) credit for the National Telecommunications Operator Core Call-Taking

Training Course and/or National Telecommunications Operator Core Dispatching Training Course.

8. 2. 2. If unsuccessful, they must complete the National Telecommunications Operator Core Call-Taking Training Course and/or National Telecommunications Operator Core Dispatching Training Course in its entirety, or complete specific modules and assessments, as directed by the Operational Communications Centre (OCC) commander.

8. 2. 3. Additional training requirements may be mandatory for completion, in addition to the successful challenge for National Telecommunications Operator Core Call-Taking Training Course and/or National Telecommunications Operator Core Dispatching Training Course credits.

8. 2. 3. 1. The OCC commander may assess the training requirements on a case-by-case basis.

9. Amendment to Core Training

9. 1. An employee may submit to their Operational Communications Centre (OCC) commander or divisional OCC training coordinator a suggested amendment to the National Telecommunications Operator Core Training content.

9. 2. If the OCC commander or divisional OCC training coordinator approves the suggested amendment, they will send the following information to the Operational Communications Centre National Support Services:

9. 2. 1. a detailed description of the amendment and the affected document requiring revision, with marked revisions noted;

9. 2. 2. the circumstances, conditions, or rationale to substantiate the amendment, i.e. the change in policy;

9. 2. 3. the expected benefits of the amended content to the national training program or RCMP operational support services; and

9. 2. 4. documented support for the amendment.

References

- AM ch. II.1., Recruiting, App. II-1-3, Recruiting and Selection of Law Enforcement Support, Telecommunications Operations (LES-TO-02) Positions
- AM ch. II.14., Discharge of Members and Resignation of PSEs
- CMM ch. 4., Promotion
- Competency based Management, Operational Communications Centre Operator, 000643
- Competency based Management, Operational Communications Centre Trainee, 003553

- *RCMP* Regulations, 2014

Date Modified: 2020-06-09

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OCCM - ch. 6. Telecommunications Operator Field Coaching Program

Moved from CMM ch. 10.: 2019-01-29

For information regarding this policy, contact Operational Communications Centre National Support Services, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Extension in the Field Coaching Program
6. Suspension from the Field Coaching Program
7. Dismissal from the Field Coaching Program
8. Challenge for Field Coaching Program Credit

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1. Policy

1. 1. Effective 2014-01-01, every Telecommunications Operator (TO) trainee who successfully completes the Telecommunications Operator Core Training must participate in the Telecommunications Operator Field Coaching Program.

1. 2. Current RCMP employees, i.e. CM, PSE, RM, who apply for a promotion or lateral transfer to a TO position (Job Code 643), who have not previously performed the roles and responsibilities associated to an Operational Communications Centre (OCC) must:

1. 2. 1. successfully complete the TO Field Coaching Program (FCP); or

1. 2. 2. successfully challenge the TO FCP for credit, as outlined in sec. 8., Challenge for Field Coaching Program Credit; and

1. 2. 3. demonstrate that they meet the minimum or exceed the competency levels for the TO Competency Profile associated with the applicable OCC role.

1. 3. The TO trainee must meet all benchmarks and competencies outlined in the TO FCP Training Standard to successfully complete the National TO Training Program.

1. 4. The TO trainee will perform on-the-job operational TO duties under the guidance and supervision of a trained OCC Field Coach, in accordance with the Program Training Standard.

1. 5. Each TO trainee participating in the TO FCP will receive training in an authorized OCC, Administrative Communications Centre, or specified training location as directed by the OCC Commander/delegate.

1. 6. Upon successful completion of the TO FCP, the TO trainee will have concluded all formal training components of the National TO Training Program.

1. 6. 1. Subsequent professional development will be provided on-the-job as required, with supervision as determined by the OCC Commander/delegate, before promotion.

1. 7. The TO FCP participation, training delivery, and guidelines regarding training duration, may be modified at the discretion of the OCC Commander/delegate, to meet operational demand and specific training needs when warranted.

1. 7. 1. While training duration may be modified, all formal Field Coaching assessment must be successfully completed to earn HRMIS credit.

1. 8. Current RCMP TOs hired before 2014-01-01 are not required to complete the TO FCP.

EXCEPTION: An employee's OCC Commander, based on a current performance assessment, determines that the employee has not demonstrated the minimum required competency levels.

1. 9. RCMP employees, performing TO duties, who successfully complete the TO FCP, or successfully challenge the FCP for credit, will:

1. 9. 1. receive HRMIS code 000904 accreditation, and

1. 9. 2. be eligible for promotion from a TO trainee (level 1) to a TO (level 2).

1. 10. While a TO trainee is under direct supervision, they and the Field Coach will be viewed as one rather than two independent resources.

2. Definitions

2. 1. For the purpose of this chapter, the following definitions apply:

2. 1. 1. **OCC Field Coach** means an employee who performs TO duties, has TO working experience, and meets the Field Coach criteria outlined in the FCP Training Standard.

