

Policy Name:	AUTOMATED CRIMINAL INTELLIGENCE INFORMATION SYSTEM (ACIIS)		
Policy #:	AD 9.2	Last Updated:	2022-06-08
Issued By:	SUPPORT SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 9.3 *Canadian Police Information Centre (CPIC)*

AD 9.7 *Freedom of Information and Protection of Privacy Act (FOIPPA)*

1. PURPOSE

1.1. To ensure Surrey Police Service (SPS) follows established, consistent, and authorized criteria for the use of the Automated Criminal Intelligence Information System (ACIIS).

2. SCOPE

2.1. This policy applies to all Employees.

3. POLICY

3.1. ACIIS is a police network computer application administrated by Criminal Intelligence Service Canada (CISC). It is the national intelligence database for use by all CISC member agencies.

3.2. SPS access to ACIIS will be for law enforcement functions/purposes only and in accordance with ACIIS policy and regulations.

3.3. In accordance with the CISC Constitution and Regulations, all information that SPS enters into ACIIS, unless the record is restricted, will be made available to all CISC Category 1 member agencies whether the agencies have direct access to ACIIS or not. ACIIS data integrity is the responsibility of the Contributing Member Agency.

3.4. SPS will ensure that all Employees having access to ACIIS are security screened in accordance with the CISC Constitution and Regulations and ACIIS Policy and Regulations. Proof of the security

screening will be kept and made available, upon request, to CISC auditors and the Criminal Intelligence Service British Columbia / Yukon (CISBC/YK) ACIIS Coordinator.

- 3.5. Pursuant to the ACIIS Policy, all Employees granted ACIIS access are required to have an RCMP Reliability Status or equivalent security clearance. All accredited personnel employed by a recognized Category 1 Police Agency are considered to hold the status equivalent to an RCMP Reliability Status.
- 3.6. Before an SPS Authorized User is given access to ACIIS, the Authorized User will receive appropriate training from qualified personnel.
- 3.7. SPS will not disseminate any information obtained from the ACIIS Data Bank, except where that use is consistent with the ACIIS Policy. SPS may however disseminate ACIIS information to another approved ACIIS agency provided it does not conflict with provincial or federal privacy legislation and a Letter of Understanding is in place between the agencies concerned.

