**Minutes – Executive Policy Committee – September 14, 2016**

## REPORTS

**Item No. 3 Memorandum of Understanding – Real Time Identification System**

EXECUTIVE POLICY COMMITTEE RECOMMENDATION:

The Executive Policy Committee concurred in the recommendation of the Winnipeg Public Service and recommended to Council:

1. That the City enter into, execute and deliver the negotiated Memorandum of Understanding (MOU) with the Canadian Criminal Real Time Identification Services (CCRTIS) for access to its Real Time Identification (RTID) system.

2. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of the MOU with CCRTIS for access to its RTID system, in accordance with the terms and conditions set forth herein and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

3. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of all future MOUs with CCRTIS for access to its RTID system, in accordance with terms and conditions similar to those set forth herein and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

DECISION MAKING HISTORY:

Moved by Deputy Mayor Pagtakhan,

That the recommendation of the Winnipeg Public Service be concurred in and forwarded to Council.

Carried

# ADMINISTRATIVE REPORT

**Title:** Real Time Identification System Memorandum of Understanding

**Critical Path:** Executive Policy Committee – Council

## AUTHORIZATION

| Author | Department Head | CFO | CAO |
|---|---|---|---|
| A. Odokeychuk | Acting Chief Arthur G. Stannard | n/a | D. McNeil |

## EXECUTIVE SUMMARY

The Memorandum of Understanding (MOU) provides terms and conditions for access, security, and service provision of the Real Time Identification (RTID) system. Access to the National Repository of Criminal Records through the RTID system allows the Winnipeg Police Service to ensure the most thorough and accurate information is available when conducting criminal record checks.

## RECOMMENDATIONS

1. That the City enter into, execute and deliver the negotiated Memorandum of Understanding (MOU) with the Canadian Criminal Real Time Identification Services (CCRTIS) for access to its Real Time Identification (RTID) system.

2. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of the MOU with CCRTIS for access to its RTID system, in accordance with the terms and conditions set forth herein and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

3. That authority be delegated to the Chief Administrative Officer to negotiate and approve the terms and conditions of all future MOUs with CCRTIS for access to its RTID system, in accordance with terms and conditions similar to those set forth herein and such other terms and conditions deemed necessary by the City Solicitor / Director of Legal Services to protect the interests of the City.

4. That the Proper Officers of the City be authorized to do all things necessary to implement the intent of the foregoing.

## REASON FOR THE REPORT

Council approval is required for the City to enter into the MOU with CCRTIS.

## IMPLICATIONS OF THE RECOMMENDATIONS

The MOU formalizes an existing working agreement between the Winnipeg Police Service (WPS) and the CCRTIS for five (5) years from the execution of the MOU. The CCRTIS provides a transcoder device and access to the National Repository of Criminal Records through the RTID system. Access to the system is limited to authorized trained personnel and all information retrieved from the system is subject to privacy legislation and CCRTIS policy.

There are no financial implications of this recommendation. The City is responsible for access to the RTID system from any transcoder device located on the City's side of the network connection or interface and for any damage caused by the conduct of City employees in carrying out the MOU. The CCRTIS reserve the right to audit the WPS' activities and recordkeeping in relation to the RTID system to ensure policy compliance.

## HISTORY

CCRTIS, a National Police Service of the Royal Canadian Mounted Police (RCMP), is the national provider of biometric-based criminal record verifications for civil and criminal purposes through the National Repository of Criminal Records. The RTID System was designed to improve the efficiency of Canada's national fingerprint and criminal record repository. It replaces outdated paper processes with re-engineered workflows and automation.

The WPS conducts both criminal and civilian identification verification as well as criminal record checks for members of the public. The WPS primarily uses an internal automated fingerprinting identification system and the Canadian Police Information Centre database to conduct these checks. Having access to the RTID system allows the WPS to conduct a more thorough check via fingerprints to ensure the individual's identity is accurate and the full scope of their criminal record is known.

The CCRTIS has provided the WPS with a transcoder device that affords access to the RCMP's RTID system for criminal and civilian identification purposes. The MOU outlines the scope and nature of responsibilities for both parties.

The CCRTIS agrees to procure, install and maintain the transcoder and train one WPS staff member. The City is responsible for ensuring only authorized personnel use the transcoder and the RTID for authorized purposes. There is no cost associated with the use of the transcoder or the RTID system.

The WPS, as the end user, maintains ultimate responsibility for the network and computer security, as well as all safeguarding measures in place on the WPS end of the RTID system. The WPS is required to comply with CCRTIS procedure, will submit to auditing by CCRTIS and report any misuse of the RTID system or information obtained from the system.
On August 3, 2016 the Winnipeg Police Board received this report from the Winnipeg Police Service for review and consideration. On August 8, 2016, through communication from the Executive Director, the Winnipeg Police Board advised that it accepted this report for information, and indicated that the Winnipeg Police Service may proceed with the submission of this report, as it is administrative in nature and within the authority of the chief of police.

## FINANCIAL IMPACT

# Financial Impact Statement

**Date:** July 25, 2016

**Project Name:**
MOU for RTID system

**First Year of Program** **2016**

| | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|
| **Capital** | | | | | |
| Capital Expenditures Required | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budgeted Costs | - | - | - | - | - |
| Additional Capital Budget Required | $ - | $ - | $ - | $ - | $ - |
| **Funding Sources:** | | | | | |
| Debt - Internal | $ - | $ - | $ - | $ - | $ - |
| Debt - External | - | - | - | - | - |
| Grants (Enter Description Here) | - | - | - | - | - |
| Reserves, Equity, Surplus | - | - | - | - | - |
| Other - Enter Description Here | - | - | - | - | - |
| Total Funding | $ - | $ - | $ - | $ - | $ - |
| Total Additional Capital Budget Required | $ - | | | | |
| Total Additional Debt Required | $ - | | | | |
| **Current Expenditures/Revenues** | | | | | |
| Direct Costs | $ - | $ - | $ - | $ - | $ - |
| Less: Incremental Revenue/Recovery | - | - | - | - | - |
| Net Cost/(Benefit) | $ - | $ - | $ - | $ - | $ - |
| Less: Existing Budget Amounts | - | - | - | - | - |
| Net Budget Adjustment Required | $ - | $ - | $ - | $ - | $ - |

**Additional Comments: No financial Impact**

*original signed by Ron Smolik July 25/16*
Manager of Finance
Winnipeg Police Service

## CONSULTATION

**In preparing this Report there was consultation with:**

Legal Services (as to legal issues)

## OURWINNIPEG POLICY ALIGNMENT

**01-2a Collaborate to Make Safe Communities**
**Direction 7: Implement an Approach to Safety and Security That is Collaborative and Involves the Community.**
>Continue to enhance access to safety and law enforcement services through technology, streamlined processes, partnerships and other methods as appropriate.

## SUBMITTED BY

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|---|---|
| Department: | Winnipeg Police Service |
| Division: | Organizational Development and Support, Division 32 |
| Prepared by: | A. Odokeychuk, Research Analyst |
| Date: | August 8, 2016 |
| File No. | ODS 16- 168 |