2. 1. 2. **Reasonable Assistance, Guidance, and Supervision** means coaching assistance that is timely and appropriate to the needs of the TO trainee, and provided in the correct context. The skill has been taught to the TO trainee, they have been helped with the use of this skill, and their progress has been monitored.

2. 1. 3. **Telecommunications Operator (TO) Field Coaching Program (FCP)** means the subsequent developmental training, or its components, which follow the successful completion of Telecommunications Operator Core Training.

2. 1. 4. **Temporary Absence** means an absence not exceeding one block of shifts or 40 hours, whichever is greater.

3. General

3. 1. To support consistent training and service delivery, the TO FCP will be shared with municipal/regional OCCs that provide RCMP operational support services in the division.

3. 2. The TO FCP is designed to:

3. 2. 1. be completed in an OCC; and

3. 2. 2. transition TOs from a learning role to an operational role under the supervision of an OCC Field Coach. See the TO FCP Training Standard.

3. 3. A Field Coach will:

3. 3. 1. be elected by the OCC Commander FCP/delegate;

3. 3. 2. be in good standing; and

3. 3. 3. have successfully completed the following courses before commencing Field Coach training activities:

3. 3. 3. 1. RCMP Managing Safely Course (HRMIS 000094);

3. 3. 3. 2. RCMP Respectful Workplace (000912); and

3. 3. 3. 3. one of the following three courses:

3. 3. 3. 3. 1. RCMP RM Field Coaching Course (HRMIS CF0010);

3. 3. 3. 3. 2. Approved division RCMP OCC Field Coaches Course; or

3. 3. 3. 3. 3. RCMP National OCC Coaches Course (HRMIS 000990).

4. Roles and Responsibilities

4. 1. OIC/Delegate, Operational Communications Centre National Support Services

4. 1. 1. Provide structure, guidelines, direction, and interpretation of FCP training requirements and standards.

4. 1. 2. Coordinate research on national training requirements related to the FCP.

4. 1. 3. Liaise with the Learning and Development Directorate and national policy centres to address issues relating to the FCP.

4. 1. 4. Monitor and evaluate the delivery of the FCP through OCC Commanders/delegates.

4. 1. 5. Coordinate evaluations of the FCP.

4. 1. 6. Report on FCP compliance to senior management and external agencies.

4. 1. 7. Liaise with OCC Commanders and OCC Training Coordinators/Supervisors concerning FCP development updates, delivery, and evaluations.

4. 2. Divisional Cr. Ops. Officer

4. 2. 1. Ensure that all RCMP TO trainees/re-hires and lateral entry applicants in your division receive the required TO Training.

4. 3. Divisional OCC Program Manager

4. 3. 1. Ensure that the TO FCP is provided to TOs in provincial, territorial, and federal OCCs under your command.

4. 3. 2. Ensure that information regarding the TO FCP is shared with municipal/regional OCCs that provide RCMP operational support services in the division.

4. 3. 3. Ensure that an interview is offered for all TO trainees who do not successfully complete the TO FCP, or who terminate their employment before, during, or after they complete the Program.

4. 4. OCC Commander/Delegate

4. 4. 1. In accordance with the FCP Training Standard, designate TOs as OCC Field Coaches in consultation with the OCC Training Coordinator/Supervisor and/or OCC Team/Shift Supervisor.

4. 4. 2. Ensure participants follow the TO FCP.

4. 4. 2. 1. Ensure all training resource materials are up-to-date and available in the OCC.

4. 4. 3. Complete orientation sessions with TO trainees, OCC Team/Shift Supervisors, OCC Field Coaches, and OCC Training Coordinators/Supervisors.

4. 4. 4. Ensure that field coaching provided to TO trainees complies with the TO FCP and this Directive.

4. 4. 5. In consultation with OCC Team/Shift Supervisors, ensure adequate shift coverage to allow OCC Field Coaches and TO trainees to dedicate time to instructional opportunities.

4. 4. 6. Provide assistance, guidance, support, and feedback to the OCC Field Coaches, when necessary.

4. 4. 7. Assess and recommend alternate OCC Field Coach/TO trainee partnerships, as necessary.

4. 4. 8. Confirm that all benchmarks, learning objectives, and competencies have been achieved by the TO trainee before conclusion of TO FCP training.

4. 4. 9. Conduct Demonstrated Proficiency Evaluations.

4. 4. 10. Conduct OCC Field Coach Assessments and follow-up interviews.

4. 4. 11. In consultation with the OCC Field Coach and the OCC Training Coordinator/Supervisor, monitor completion and/or facilitate an extension of field coaching as appropriate.

4. 4. 12. Report to the OCC Commander, all Learning Assistance Plans, Competency Improvement Plans, and final and extension assessments.

4. 4. 13. Ensure that reasonable assistance, guidance, and supervision, including all training opportunities, have been provided to the TO trainee before promotion/termination proceedings.

4. 4. 14. Confirm that HRMIS entries are completed for TO trainees.

4. 4. 15. Confirm that all documentation, including forms used to formally assess the TO trainee's learning, performance, and recommendation for promotion, are filed on the TO trainee's personnel record, in accordance with IMM ch. 2.2., Employee Information Resources.