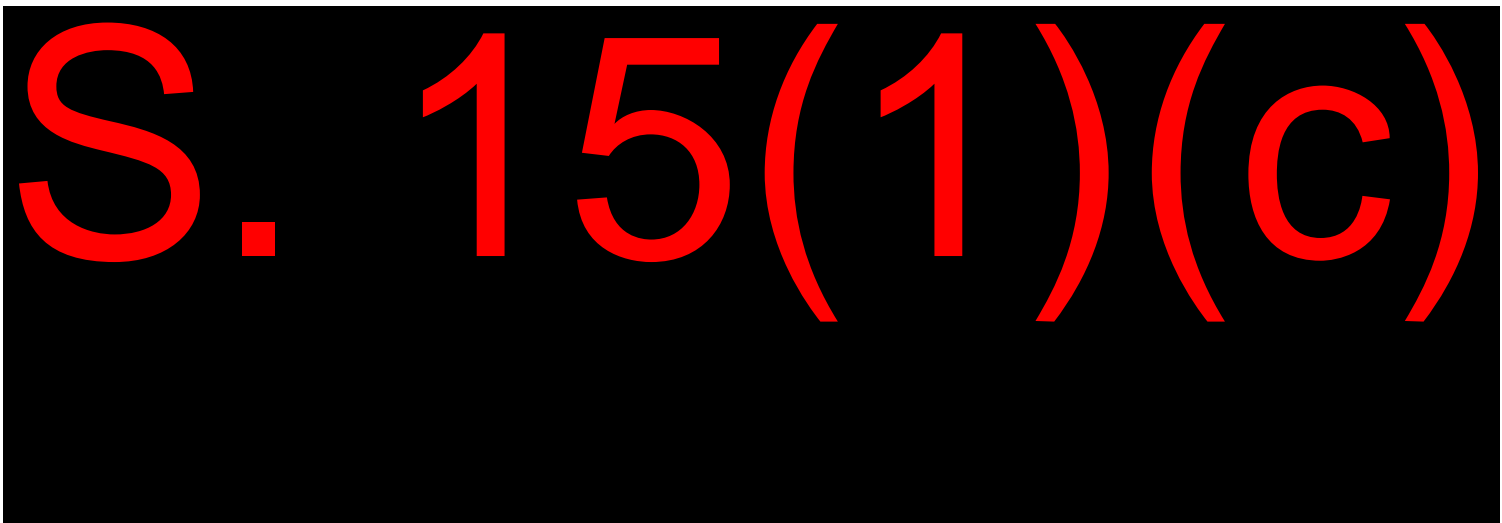
ACIIS Policy and Security Violations

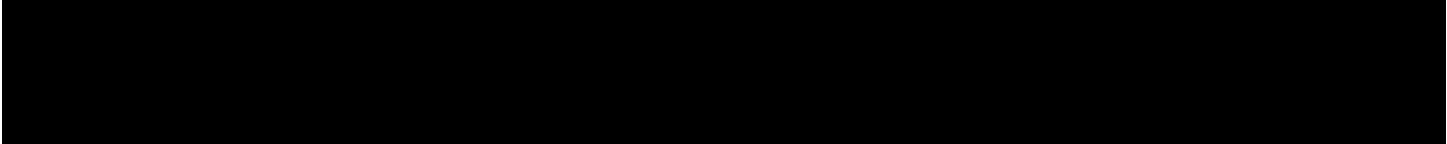
- 3.8. SPS will report all complaints of ACIIS policy and security violations to the Director General, CISC in writing. SPS or agencies involved will investigate thoroughly and expediently all complaints of ACIIS policy violations. The results of the investigation, including corrective or disciplinary action that has been taken, will be reported to the Director General of CISC and CISBC/YK.
- 3.9. If complaints of ACIIS policy and security violations cannot be resolved by SPS, the Director General of CISC will have a review conducted by the ACIIS Program Manager or the Provincial Bureau Director.

ACIIS Liaison

- 3.10. The Chief Constable or designate will appoint an ACIIS Liaison Officer.

