



Policy Name:	PERSONNEL RECORDS		
Policy #:	AD 4.2	Last Updated:	2022-01-14
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 2.9 Service Records of Discipline

AD 9.19 Information Technology (IT) Security

1. PURPOSE

1.1. To ensure that the Personnel Records of Surrey Police Service (SPS) Employees are maintained in a manner which is in accordance with governing legislation, and which ensures the security and confidentiality of the Personnel Records.

2. SCOPE

2.1. This policy applies to all SPS Employees, both Members and civilian staff.

3. POLICY

3.1. SPS Personnel Records will be created, maintained, and disclosed in accordance with the practices, policies, and procedures of SPS, and in compliance with requirements of the *Police Act* and the *Freedom of Information and Protection of Privacy Act (FOIPPA)*.

3.2. SPS Personnel Records (Member and civilian) are confidential and will be held in a secure location under the custody and control of the SPS Manager, Employee Services Section (ESS), with the following exceptions:

- i. Member application files, including background investigation documentation, are confidential and will be held securely under the custody and control of SPS Recruiting Unit; once a member is hired, their Personnel files are transferred to ESS and secured with ESS.

- ii. Civilian application files, including background investigation documentation, are confidential and will be held securely under the custody and control of the SPS Recruiting Unit. Once hired, their files will be with Department Security Officer in ESS; and
- iii. Members' Service Record of Discipline (SRD) files are confidential and will be held in a secure location under the custody and control of the SPS Professional Standards Unit:
 - a. SRD records will be kept separately from the Personnel Records of the Members; and
 - b. SRD records will be maintained and updated in accordance with the *Police Act*, s. 180, subsections (1) and (8) (*Refer to AD 2.9 - Service Records of Discipline*).

4. PROCEDURE

Change to Employee Information

- 4.1. Employees will provide their Supervisor and ESS with their current residential address.
- 4.2. Employees will provide their supervisor with the telephone number(s) at which they can be contacted during off-duty hours, in case of a call out or emergency fan-out.
- 4.3. Employees will notify the Payroll Clerk of all births, deaths or changes in marital status affecting their Personnel Record.
- 4.4. Employees who change their name, residential address or telephone number will, within seven (7) days of the change, advise their Supervisor of their new name, address, or telephone number.
- 4.5. The Employees' Supervisor will notify the SPS ESS of any name, address or telephone number change.
- 4.6. ESS will maintain a contact list of current addresses and telephone numbers of all Employees. Distribution and access to the contact list information will be as authorized by the Chief Constable or designate.

Security of Personnel Records

- 4.7. Personnel Records stored on SPS premises will be stored in a secure manner which safeguards the Personnel Records from unauthorized access.
- 4.8. When SPS Personnel Records are being held outside SPS premises or systems by non-law enforcement personnel (e.g., City of Surrey payroll provider), the Deputy Chief Constable, Support Services Bureau will ensure that persons who have access to SPS Personnel Records are appropriately security cleared, and that SPS Personnel Records are being accessed, stored and handled to the security level required by SPS to protect its Employees, and to maintain SPS security requirements.

- 4.9. The Deputy Chief Constable, Support Services Bureau will ensure that periodic security audits and random spot checks of work sites are conducted to ensure compliance with security and legal requirements regarding Personnel Records.
- 4.10. Employees responsible for Personnel Records will immediately notify their Supervisor in the event of loss, theft, breach, or potential risk of disclosure of SPS Personnel Records. The Supervisor will promptly notify the Deputy Chief Constable, Support Services Bureau of the incident.
- 4.11. The Deputy Chief Constable, Support Services Bureau will be responsible for initiating and overseeing any investigation relating to the loss, theft or breach of Personnel Records.

APPENDIX A: DEFINITIONS

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“FOIPPA” means the BC *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“Personnel Records” means those records maintained on each individual employed by SPS which contain personal information concerning the Employee’s age, length of service, amount and type of training, education, compensation level, and other personal pertinent information.

“SPS” means the Surrey Police Service.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

APPENDIX B: REFERENCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165

Police Act, R.S.B.C. 1996, c. 367