4. 4. 16. Provide to OCC National Support Services, suggested revisions to the FCP training content.

4. 5. OCC Team/Shift Supervisor

4. 5. 1. Provide a supportive learning environment within the OCC.

4. 5. 2. Recommend specific TOs as OCC Field Coaches.

4. 5. 3. Provide supervision, assistance, support, and resources to the OCC Field Coach, when required.

4. 5. 4. Confirm that the TO trainee has reasonable assistance, guidance, and supervision at all times.

4. 5. 5. Report all training concerns to the OCC Commander in a timely manner.

4. 6. OCC Field Coach

4. 6. 1. Participate in orientation sessions with the OCC Training Coordinator/Supervisor, TO trainee, OCC Team/Shift Supervisor, and OCC Commander/delegate.

4. 6. 2. Provide the tools and resources necessary to fulfill training needs.

4. 6. 3. Review the FCP objectives and expectations with the TO trainee.

4. 6. 4. Confirm that TO trainees are familiar with the TO FCP Guide and all required forms.

4. 6. 5. Ensure that all objectives of the TO FCP Guide are followed and executed.

4. 6. 6. Provide guidance, support, and direction to a TO trainee through direct, close, and indirect supervision.

4. 6. 7. Structure and present learning tasks according to the readiness of the TO trainee.

4. 6. 8. Provide timely performance feedback orally and in writing.

4. 6. 9. Ensure that all forms are completed in compliance with reporting procedures outlined in the TO FCP.

4. 6. 10. Solicit and analyze feedback from participants and partners with respect to TO trainee performance.

4. 6. 11. Liaise with the OCC Commander regarding matters pertaining to field coaching policy and program reviews.

4. 6. 12. Complete assessment reports.

4. 6. 13. Ensure that Learning Assistance Plans and Competency Improvement Plans are used and processed accordingly.

4. 6. 14. In consultation with the OCC Training Coordinator/Supervisor and OCC Commander, recommend completion or extension of TO training.

4. 7. Telecommunications Operator

4. 7. 1. In accordance with the Core Values of the RCMP, foster a positive training environment for all TO trainees. See AM ch. XII.8., Investigation and Resolution of Harassment Complaints.

4. 7. 2. Report to the OCC Field Coach, any deficiencies in the TO trainee's performance, or their ability to demonstrate the Core Values of the RCMP.

4. 8. Telecommunications Operator Trainee

4. 8. 1. Act in a professional manner, in accordance with:

4. 8. 1. 1. the Core Values of the RCMP;

4. 8. 1. 2. AM ch. XII.13., Public Service Employee Code of Conduct; and

4. 8. 1. 3. Treasury Board of Canada Secretariat (TBS) Values and Ethics Code for the Public Sector.

4. 8. 2. Review the FCP objectives and expectations with the OCC Field Coach.

4. 8. 3. Attend training on time, with required materials, and be prepared for learning.

4. 8. 4. Adhere to the confidentiality expectation of the RCMP OCC work environment, as outlined in AM ch. XI.1., Organizational and Administratvie Security and SM Part 4, Information and Communications Technology Security.

4. 8. 5. Safeguard RCMP training materials and equipment, as outlined in AM ch. XI.1. and SM Part 4.

4. 8. 6. Receive and apply constructive feedback to address identified learning gaps.

4. 8. 7. Complete all requirements of the TO FCP within established timelines.

4. 8. 8. Recognize and identify any learning challenges you are having, and ask for assistance as required.

4. 8. 9. Actively participate in the completion of Learning Assistance Plans, Competency Improvement Plans, and Performance Record Sheets.

5. Extension in the Field Coaching Program

5. 1. An OCC Commander/delegate may direct an extension of an additional 200 hours (or any part of it) to the TO FCP if a TO trainee has not met the program requirements or performance standards and if:

5. 1. 1. extenuating circumstances have affected the TO trainee's performance, e.g. long-term illness or injury/long-term absence exceeding 40 hours;

5. 1. 2. the standards are judged by the Field Coach as achievable by the TO trainee within 200 hours; and

5. 1. 3. the TO trainee has demonstrated a commitment to achieving the standards through continuous improvement.

6. Suspension from the Field Coaching Program

6. 1. If a TO trainee is suspended while completing the National TO FCP, their participation in the FCP will be put on hold, pending the disposition of any investigation related to the suspension.

7. Dismissal from the Field Coaching Program

7. 1. If a TO trainee has been provided with reasonable assistance, guidance, and supervision, and they do not meet the TO FCP objectives and necessary assessment rating at any point, as outlined in the TO FCP Training Standard, they will be:

7. 1. 1. dismissed from the FCP; and

7. 1. 2. recommended for employment discharge.

7. 1. 2. 1. A recommendation to discharge will be submitted to the OCC Commander/delegate, along with all supporting documentation.

7. 2. If a TO trainee fails to demonstrate the Core Values of the RCMP or adhere to AM ch. XII.13., they may be dismissed from the FCP and recommended for employment discharge, in accordance with AM ch. XII.4., Code of Conduct (Part IV) Investigations or the applicable category of employment policy.

