

Winnipeg Police Service

Records related to the Winnipeg Police Service and its respective service responsibilities. Includes records related to police service provided to the citizens of Winnipeg.

104. Winnipeg Police Service

104. Winnipeg Police Service		Function	Description	Retention and Disposition
104(1) / (120.01)	Chief of Police Files	To maintain a record of the administration of the law enforcement and crime prevention services provided by the Winnipeg Police Service under The City of Winnipeg Charter and The Provincial Police Act as carried out by the Chief of Police.	Correspondence, reports, publications, agreements, policy directives, strategic planning records, minutes and other records related to the provision of law enforcement and crime prevention services as carried out by the City of Winnipeg's Chief of Police.	Archival.
104(2) / (120.02)	Police Internal Investigation Records	To maintain a record of criminal or regulatory investigations involving Winnipeg Police Service members.	Complaints, investigative notes, reports, hearing transcripts, presentations, statements, appeals and related correspondence and communications.	Destroy 2 years after obsolete or superseded.
104(3) / (120.03)	Criminal Record Check Files	To maintain a record of criminal record checks conducted on behalf of individuals or agencies.	Applications, responses, copies of certificates and related correspondence and communications.	Destroy 2 years after file closure.

105. Crime Investigations

105. Crime Investigations		Function	Description	Retention and Disposition
105(1) / (121.01)	Criminal Records	To maintain a record of individuals charged and convicted of crimes under <i>The Criminal Code of Canada</i> .	Individual files include name, personal information, charges, criminal histories, personal descriptors and identifiers, dates of sentencing and final disposition of cases and other records collected under <i>The Criminal Records Act, The Youth Criminal Justice Act and The Criminal Code of Canada</i> .	Archival.
105(2) / (121.02)	<i>The DNA Act</i> Records	To maintain a file of DNA orders issued by the Provincial Court.	DNA orders, related informational records and correspondence and other records collected under <i>The DNA Act</i> .	Archival.
105(3) / (121.03)	Evidence Control Records	To maintain a record of the collection, storage and disposal of evidence for use in criminal investigations and court proceedings.	Incident files, exhibit tracking records, evidence control log sheets, disposal records including release forms and auction records.	Destroy 7 years after final disposal of evidence.
105(4) / (121.04)	Fatality Report Records	To maintain a record of the investigations of homicides, sudden deaths or accidental deaths, other than a motor vehicle accident.	Investigation notes and reports, statements, autopsy reports, photographs and related correspondence and communications.	Archival.
105(5) / (121.05)	The Identification of Criminals Act Records	To maintain records obtained from persons processed under <i>The Identification of Criminals Act</i> .	Fingerprints, photographs, physical measurements and descriptions, purge and pardon files, warrant files, associated logs and all related correspondence and other records collected under <i>The Identification of Criminals Act, The Criminal Records Act, The Youth Criminal Justice Act and The Criminal Code of Canada</i> .	Archival, unless immediate destruction is required under <i>The Identification of Criminals Act</i> .
105(6) / (121.06)	Lockup Records	To maintain a record of persons detained at the Provincial Remand Centre or the Youth Correctional Centre.	Arrest and detention records.	Destroy 2 years after obsolete or superseded.

105. Crime Investigations		Function	Description	Retention and Disposition
105(7) / (121.07)	Missing Persons Files	To maintain a record of missing persons and requests for assistance in locating missing persons.	Descriptions and reports of missing persons, requests for assistance, investigation notes and reports, related correspondence and communications.	Destroy 1 year after file closure.
105(8) / (121.08)	Missing Persons Files (Unusual Circumstances)	To maintain a record of missing persons located deceased or under unusual circumstances and persons who frequently go missing.	Descriptions and reports of missing persons, requests for assistance, investigation notes and reports, related correspondence, police reports.	Archival.
105(9) / (121.09)	Pawn Seizure Records	To maintain a record of property seized from pawn shops and to support followup investigations resulting from such seizures.	Records of seized property and reports and communications related to follow-up investigations.	Destroy 7 years after file closure.
105(10) / (121.10)	Pawn Tracking Records	To track pawned property for the purpose of recovering stolen property and for possible prosecution.	Records of items received by pawn shops and of persons selling items to pawn shops.	Destroy 2 years after obsolete or superseded.
105(11) / (121.11)	Police Investigative Report Files	To maintain a record of police investigations.	Information and statements, investigations reports, autopsy reports, incident reports, officers' reports, fingerprints, photographs, correspondence and other documents related to an investigation.	Destroy 25 years after obsolete or superseded.
105(12) / (121.12)	Provincial Court Docket Records	To maintain a record of court proceedings	Daily records of persons appearing before the Provincial Court and the disposition of their cases.	Destroy after 5 years.
105(13) / (121.13)	RCMP Crime Lab Records	To maintain a record of RCMP crime laboratory tests related to Winnipeg criminal investigations.	Laboratory test requests, test results, related correspondence.	Destroy 25 years after obsolete or superseded.
105(14) / (121.14)	Stolen Vehicle Location Records	To maintain a record of stolen vehicle locations for analytical and statistical purposes.	Records of locations from where vehicles were stolen or recovered.	Destroy 6 months after record creation.

