

**ACCESS TO CANADIAN POLICE INFORMATION
CENTRE (CPIC) INFORMATION
POLICY #21.0.9**

1. POLICY STATEMENT

Effective April 1, 2013 access for Community Peace Officer 1 (CPO) for CPIC information will be coordinated by the Provincial Sheriff's Operational Communications Centre (OCC). The County of Wetaskiwin No. 10 believes that all employees should have a clear understanding of what is expected of their roles and responsibilities within their position of employment. The Solicitor General's Office has provided a CPIC Policy for Employees which provides specific guidelines for Peace Officers employed by Municipal Government within the Province of Alberta. All members of the County of Wetaskiwin Protective Services are expected to adhere to the guidelines of the CPIC Policy and therefore, must educate themselves to the contents of that document.

2. PROCEDURES

- 2.1. All members of the Protective Services Department are required to read the CPIC Policy annually, and sign off that they have done so by April 30 of each year. The Assistant Chief Administrative Officer is responsible for ensuring that all Community Peace Officers have reviewed the CPIC Policy annually and have completed the "Sign Off" sheet which indicates that they have "read, understood, and will comply with knowing the guidelines contained within the CPIC Policy."
- 2.2. Members of the Protective Services Department are required to obtain a Certified Criminal Record Verification and fingerprint submission (Form C-216C).
- 2.3. Members of the Protective Services Department are required to adhere to the CPIC Policy attached to this Policy.
- 2.4. The Peace Officer Acknowledgement of Restrictions Respecting the Handling of CPIC Material, Records and Information "Sign Off" sheet shall be forwarded to Alberta Justice and Solicitor General and a copy stored in the personnel files of each Community Peace Officer.

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