8. Challenge for Field Coaching Program Credit

8. 1. At the discretion of the OCC Commander, and with the written support of the Divisional Cr. Ops. Officer/delegate, the following employees are eligible to challenge the TO FCP in lieu of full completion of the program:

8. 1. 1. a new hire for a TO position with the RCMP who has a minimum of two years experience within the last five years with a Canadian police service/agency public safety communications centre;

8. 1. 2. an RM converting to an RCMP TO position, as outlined in CMM ch. 8., RM Conversions;

8. 1. 3. a re-hired RCMP TO who has a minimum of two years previous TO experience within the last five years; and

8. 1. 4. a current RCMP TO who was hired before 2014-01-01.

8. 2. To challenge the TO FCP for credit, the employee must:

8. 2. 1. have a recommendation from and the support of their OCC Program Manager/OCC Commander;

8. 2. 2. successfully complete the Demonstrated Proficiency Evaluations in Call-Taking and Dispatching in accordance with the FCP Training Standard;

8. 2. 3. successfully complete the FCP final open book examination;

8. 2. 4. complete additional training, as determined by the OCC Commander.

8. 3. If unsuccessful, they must:

8. 3. 1. complete the TO FCP in its entirety, or

8. 3. 2. complete specific modules and assessments, as directed by the OCC Commander.

References

Date Modified: 2019-01-29

Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OCCM - ch. 6. Telecommunications Operator Operational Communications Centre Field Coaching Program

Policy Amended: 2021-02-26

For information regarding this policy, contact Operational Communications Centre National Support Services, Contract and Indigenous Policing.

1. Policy
2. Definitions
3. General
4. Roles and Responsibilities
5. Extension in the Telecommunications Operator Operational Communications Centre Field Coaching Program
6. Suspension from the Telecommunications Operator Operational Communications Centre Field Coaching Program
7. Dismissal from the Telecommunications Operator Operational Communications Centre Field Coaching Program
8. Challenge for the Telecommunications Operator Operational Communications Centre Field Coaching Program

1. Policy

1. 1. Effective 2014-01-01, every telecommunications operator (TO) trainee who successfully completes the National Telecommunications Operator Core Call-Taking Training Course or the National Telecommunications Operator Core Dispatching Training Course is required to participate in the Telecommunications Operator Operational Communications Centre Field Coaching Program.

1. 2. Current RCMP employees, for example, civilian members (CMs), public service employees, and regular members (RMs), who apply for a promotion or lateral transfer to a TO position, and who have not previously performed the roles and responsibilities associated to an Operational Communications Centre (OCC), must:

1. 2. 1. successfully complete the Telecommunications Operator Operational Communications Centre Field Coaching Program; or

1. 2. 2. successfully challenge the Telecommunications Operator Operational Communications Centre Field Coaching Program for credit, as outlined in sec. 8., and demonstrate that they meet the minimum or exceed the competency levels for the position based on the TO Competency Profile available from their field coach or training coordinator.

1. 3. The TO trainee must meet all of the benchmarks and competencies outlined in the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide to successfully complete the Telecommunications Operator Training Program.

1. 4. The TO trainee performs on-the-job operational TO duties under the guidance and supervision of a trained OCC field coach, in accordance with the Telecommunications Operator Training Program standard.

1. 5. Each TO trainee who is participating in the Telecommunications Operator Operational Communications Centre Field Coaching Program receives training in an authorized OCC, administrative communications centre, or a specified training location, as directed by the OCC commander/delegate.

1. 6. Upon the successful completion of the Telecommunications Operator Operational Communications Centre Field Coaching Program, the TO trainee will have concluded all of the formal training components of the Telecommunications Operator Training Program.

1. 6. 1. Subsequent professional development is provided on the job as required, with supervision as determined by the OCC commander/delegate before promotion.

1. 7. The Telecommunications Operator Operational Communications Centre Field Coaching Program participation, training delivery, and guidelines regarding training duration, may be modified at the discretion of the OCC commander/delegate to meet operational demand and specific training needs when needed.

1. 7. 1. While training duration may be modified, formal Telecommunications Operator Operational Communications Centre Field Coaching Program assessments must be successfully completed to earn a Human Resources Management Information System (HRMIS) credit.

1. 8. Current TOs hired before 2014-01-01 are not required to complete the Telecommunications Operator Operational Communications Centre Field Coaching Program.

EXCEPTION: When an employee's OCC commander/delegate, based on a current performance assessment, determines that the employee has not demonstrated the minimum required competency levels.

1. 9. RCMP employees who perform TO duties and successfully complete the Telecommunications Operator Operational Communications Centre Field Coaching Program or successfully challenge the Telecommunications Operator Operational Communications Centre Field Coaching Program for credit:

1. 9. 1. receive HRMIS code 000904 accreditation, and

1. 9. 2. are eligible for promotion from a TO Trainee, Level 1 to a TO Trainee, Level 2.

