

# ALBERTA BEACH

## GENERAL VILLAGE POLICIES

<b>Policy: G.2.5</b>	<b>PEACE OFFICER ACKNOWLEDGEMENT OF RESTRICTIONS RESPECTING THE HANDLING OF CPIC MATERIAL, RECORDS AND INFORMATION</b>
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- “CPIC” and CPIC System mean the Canadian Police Information Centre computer system, a National Police Service administered by the Royal Canadian Mounted Police.
- “Information” includes knowledge of the contents of the CPIC system that has been acquired from the CPIC System or by virtue of a person’s access to or employment in connection with the CPIC System and also includes knowledge of the operation of the CPIC System.
- “Material” means equipment, apparatus and supplies used in connection with the operation, use or maintenance of the CPIC System.
- “Records” means correspondence, memoranda, papers, books, manuals, maps photographs, films, microfilms, sound recordings, video recordings, computer cards, tapes and disks, and any other or all other information or image bearing material regardless of physical form or characteristics, that are made, received or preserved by any person in connection with the operation, use or maintenance of the CPIC System.

I acknowledge that I am fully aware of my responsibilities to safeguard all CPIC material, records and information with which I am entrusted or which I encounter by virtue of my employment.

I agree that all CPIC material, records, and information with which I am entrusted must be dealt with in a manner that ensures it will not be disclosed to unauthorized persons, in particular:

1. CPIC material and records must not be moved from the confines of the office without the approval of my supervisor and when any such material or records are removed, a record must be kept detailing what is being removed and to where it is being removed.
2. After working hours, all CPIC records and, where possible, material must be secured from access by unauthorized persons.
3. All CPIC material and records connected with or arising out of my work must be kept in accordance with the preceding paragraphs 1 and 2.
4. All CPIC information and records must be turned in to my supervisor prior to my transfer or termination of my employment.
5. All CPIC information which I require or to which I may have access at anytime cannot, without lawful authority, be communicated or revealed to any other person or published in any form.

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Appendix A

I acknowledge that I have read the foregoing instructions and acknowledgements as well as the Alberta Justice and Solicitor General CPIC Policy and CPIC Reference Manual; that I am fully aware that any breach of them could result in lawful sanctions including cancellation of my Peace Officer Appointment and/or dismissal from my employment.

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Peace Officer's Signature

\_\_\_\_\_  
Witness Name (Printed)

\_\_\_\_\_  
Peace Officer's Name (Printed)

**Termination of Services**

(To be completed when the Peace Officer terminates his/her services)

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Peace Officer's Signature

\_\_\_\_\_  
Witness Name (Printed)

\_\_\_\_\_  
Peace Officer's Name (Printed)

I, the Peace Officer above, declare that I have not in any way retained any CPIC material or records and that I will continue to protect the confidentiality of all CPIC information in accordance with the above acknowledgement and the Alberta Justice and Solicitor General CPIC Policy.