



Peel Regional Police Directive

	Directive Type General Procedure	Issue Number I-A-501 (F)
Distribution All Members	Subject Occurrence Processing	
Replaces I-A-501 (F) 2009/05/12	Effective Date 2009/12/21	Re-evaluation Date Annually
Applicable Standards		Expiration Date
Special Instructions New Sections: Revised Sections: Deleted Sections:		Originator Records Services

A. Purpose

1. The purpose of this directive is to provide members with guidelines:
 - (a) regarding the process through which Occurrence Reports are submitted, entered, checked, reviewed, work-flowed and/or assigned to appropriate area(s) of the service;
 - (b) defining the responsibilities of those members involved in the process; and,
 - (c) regarding the collection and submission of crime data to the Canadian Centre for Justice Statistics.

B. Policy

1. It is the policy of this service to ensure that:
 - (a) all Occurrence Reports are entered on the automated Records Management System in a timely fashion; and,
 - (b) accurate, valid Occurrence data is available to this service and the Canadian Centre for Justice Statistics, in compliance with the Revised Uniform Crime Reporting Survey.

C. Definitions

1. For the purposes of this directive, the following definitions shall apply:
 - (a) "automated Records Management System" - means the in-house computer system, Niche and D.D.S. (Digital Dictation System);