1. 10. While a TO trainee is under direct supervision, they and the field coach are viewed as one independent resource (rather than two independent resources).

2. Definitions

2. 1. **Operational Communications Centre Field Coach** means an employee who performs telecommunications operator (TO) duties, has TO working experience, and meets the field coach criteria outlined in the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide.

2. 2. **Reasonable assistance, guidance, and supervision** means a type of coaching assistance that is timely and appropriate to the needs of the telecommunications operator (TO) trainee, and provided in the correct context. For example, when a skill has been taught to a TO trainee, they have been helped with the use of this skill, and their progress has been monitored.

2. 3. **Telecommunications Operator Operational Communications Centre Field Coaching Program.** Refer to definition in OCCM ch. 5., Telecommunications Operator Core Training.

2. 4. **Temporary absence.** Refer to definition in LTDM ch. 2.2., Field Coaching Program, sec. 2.11.

3. General

3. 1. To support consistent training and service delivery, the Telecommunications Operator Operational Communications Centre Field Coaching Program is shared with municipal or regional Operational Communications Centres (OCCs) that provide RCMP operational support services in their division.

3. 2. The Telecommunications Operator Operational Communications Centre Field Coaching Program is designed to:

3. 2. 1. be completed in an OCC; and

3. 2. 2. transition telecommunications operators from a learning role to an operational role under the supervision of an OCC field coach. Refer to the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide.

3. 3. A field coach:

3. 3. 1. is elected by the OCC commander/delegate;

3. 3. 2. is exemplary, and in good standing; and

3. 3. 3. has successfully completed the following courses before starting field coach training activities:

3. 3. 3. 1. RCMP Managing Safely Course (HRMIS 000094);

3. 3. 3. 2. RCMP Respectful Workplace (HRMIS 000912); and

3. 3. 3. 3. one of the following three courses:

3. 3. 3. 3. 1. RCMP RM Field Coaching Course (HRMIS CF0010);

3. 3. 3. 3. 2. Approved division RCMP OCC Field Coaches Course; or

3. 3. 3. 3. 3. RCMP National OCC Coaches Course (HRMIS 000990).

NOTE: These courses are available in Agora.

4. Roles and Responsibilities

4. 1. Officer in Charge (OIC)/Delegate, Operational Communications Centre National Support Services (OCCNSS)

4. 1. 1. Provide structure, guidelines, direction, and interpretation of Telecommunications Operator Operational Communications Centre Field Coaching Program training requirements and standards.

4. 1. 2. Coordinate research on national training requirements related to the Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 1. 3. Liaise with the RCMP Learning and Development Branch and national policy centres to address issues relating to the Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 1. 4. Monitor and evaluate the delivery of the Telecommunications Operator Operational Communications Centre Field Coaching Program through Operational Communications Centre (OCC) commanders/delegates.

4. 1. 5. Coordinate evaluations of the Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 1. 6. Report on Telecommunications Operator Operational Communications Centre Field Coaching Program compliance to senior management and external agencies.

4. 1. 7. Liaise with OCC commanders/delegates and OCC training coordinators/supervisors concerning Telecommunications Operator Operational Communications Centre Field Coaching Program development updates, delivery, and evaluations.

4. 2. Divisional Criminal Operations Officer

4. 2. 1. Ensure that all telecommunications operator (TO) trainees or re-hires and lateral entry applicants in your division receive the required TO training.

4. 3. Operational Communications Centre (OCC) Program Manager

4. 3. 1. Ensure that the Telecommunications Operator Operational Communications Centre Field Coaching Program is provided to telecommunications operators (TOs) in provincial, territorial, and federal Operational Communications Centres (OCCs) under your command.

4. 3. 2. Ensure that information regarding the Telecommunications Operator Operational Communications Centre Field Coaching Program is shared with municipal or regional OCCs that provide RCMP operational support services in the division.

4. 3. 3. Ensure that an interview is offered for all TO trainees who:

4. 3. 3. 1. do not successfully complete the Telecommunications Operator Operational Communications Centre Field Coaching Program; or

4. 3. 3. 2. terminate their employment before, during, or after they complete the Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 4. Operational Communications Centre (OCC) Commander/Delegate

4. 4. 1. In accordance with the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide, designate telecommunications operators (TOs) as Operational Communications Centre (OCC) field coaches, in consultation with the OCC training coordinator/supervisor and/or the OCC team/shift supervisor.

4. 4. 2. Ensure participants follow the Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 4. 2. 1. Ensure all training resource materials are up-to-date and available in the OCC.

4. 4. 3. Complete orientation sessions with TO trainees, OCC team/shift supervisors, OCC field coaches, and OCC training coordinators/supervisors.

4. 4. 4. Ensure that field coaching provided to TO trainees complies with the Telecommunications Operator Operational Communications Centre Field Coaching Program and this policy.

4. 4. 5. In consultation with the OCC team/shift supervisors, ensure that there is adequate shift coverage to allow OCC field coaches and TO trainees to dedicate time to instructional opportunities.

4. 4. 6. Provide assistance, guidance, support, and feedback to the OCC field coaches, when necessary.