4. PROCEDURE

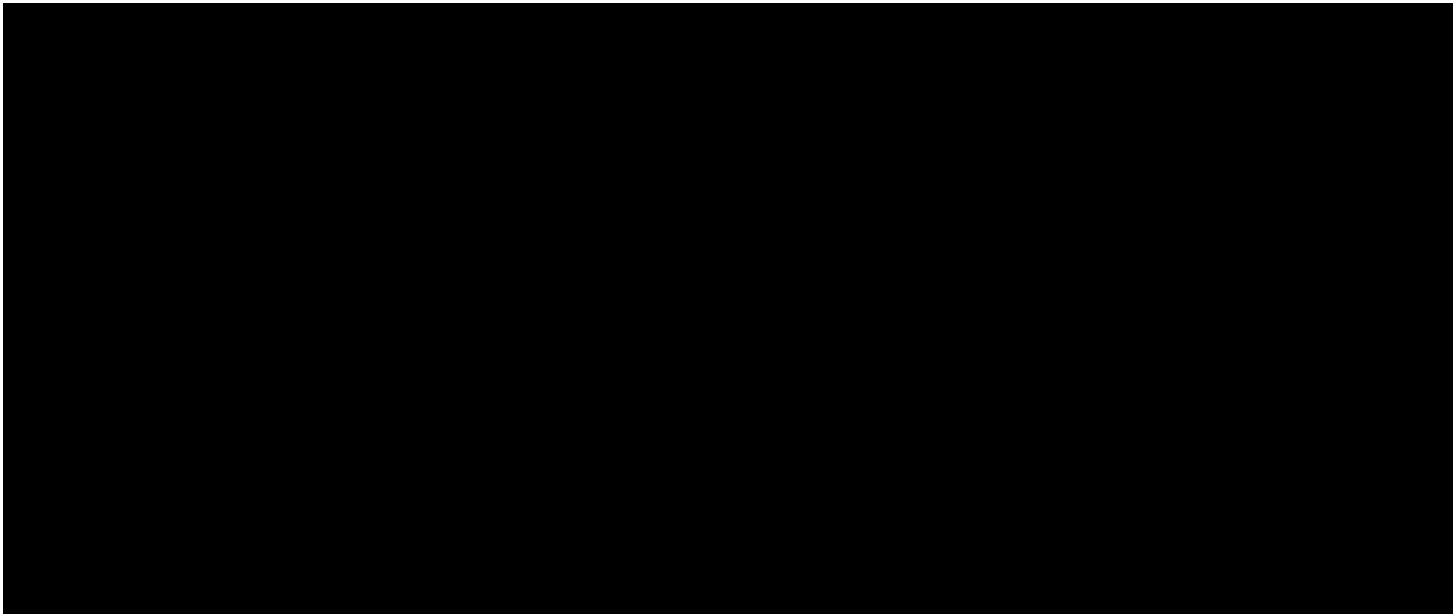




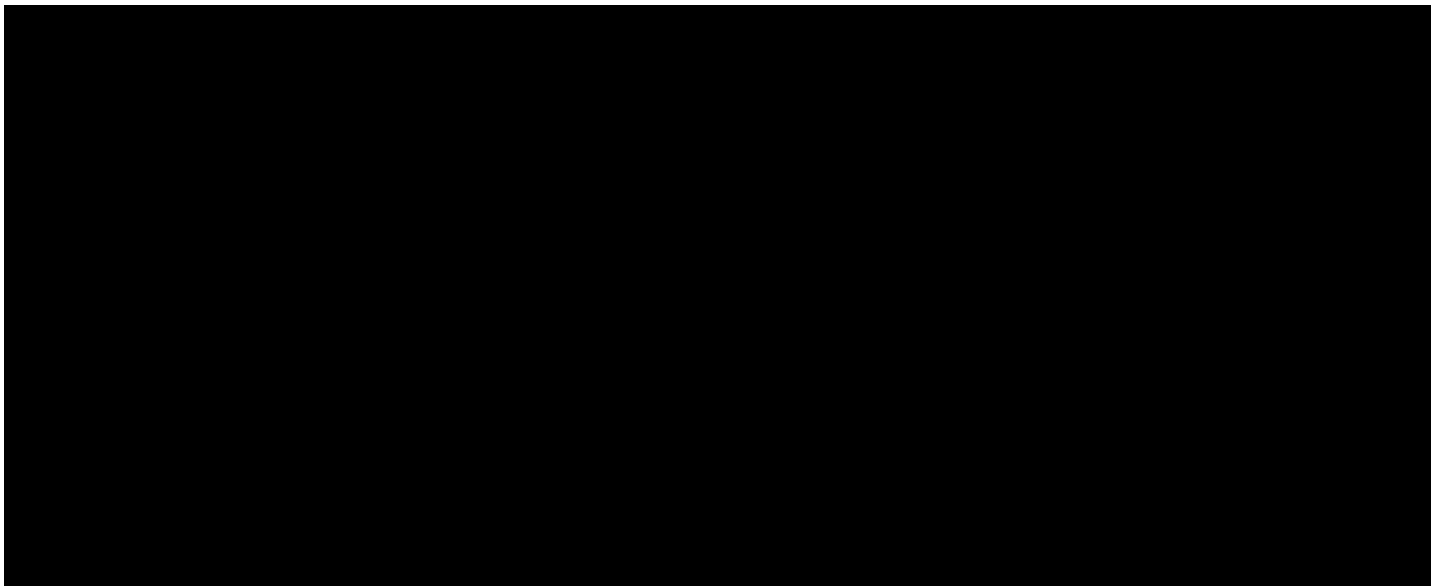
4.4. Each Authorized User will be provided with an individual ACIS authorization, including user identification and password. The Authorized User will not share their user account or password and will take all reasonable precautions to safeguard their user account or password.