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105(15) / (121.15)	Stolen Vehicle Records	To assist in the investigation and recovery of stolen vehicles.	Records of stolen vehicles, related incident reports and examination and forensics records.	Destroy 2 years after file closure.
105(16) / (121.16)	Vehicle Identification Number Assignments	To maintain a record of new Vehicle Identification Numbers assigned prior to 21.	Records of assigned replacement Vehicle Identification Numbers	Destroy 2 years after obsolete or superseded.
105(17) / (121.17)	Violent Crime Linkage Analysis Reports (ViClas)	To maintain a record of reports designed to assist in the solving of serious crimes or to identify repeat offenders.	Analytical reports related to serious and serial crimes; related communications and correspondence	Archival.

106. Crime Prevention

106. Crime Prevention		Function	Description	Retention and Disposition
106(1) / (122.01)	Alarm Permit Records	To maintain a record of persons applying for alarm permits.	Requests and approvals for alarm permits, related correspondence.	Destroy 1 year after permit expiry.
106(2) / (122.02)	Community Notification Advisory Committee Records	To maintain a record of notifications regarding the presence of sex offenders in the community.	Notifications, related reports and criminal history records, related correspondence.	Archival.
106(3) / (122.03)	Firearm Acquisition Certificate Records	To maintain a record of persons applying for firearm acquisition certificates.	Applications, certificates, refusals, investigative reports and notes.	Destroy 7 years after record creation.
106(4) / (122.04)	Firearm Prohibition Records	To maintain a record of original Firearm Prohibition Orders issued by the Provincial Court for the purpose of law enforcement.	Firearms Prohibition Orders, related investigative reports, notes and correspondence.	Destroy 1 year after expiry of Order.

106. Crime Prevention		Function	Description	Retention and Disposition
106(5) / (122.05)	Firearms Dealers and Museums Files	To maintain a record of dealers and museums licensed to hold or own firearms.	Applications, licenses, inventory records and notes, inspection reports and related correspondence.	Destroy 7 years after record creation.
106(6) / (122.06)	Firearms Disposal Records	To maintain a record of firearms destroyed by Winnipeg Police Service.	Firearm Disposal Forms.	Destroy 7 years after record creation.
106(7) / (122.07)	Firearms Interest Person (FIP) Files	To maintain records of individuals who may not be eligible to hold a firearms license.	Investigative reports and notes, medical reports, other incident reports and related correspondence.	Destroy 2 years after record creation.
106(8) / (122.08)	Firearms Transfer Records	To administer and regulate the transfer of restricted or prohibited firearms.	Authorizations to transport firearms, permits and related reports and correspondence.	Destroy 1 year after record creation.
106(9) / (122.09)	Gun Collector Records	To maintain a record of individuals qualified as gun collectors.	Records of individuals qualified to own guns for collecting, research and scientific purposes.	Destroy 7 year after record creation.
106(10) / (122.10)	Parole Records	To maintain a record of parolees.	Records related to the release and monitoring of parolees, including hearing records, statements, reports, correspondence, memoranda and other related records.	Destroy 1 year after parole expires.
106(12) / (122.11)	Restricted Firearms Registrations	To maintain a record of applications for the registration of restricted or prohibited firearms.	Applications, approvals, related correspondence and notes.	Destroy 7 years after record creation.
106(13) / (122.12)	Record Review Board File	Under City of Winnipeg By-law No. 6551/95 and <i>The Taxicab Act</i> , persons applying for specified City licenses, Taxicab License or Driving Instructor License must be approved by the Winnipeg Police Record Review Board before the license is issued.	Record of applicants approved and denied, and related correspondence and Documentation.	Destroy 2 years after record creation.

106. Crime Prevention		Function	Description	Retention and Disposition
106(14) / (122.13)	Vulnerable Persons Client Records	To maintain a record of vulnerable persons for the purposes of operating the Community Liaison Program.	Records of adults with mental disabilities who need assistance in meeting their basic needs; records related to monitoring and assisting vulnerable persons, related correspondence and communications.	Destroy 1 year after file closure.

107. Crime Statistics

107. Crime Statistics		Function	Description	Retention and Disposition
107(1) / (123.01)	Crime Statistical Records	To maintain a record of crime-related statistics collected about the City of Winnipeg for analytical, research and reporting purposes.	Statistical reports and information pertaining to criminal incidents, arrests, charges, warrants, subpoenas, identifications, traffic accidents, traffic tickets issued, seized and sold vehicles, divisional and unit activities and workloads, and other crime and police-related activities and subjects.	Destroy 2 years after obsolete or superseded.