4. 4. 7. Assess and recommend alternate OCC field coach or TO trainee partnerships, as necessary.

4. 4. 8. Confirm that all benchmarks, learning objectives, and competencies have been achieved by the TO trainee before the conclusion of the Telecommunications Operator Operational Communications Centre Field Coaching Program training.

4. 4. 9. Conduct Demonstrated Proficiency Evaluations.

4. 4. 10. Conduct OCC field coach assessments, and follow-up interviews.

4. 4. 11. In consultation with the OCC field coach and the OCC training coordinator/supervisor, monitor completion and/or facilitate an extension of field coaching, as appropriate.

4. 4. 12. Ensure that reasonable assistance, guidance, and supervision, including all training opportunities, have been provided to the TO trainee before promotion or termination proceedings.

4. 4. 13. Confirm that Human Resources Management Information System (HRMIS) entries are completed for TO trainees.

4. 4. 14. Confirm that all documentation, including forms used to formally assess the TO trainee's learning, performance, and recommendation for promotion, is filed on the TO trainee's personnel record, in accordance with IMM ch. 2.2., Employee Information Resources.

4. 4. 15. Provide suggested revisions to the Telecommunications Operator Operational Communications Centre Field Coaching Program training content to OCC National Support Services.

4. 5. Operational Communications Centre (OCC) Team/Shift Supervisor

4. 5. 1. Provide a supportive learning environment within the Operational Communications Centre (OCC).

4. 5. 2. Report all learning assistance plans, competency improvement plans, and final and extension assessments to the OCC commander/delegate.

4. 5. 3. Recommend specific telecommunications operators (TOs) as OCC field coaches.

4. 5. 4. Provide supervision, assistance, support, and resources to the OCC field coach, when required.

4. 5. 5. Confirm that the TO trainee has reasonable assistance, guidance, and supervision at all times.

4. 5. 6. Report all training concerns to the OCC commander/delegate in a timely manner.

4. 6. Operational Communications Centre (OCC) Field Coach

4. 6. 1. Participate in orientation sessions with the Operational Communications Centre (OCC) training coordinator/supervisor, telecommunications operator (TO) trainee, OCC team/shift supervisor, and OCC commander/delegate.

4. 6. 2. Provide the tools and resources necessary to fulfill training needs.

4. 6. 3. Review the Telecommunications Operator Operational Communications Centre Field Coaching Program training objectives and expectations with the TO trainee.

4. 6. 4. Confirm that TO trainees are familiar with the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide and all required forms.

4. 6. 5. Ensure that all objectives of the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide are followed and executed.

4. 6. 6. Provide guidance, support, and direction to the TO trainee through direct, close, and indirect supervision.

4. 6. 7. Structure and present learning tasks based on the readiness of the TO trainee, and adjust tasks accordingly when necessary.

4. 6. 8. Provide timely performance feedback to the TO trainee, both orally and in writing.

4. 6. 9. Ensure that all forms are completed in compliance with reporting procedures outlined in the Telecommunications Operator Operational Communications Centre Field Coaching Program.

4. 6. 10. Solicit and analyze feedback from participants and partners with respect to TO trainee performance.

4. 6. 11. Liaise with the OCC commander/delegate regarding matters pertaining to this policy and Telecommunications Operator Operational Communications Centre Field Coaching Program reviews.

4. 6. 12. Complete assessment reports.

4. 6. 13. Ensure that learning assistance plans and competency improvement plans are used and processed accordingly.

4. 6. 14. Recommend the completion or extension of TO training, in consultation with the OCC training coordinator/supervisor and the OCC commander/delegate.

4. 7. Telecommunications Operator (TO)

4. 7. 1. Foster a positive training environment for all telecommunications operator (TO) trainees, in accordance with the Core Values of the RCMP. Refer to AM ch. XII.8., Investigation and Resolution of Harassment Complaints.

4. 7. 2. Report any deficiencies in the TO trainee's performance or ability to demonstrate the Core Values of the RCMP to the Operational Communications Centre field coach.

4. 8. Telecommunications Operator (TO) Trainee

4. 8. 1. Act in a professional manner, in accordance with:

4. 8. 1. 1. the Core Values of the RCMP;

4. 8. 1. 2. AM ch. XII.13., Public Service Employee Code of Conduct; and

4. 8. 1. 3. the Treasury Board of Canada Secretariat, *Values and Ethics Code for the Public Sector*.

4. 8. 2. Review the Telecommunications Operator Operational Communications Centre Field Coaching Program objectives and expectations with the Operational Communications Centre (OCC) field coach.

4. 8. 3. Attend training on time, with the required materials, and be prepared for learning.

4. 8. 4. Follow the confidentiality expectation of the OCC work environment, as outlined in AM ch. XI.1., Organizational and Administrative Security, and SM Part 4, Information and Communications Technology Security.

4. 8. 5. Safeguard RCMP training materials and equipment, as outlined in AM ch. XI.1. and SM Part 4.

4. 8. 6. Receive and apply constructive feedback to address identified learning gaps.