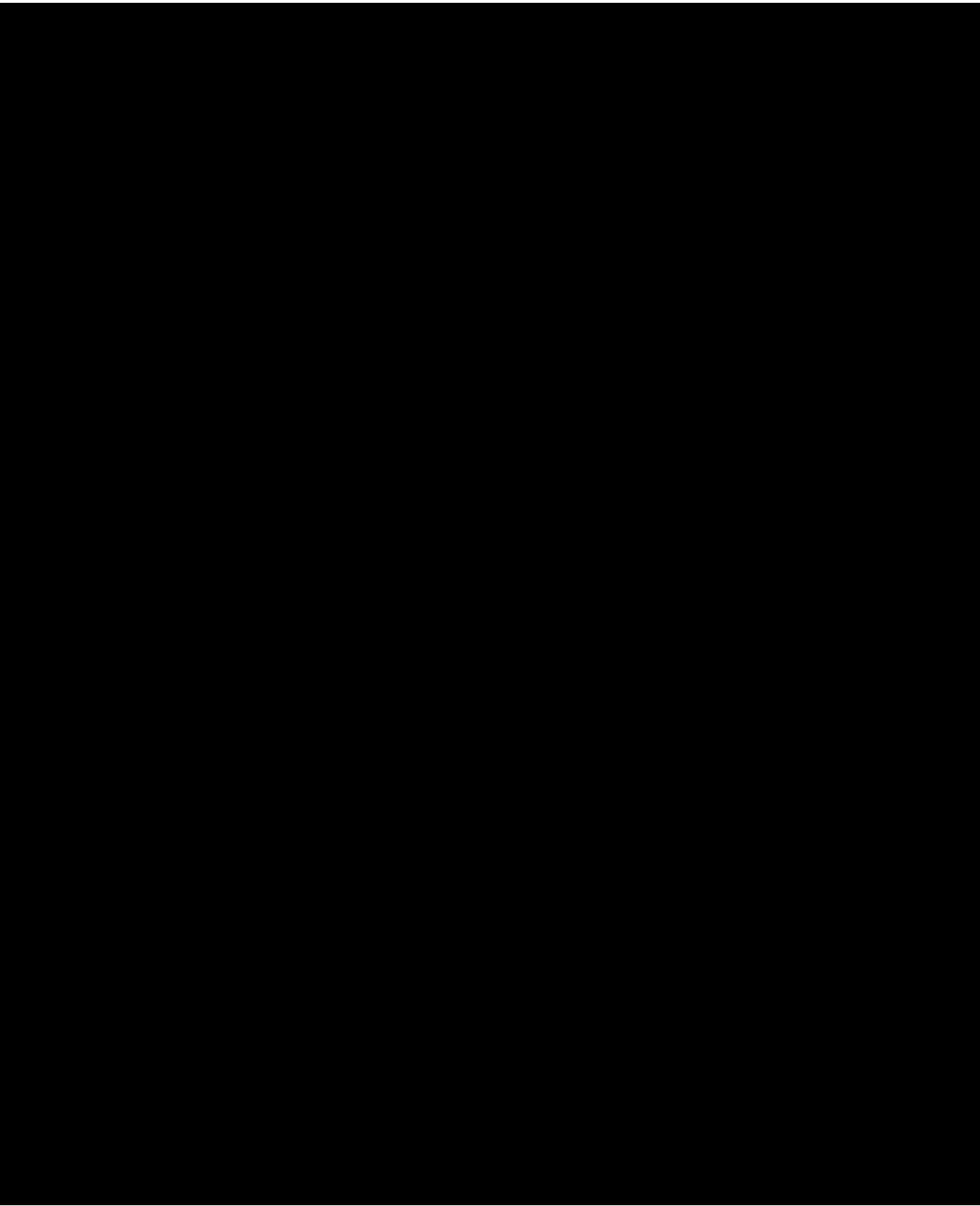
4.5. Each Authorized User will be responsible for any transaction undertaken in the ACIS system under their access privilege. Misuse of access privileges will be dealt with by SPS disciplinary policies.