108. Departmental Human Resources Management

108. Departmental Human Resources Management		Function	Description	Retention and Disposition
108(1) / (124.01)	Behavioural Health Services Program Files	To maintain a record of the delivery of psychological, counselling, peer assistance, fitness and wellness, chaplain and other behavioural health services to departmental employees.	Case files including incident reports, personal health information, referrals, recommendations, correspondence and other related records.	Destroy 30 years after termination of employment.
108(2) / (124.02)	Police Psychological Testing Records	To maintain a record of psychological tests administered to recruit applicants and specialty units.	Coded test results, related reports and correspondence.	Destroy 60 years after record creation.

109. Police Academy

109. Police Academy		Function	Description	Retention and Disposition
109(1) / (125.01)	Academy Class Lists	To maintain a historical record of the Classes attending the Winnipeg Police Academy.	Class lists, test marks, final class standings, photographs and other related records.	Archival.
109(2) / (125.02)	Member Training Records	To maintain a record of training and testing provided to members of the Winnipeg Police Service.	Records related to the training, testing and evaluation of members of the Winnipeg Police Service, including firearm qualification records, Police Vehicle Operations training records and records of other in-service training provided.	Destroy 60 years after termination of employment.
109(2) / (125.03)	Recruit and Non-Member Training Records	To maintain a record of the training of Winnipeg Police Service recruits and nonmembers from outside agencies.	Records include performance evaluations, tests and exams, attendance sheets, assessments, attendees lists and other related records.	Destroy 2 years after file closure.

110. Police Response

110. Police Response		Function	Description	Retention and Disposition
110(1) / (126.01)	Compassionate to Locate Records	To maintain a record of requests to locate persons for compassionate reasons.	Requests to locate, personal and vehicle descriptions, police reports and investigative notes and correspondence.	Destroy 1 year after file closure.
110(2) / (126.02)	Dispatch and Call History Records	To maintain a record of persons requesting service.	Alphabetical listing of persons requesting service, incident number generated, record of units assigned, nature of the call and final disposition of the call.	Destroy 10 years after record creation.
110(3) / (126.03)	High Speed Pursuit Records	To maintain a record of high speed pursuits involving Winnipeg Police Service vehicles.	High Speed Pursuit reports and related correspondence and communications.	Destroy 5 years after file closure.

111. Traffic Law Enforcement

111. Traffic Law Enforcement		Function	Description	Retention and Disposition
111(1) / (127.01)	Accident Enquiry Board Reports	To maintain a record of Police Service members who have been involved in incidents involving damage to cruiser cars.	Reports, Board decisions and notes, statements and related notes and correspondence.	Destroy 3 years after record creation.
111(2) / (127.02)	Escort and Weigh Scale Records	To maintain a record of over-dimensional vehicles needing police escorts.	Escort forms, weigh scale forms.	Destroy 2 years after record creation.
111(3) / (127.03)	Serious Motor Vehicle Accident Files	To maintain a record of investigations of serious motor vehicle accidents for use in Court proceedings.	Investigative and analytical reports, witness statements, medical examiner information, correspondence, court briefs, photographs and drawings and other documents related to the investigation of a fatal motor vehicle accident.	Destroy 7 years after file closure.

111. Traffic Law Enforcement		Function	Description	Retention and Disposition
111(4) / (127.04)	Impaired Drivers Records	To collect information on impaired drivers for informational and analytical purposes.	Records of drivers charged with impaired driving, related incident reports and information.	Destroy 2 years after obsolete or superseded.
111(5) / (127.06)	Speed Timing Device Calibration Records	To maintain a record of calibration tests of speed timing devices	Calibration certificates.	Destroy 1 year after disposal of equipment.
111(6) / (127.07)	Speedometer Accuracy Cards	To maintain a record of cruiser car speedometer calibrations.	Calibration cards for service vehicle speedometers.	Destroy 3 years after record creation.
111(7) / (127.08)	Traffic Not Guilty Plea Records	To maintain a record of Not Guilty Pleas after a witness list has been completed.	Daily journal record of all Not Guilty Pleas filed.	Destroy 2 years after record creation.
111(8) / (127.10)	Vehicle Mechanical Checks	To maintain a record of mechanical checks done to private vehicles involved in serious or fatal accidents.	Vehicle mechanical check forms.	Destroy 5 years after file closure.
111(9) / (127.11)	Fatal Motor Vehicle Accident Files	To maintain a record of investigations of fatal motor vehicle accidents for use in Court proceedings.	Investigative and analytical reports, witness statements, medical examiner information, correspondence, court briefs, photographs and drawings and other documents related to the investigation of a fatal motor vehicle accident.	Destroy 7 years after file closure.