4. 8. 7. Complete all requirements of the Telecommunications Operator Operational Communications Centre Field Coaching Program within established timelines.

4. 8. 8. Recognize and identify any learning challenges that you are having, and ask for assistance as required.

4. 8. 9. Actively participate in the completion of learning assistance plans, competency improvement plans, and performance record sheets.

5. Extension in the Telecommunications Operator Operational Communications Centre Field Coaching Program

5. 1. An Operational Communications Centre (OCC) commander/delegate may direct an extension of an additional 200 hours, or any part of it, to the Telecommunications Operator Operational Communications Centre Field Coaching Program if a telecommunications

operator (TO) trainee does not meet the program requirements or performance standards, and if:

5. 1. 1. extenuating circumstances have affected the TO trainee's performance, for example, long-term illness or injury/long-term absence exceeding 40 hours;

5. 1. 2. the standards are judged by the field coach as achievable by the TO trainee within 200 hours; and

5. 1. 3. the TO trainee has demonstrated a commitment to achieving the standards through continuous improvement.

6. Suspension from the Telecommunications Operator Operational Communications Centre Field Coaching Program

6. 1. If a telecommunications operator trainee is suspended while completing the Telecommunications Operator Operational Communications Centre Field Coaching Program, their participation in the Program is put on hold, pending the disposition of any investigation related to the suspension.

7. Dismissal from the Telecommunications Operator Operational Communications Centre Field Coaching Program

7. 1. If a TO trainee has been provided with reasonable assistance, guidance, and supervision, and they do not meet the Telecommunications Operator Operational Communications Centre Field Coaching Program objectives and the necessary assessment rating at any point, as outlined in the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide, they are:

7. 1. 1. dismissed from the Telecommunications Operator Operational Communications Centre Field Coaching Program; and

7. 1. 2. recommended for employment discharge.

7. 1. 2. 1. A recommendation to discharge is submitted to the OCC commander/delegate, along with all supporting documentation.

7. 2. If a TO trainee fails to demonstrate the Core Values of the RCMP or follow the Public Service Employee Code of Conduct, as per AM ch. XII.13., they may be dismissed from the Telecommunications Operator Operational Communications Centre Field Coaching Program and recommended for employment discharge, in accordance with AM ch. XII.4., Code of Conduct (Part IV) Investigations, or the applicable category of employment policy.

8. Challenge for the Telecommunications Operator Operational Communications Centre Field Coaching Program

8. 1. At the discretion of the OCC commander/delegate, and with the written support of the divisional criminal operations officer/delegate, the following employees are eligible to

challenge the Telecommunications Operator Operational Communications Centre Field Coaching Program in lieu of full completion of the Program:

8. 1. 1. a new hire for a TO position with the RCMP who has a minimum of two years of experience within the last five years with a Canadian police service/agency public safety communications centre;

8. 1. 2. a regular member who is converting to an RCMP telecommunications operator position, as outlined in CMM ch. 8., RM Conversions;

8. 1. 3. a re-hired RCMP telecommunications operator who has a minimum of two years of previous TO experience within the last five years; and

8. 1. 4. a current RCMP telecommunications operator who was hired before 2014-01-01.

8. 2. To challenge the Telecommunications Operator Operational Communications Centre Field Coaching Program for credit, the employee must:

8. 2. 1. have a recommendation from and the support of their OCC program manager or OCC commander;

8. 2. 2. successfully complete the demonstrated proficiency evaluations in the National Telecommunications Operator Core Call-Taking Training Course and the National Telecommunications Operator Core Dispatching Training Course, in accordance with the Telecommunications Operator Operational Communications Centre Field Coaching Program training guide;

8. 2. 3. successfully complete the Telecommunications Operator Operational Communications Centre Field Coaching Program final open-book examination; and

8. 2. 4. complete additional training, as determined by the OCC commander/delegate.

8. 3. If unsuccessful in challenging the Telecommunications Operator Operational Communications Centre Field Coaching Program for credit, employees must:

8. 3. 1. complete the Telecommunications Operator Operational Communications Centre Field Coaching Program for credit in its entirety; or

8. 3. 2. complete specific modules and assessments, as directed by the OCC commander/delegate.

References

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Royal Canadian Mounted Police / Gendarmerie royale du Canada

Canada

OCCM - ch. 7. Operational Communications Centre Telecommunications Operator Scenario-Based Block Training

Moved from CMM ch. 11.: 2019-01-29

For information regarding this policy, contact Operational Communications Centre National Support Services, Contract and Indigenous Policing.

1. Definitions
2. General
3. Roles and Responsibilities

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1. Definitions

1. 1. **High risk / low frequency** means an event that is encountered on an infrequent basis and has the potential to cause significant harm if performed incorrectly.

1. 2. **Telecommunications operator (TO)** means an employee whose responsibility is to perform TO duties and who is trained in the roles and responsibilities of a call taker, dispatcher, radio operator, data terminal operator, or any combination of such functions within an Operational Communications Centre (OCC).