ACIS File Entry Criteria



ACIS File Guideline

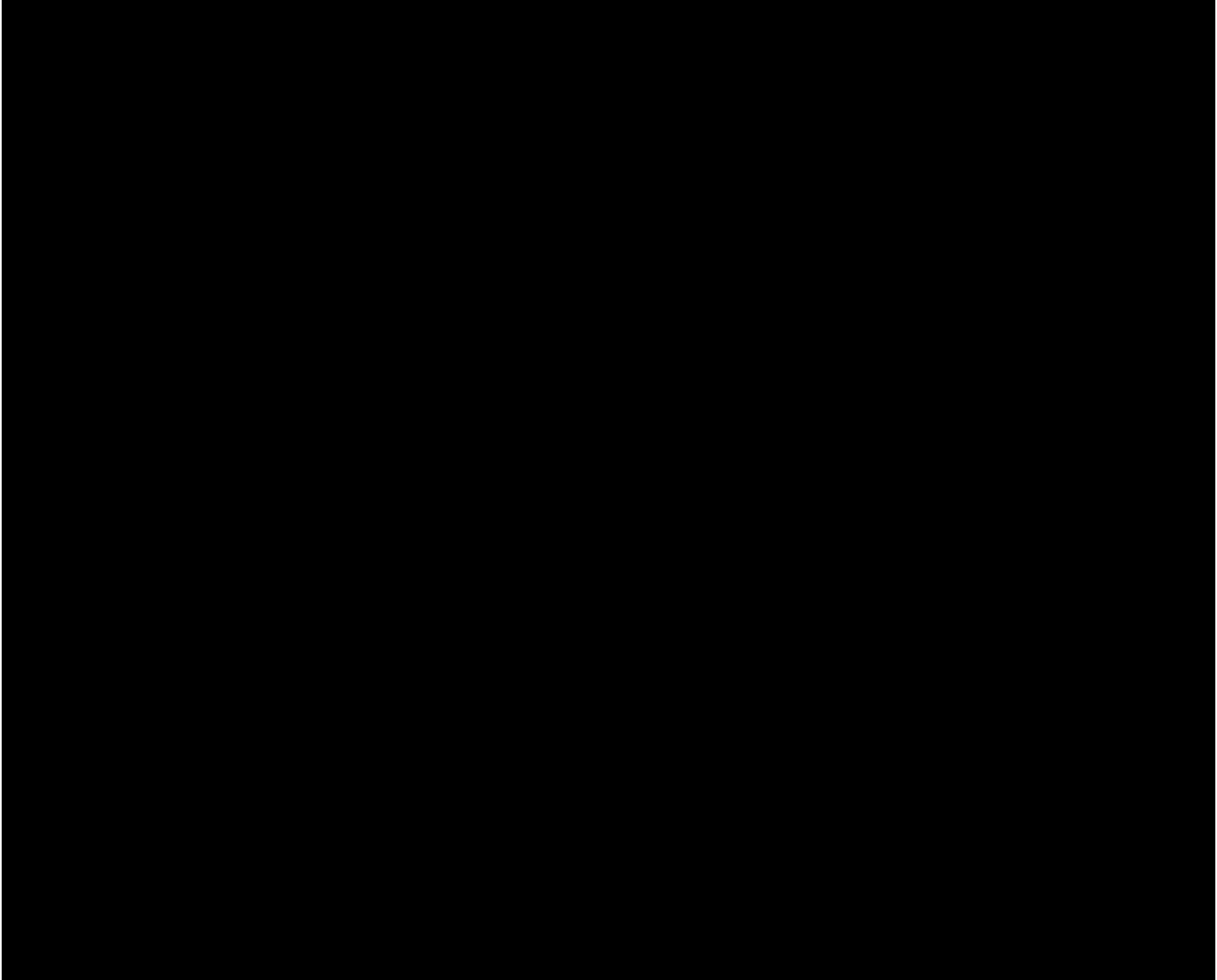


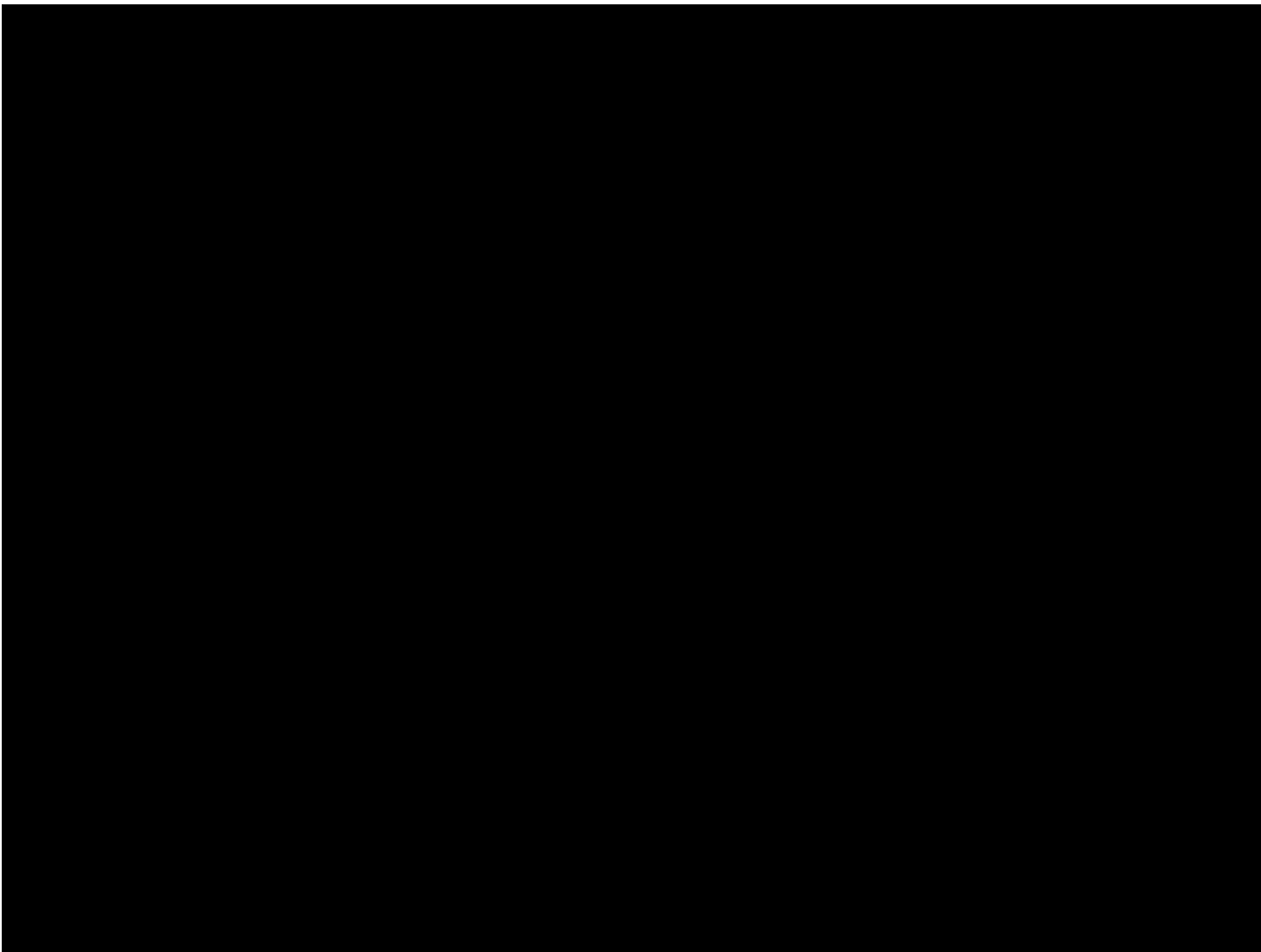




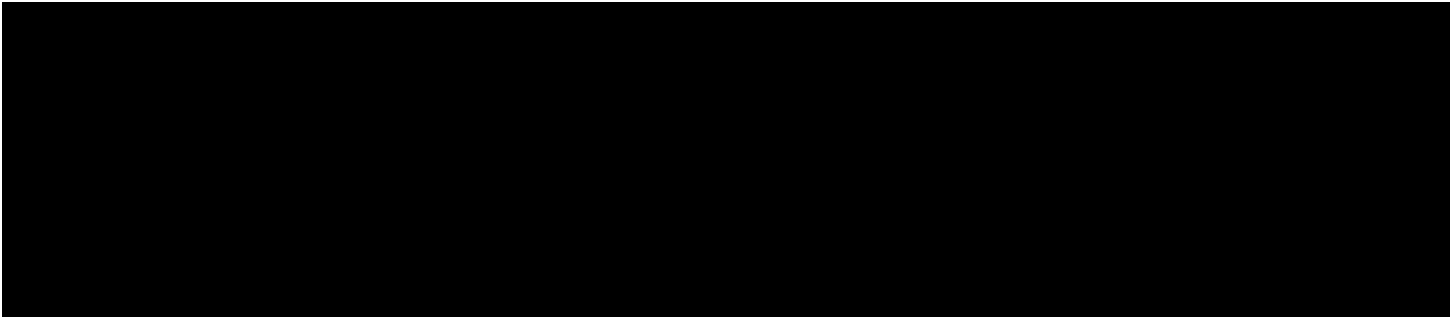
Maintenance of Records

4.21. ACIIS is designed to be a paperless system and is solely an intelligence data bank. SPS Proactive Enforcement – Intelligence Management Team is responsible for maintaining ACIIS records.





