



# COLLECTION OF INFORMATION (INFO POSTS)

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## 1. Statements of Principle

1. Collecting relevant and reliable information is necessary to achieve the statutory and common law duties of policing.
2. When collecting information, police officers must respect their statutory and common law powers and limits, in full compliance with the:
  - a. [Canadian Charter of Rights and Freedoms](#);
  - b. [Alberta Bill of Rights](#);
  - c. [Freedom of Information and Protection of Privacy \(FOIP\) Act](#);  
and



- d. [Calgary Police Service Bias-Free Policing policy](#) (see s. 2 of the [Conduct and Discipline \(Sworn\)](#) policy).

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## 2. Purpose

1. The purpose of collecting information about an individual and entering it into an Info Post is to assist law enforcement agencies in the discharge of their duties to preserve the peace, investigate offences, prevent crime, apprehend offenders, execute warrants, and protect life and property.

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## 3. Scope

1. This policy applies to all CPS employees who will be collecting and / or entering information into Info Post in the CPS Records Management System (Sentry).

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## 4. Definitions

1. Info Post: a CPS electronic intelligence gathering form which may be used following interactions between police officers and the public to record a person's information and / or the person's circumstances at a particular time and place. This form may also be used to record information volunteered by members of the public or partner agencies, and other forms of intelligence including officer observations. Info Posts replace the current function of Contact Information Forms (previously called check-up slips).
2. Personal Information: identifying details about an individual such as name, date of birth, gender, physical description, address, contact information, employment details, associations, etc.

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## 5. Authority

1. Section 38(1) of the [Police Act](#) states:

“Every police officer is a peace officer and has the authority, responsibility and duty

  - (a) to perform all duties that are necessary
    - i. to carry out the police officer’s functions as a peace officer;
    - ii. to encourage and assist the community in preventing crime;
    - iii. to encourage and foster a co-operative relationship between the police service and the members of the community; and
    - iv. to apprehend persons who may lawfully be taken into custody; and
  - (b) to execute all warrants and perform all related duties and services.”
2. Section 25(2) of the [Interpretation Act](#) grants to police officers additional powers that are necessary to enable them to carry out the responsibilities and duties mandated by the Police Act. The use of Info Posts to collect, use, and disclose personal information facilitates an officer’s ability to carry out their policing duties assigned by law.
3. Section 33 of the [FOIP Act](#) states:

“No personal information may be collected by or for a public body unless . . .

  - (b) *that information is collected for the purposes of law enforcement”.*
4. Section 1(h)(i) of the [FOIP Act](#) defines law enforcement as “policing, including criminal intelligence operations”. Info Posts are a means of gathering information including criminal intelligence. For that reason, police officers are authorized to collect, use, and disclose personal information for law enforcement purposes, including the gathering of criminal intelligence.

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## 6. Officer Responsibilities

1. Articulate the policing purpose for which you are collecting the citizen's personal information.
2. When interacting with a citizen, consider the law of detention, including when the interaction becomes a detention and the legal limits, powers, duties and obligations that apply.
3. Whenever a citizen is not under arrest or detention, their responses are voluntary and they are free to leave should they choose to do so.
4. Ensure that all Info Post submissions meet the collection criteria as listed below in [s. 7](#).
5. Complete the mandatory fields in Info Post.

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## 7. Collecting Information

1. Do not collect personal information in an Info Post:
  - a. about the political, religious or social views, associations or activities of any individual or any group, association, corporation, business, partnership or other organization unless:
    - i) the information relates to criminal conduct or activity; or
    - ii) there is reasonable suspicion that the subject of the information is or may be involved in criminal conduct or activity.
  - b. to satisfy a performance measure;
  - c. to raise awareness of police presence in the community;
  - d. to randomly document routine interactions with members of the public;
  - e. to record information received from a confidential informant (see the [Confidential Informant / Agent / Witness Security](#) policy);
  - f. to collect information in violation of the guarantees as outlined in [s. 1\(2\)](#) above; or



- g. when it would be more appropriate to submit an Occurrence Report.
  2. Do not explicitly or implicitly infer privilege to someone providing information (see the [Confidential Informant / Agent / Witness Security](#) policy).

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## 8. Record Retention

1. Info Posts will be retained and disposed of in accordance with the CPS Records Retention Schedule (see the [Records and Information Management](#) policy).

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