2. General

2. 1. All employees required to perform TO duties in an RCMP OCC are required to successfully complete the Operational Communications Centre Telecommunications Operator Scenario-Based Block Training (OCC TO SBT).

2. 2. Telecommunications operators employed by external partners, who provide RCMP support services, must comply with the provincial/municipal training standards within their region.

2. 2. 1. The OCC TO SBT within these divisions/detachments must reflect all relevant provincial/municipal training standards.

2. 3. Upon successful completion of the OCC TO SBT, and once a professional rating (P) is obtained, the candidate will receive HRMIS code 001131 accreditation.

2. 4. Course candidates are required to complete the following online courses prior to attending the OCC TO SBT:

2. 4. 1. Introduction to Immediate Action Rapid Deployment (IARD), course code 001041 and

2. 4. 2. Introduction to Immediate Action Rapid Deployment (IARD) Outdoor Active Threats, course code 001042.

2. 5. Re-certification of the OCC TO SBT must be completed every 24 months.

3. Roles and Responsibilities

3. 1. Telecommunications Operator/Course Candidate

3. 1. 1. Complete the required pre-requisite training and review the required training material before attending the OCC TO SBT.

3. 1. 2. Support the delivery of the training by actively participating in the learning activities, including playing the role of an actor, as required.

3. 1. 3. If a candidate fails to meet the minimum standard on the first attempt, a second opportunity to do so will be provided.

3. 1. 3. 1. If the candidate fails to meet the minimum standard after the second attempt, they will be provided with a two-hour remedial session, facilitated by a trainer that has been selected by the OCC Program Manager/delegate.

3. 1. 3. 1. 1. If a candidate fails the two-hour remedial session, formal written feedback and a detailed developmental plan, using Form 1004, Performance Log, will be provided to the candidate to address deficiencies.

3. 1. 3. 1. 1. 1. The completed Form 1004 must identify the competency that is deficient and where applicable:

3. 1. 3. 1. 1. 1. 1. give a brief synopsis of the scenario and where improvements are required,

3. 1. 3. 1. 1. 1. 2. list the candidate's errors and provide expectations to meet a successful outcome, and

3. 1. 3. 1. 1. 1. 3. include the candidate's signature acknowledging feedback received, expressing an understanding of expectations, and providing commitment to the details of the developmental plan.

3. 2. Operational Communications Centre Program Manager/Delegate

3. 2. 1. Ensure that all employees under your command have successfully completed the required training and remain certified.

3. 2. 1. 1. If an employee under your command fails to meet the minimum standard after two attempts:

3. 2. 1. 1. 1. As soon as possible, liaise with the facilitator/instructor to provide the candidate with a two-hour scenario-based remedial training session.

3. 2. 1. 1. 2. Determine, in consultation with the facilitator/instructor, whether the employee should be placed on restricted duties pending their re-training session.

3. 2. 1. 1. 2. 1. Where applicable, determine the restricted duties to be assigned to the candidate.

3. 3. Divisional Cr. Ops. Officer

3. 3. 1. Ensure that all employees (i.e. TOs or employees required to perform TO duties in an OCC) within your division are in compliance with this policy.

3. 4. Facilitator/Instructor

3. 4. 1. In accordance with the RCMP Core Values and AM ch. XII.8., Investigation and Resolution of Harassment Complaints, provide a positive training environment for all course candidates and fellow facilitators.

3. 4. 2. Deliver the content of the course in accordance with the OCC TO SBT Facilitator Guide.

NOTE: The OCC TO SBT Facilitator Guide can be obtained from your divisional OCC training coordinator.

3. 4. 2. 1. Ensure all required material for a successful course delivery is available.

3. 4. 3. Observe the candidates' performance and document strengths and weaknesses on the OCC TO SBT Candidate Performance Checklist in the "Comments" field.

NOTE: The OCC TO SBT Candidate Performance Checklist can be obtained from your divisional OCC training coordinator.

3. 4. 3. 1. Based on your observations, provide feedback to the candidate.

3. 4. 3. 2. Provide each candidate with two opportunities to meet the required minimum standard. The second session is to be completed as soon as possible.

3. 4. 3. 3. If a candidate fails to meet the minimum standard after two attempts:

3. 4. 3. 3. 1. As soon as possible, provide the candidate with a two-hour scenario-based remedial training session.

3. 4. 3. 3. 1. 1. As soon as possible, once this is completed, schedule the employee for re-training/testing.

3. 4. 3. 3. 2. In consultation with the OCC Commander/delegate, determine whether the employee should be placed on restricted duties pending their re-training session.

3. 4. 3. 3. 3. Forward all documentation associated to the training sessions to the OCC Commander/delegate and/or retain training material content, resources and evaluations within the unit training file.

3. 4. 3. 3. 4. Ensure that the OCC TO SBT training material is shared with external partner OCCs that provide RCMP operational support services within your division.

3. 5. Officer in Charge, Operational Communications Centre National Support Services/Delegate

3. 5. 1. Ensure all training material is current and accessible to divisional OCC commanders or their delegates.

References

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