4.33. SPS will be responsible for its own security of the ACIS system and records. This security must meet or exceed the Canadian Police Information Centre (CPIC) security standards as outlined in the CPIC Reference Manual.



APPENDIX A: DEFINITIONS

“ACIIS (and ACIIS system)” means the Automated Criminal Intelligence Information System, a National Police Service administered by CISC. ACIIS is the Canadian law enforcement community’s national database for criminal information and intelligence on organized and Serious Crime. ACIIS integrates a police agency’s entire scope of current processes for collecting, sharing, and analyzing police intelligence. It provides: end-to-end intelligence management, simplified access to accurate and timely police intelligence, faster report and management, simplified access to accurate and timely police intelligence, faster report and documentation preparation, more efficient workflow and task management, enhanced capabilities to manage, review, analyze, share and re-use information, assisted-automated scoring, Secure Protected “B” level and functionality in both official languages.

“Authorized User” means a Surrey Police Service Employee granted the privilege of access to the ACIIS system.

“Chief Constable” means the Surrey Police Service Chief Constable or delegate.

“CISC” means the Criminal Intelligence Service Canada.

“CISC Category I Police Agency” means the agency has full police officer authority provided under a Canadian federal or provincial police act. The primary role of the agency is law enforcement, and the agency contributes to the criminal intelligence process.

“CISBC/YK” means the CISC Provincial Bureau in British Columbia and Yukon.

“Contributing Member Agency” means under the direction of the Commissioner, Chief of Police, Director or equivalent a contributing member agency will be responsible for: meaningful participation; and contribution and maintenance of accurate, pertinent data in the ACIIS database. Surrey Police Service is a Contributing Member Agency in CISC.

“Designated Constables” means Surrey Police Service police officers appointed by the Surrey Police Board.

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

“NPSNet” means the National Police Services Network.

“Objects” means the second selection under the Maintenance option on the ACIIS Main Menu window. The Objects drop-down list functions include: Counterfeit, Exhibit, Firearm, Location, Organization, Person, Project, Telecommunications, Transport and Vehicle.

“Organized Crime” means organized crime or criminal organization as defined in the *Criminal Code*, and means a group, however organized, that:

- a. is composed of three or more persons in or outside Canada;
- b. has as one of its main purposes or main activities the facilitation or commission of one or more serious offences that, if committed, would likely result in the direct or indirect receipt of a material benefit, including a financial benefit, by the group or by any of the persons who constitute the group; and

- c. it does not include a group of persons that forms randomly for the immediate commission of a single offence.

“PRIME-BC” means the Police Records Information Management Environment, the provincial records management system used by police agencies in British Columbia.

“Restricted Record” means a restricted record that is entered on the system by the maintenance unit of an agency and, for legitimate operational reasons, cannot be made available to others.

“Serious Crime” means a serious offence or crime as defined in the *Criminal Code*, means an indictable offence under this or any other Act of Parliament for which the maximum punishment is imprisonment for five (5) years or more, or another offence that is prescribed by regulation.

“Third Party Rule” means that the information must not be used, copied, reproduced, or further disseminated without the consent of the originator.

“SPS” means Surrey Police Service.

“Unrestricted Record” means a record which is entered on the system by the maintenance unit of an agency and is available to all ACIIS users.

APPENDIX B: REFERENCES

Criminal Code, R.S.C. 1985, c. C-46

Criminal Intelligence Service Canada (CISC) – *ACIIS Policy* (February 2018)

Criminal Intelligence Service Canada (CISC) – *Regulations: Addendum to ACIIS Policy* (February 2018)

Youth Criminal Justice Act, S.C. 2002, c. 1