



## **Acknowledgement of Restrictions Respecting the Use of C.P.I.C. and DRPS Information System and the Handling of C.P.I.C. and DRPS Material Records and Information by Police Service Members**

### **In this document.....**

#### **C.P.I.C. and C.P.I.C. system:**

Means the Canadian Police Information Centre computer system of the Royal Canadian Mounted Police and includes PARIS, the Law Enforcement Information Portal (LEIP), the Police Information Portal (PIP) and all related investigative, identification, intelligence and ancillary data banks.

#### **DURHAM REGIONAL POLICE SERVICE (DRPS) information system:**

Includes all computer, digital, electronic and telecommunication systems installed and / or operated by the DRPS to conduct law enforcement investigations and perform internal administrative functions. These systems include, but are not limited to, the DRPS network, the DRPS internet connection, Intelligence based databases, bar code, ViCLAS, Versadex, V-mail, MDTs, RMS, CAD, Archived incidents, Supertext and all ancillary databases and facsimile connections either created by or utilized by the DRPS.

#### **Information:**

Includes knowledge of the contents of the CPIC system and / or DRPS information system that has been acquired from the systems or by virtue of a person's access to, or employment in connection with the systems, and also includes knowledge of the operation of the systems;

#### **Material:**

Means equipment, apparatus and supplies used in connection with the operation, use or maintenance of the CPIC system and / or DRPS information system.

#### **Records:**

Means correspondence, memoranda, papers, books, manuals, maps, photographs, films, microfilms, sound recordings, computer cards, tapes and disk, 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 and / or DRPS information system.

## **CPIC system use.....**

I acknowledge that I have reviewed the provisions set out in Directive **AO-07-005 "CPIC – Security ~ Capabilities and Use"** including all related CPIC directives (for example, but not limited to: **AO-07-001 "CPIC - Special Interest to Police (SIP) and Surveillance"** and **AO-07-007 "CPIC - Caution - C Contagious Disease Entries"**), and that I am fully aware of and understand my responsibilities regarding the use of CPIC and the CPIC system and for safeguarding all CPIC material, records and information with which I am entrusted or which I may 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:

- (a) Ensuring that all material and records must not be removed 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.
- (b) After working hours, all records and materials must be secured from access by unauthorized persons.
- (c) All material and records connected with or arising out of my work must be kept in accordance with the preceding paragraphs (a) and (b).
- (d) All material and records must be turned into my supervisor prior to my transfer or termination of my employment.
- (e) All information, material and records which I may acquire or to which I may have access to at any time cannot, without lawful authority, be communicated or revealed to any other person or published in any form.

I am fully aware of and understand that I am, at all times, responsible for:

- (a) Using and accessing CPIC and CPIC systems only in support of authorized law enforcement activities of the DRPS while I am within the lawful execution of my duties with the DRPS.

## **Internet use and DRPS information systems.....**

I acknowledge that I have reviewed the provisions set out in Directive **AO-08-002 Computer Equipment Network Access and Security** and that I am aware of and fully understand my responsibilities regarding the appropriate use of the DRPS Internet connection and the DRPS information system.

I acknowledge that when accessing the Internet through the DRPS information system I cannot expect that such access is being performed in private. I further acknowledge that once I have signed onto the DRPS information system with my identification and personal password I am responsible for all activities performed in association with my login I.D.

I am fully aware of and understand that I am, at all times, responsible for:

- (a) Using and accessing the DRPS information system only in support of authorized law enforcement activities of the DRPS while I am within the lawful execution of my duties with the DRPS.
- (b) All information, material and records which I may acquire from access to and the use of the DRPS information system cannot, without lawful authority, be communicated or revealed to any other person or published in any form.
- (c) Ensuring that all material and records must not be removed 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.
- (d) After working hours, all records and materials must be secured from access by unauthorized persons.
- (e) All material and records connected with or arising out of my work must be kept in accordance with the preceding paragraphs (c) and (d).
- (f) All material and records must be turned into my supervisor prior to my transfer or termination of my employment.

## Acknowledgement

I, \_\_\_\_\_ acknowledge that I have read the foregoing  
employee name and reg. # (please print)  
instructions and acknowledgements and that I am fully aware that any breach of them may  
result in disciplinary action up to and including dismissal from my employment.

\_\_\_\_\_  
employee name and reg. # (please print) employee signature

\_\_\_\_\_  
witness name and reg. # (please print) witness signature

Date: \_\_\_\_\_  
YYYY-MM-DD

## Termination of Services

(To be completed when the employee terminates their services)

I, \_\_\_\_\_ declare that I have not in any way retained  
employee name and reg. # (please print)  
any material or records, and that I will continue to protect the confidentiality of all information in  
accordance with the above acknowledgement.

\_\_\_\_\_  
employee name and reg. # (please print) employee signature

\_\_\_\_\_  
witness name and reg. # (please print) witness signature

Date: \_\_\_\_\_  
YYYY-MM-DD