

*The
Municipal Police
Report Forms and
Filing System
Regulations, 1991*

being

Chapter P-15.01 Reg 6 (effective January 1, 1992) as amended by an Errata Notice (Gazetted December 13, 1991) and Saskatchewan Regulations [98/2017](#).

NOTE:

This consolidation is not official. Amendments have been incorporated for convenience of reference and the original statutes and regulations should be consulted for all purposes of interpretation and application of the law. In order to preserve the integrity of the original statutes and regulations, errors that may have appeared are reproduced in this consolidation.

Table of Contents

1	Title		
		PART I	
		Interpretation and Application	
2	Interpretation		
3	Application		
		PART II	
		Appointment of Special Constables	
4	Appointment of special constable		
		PART III	
		Report Forms	
5	Forms to be used		
6	Required forms		
7	Repealed		
8	Alteration of forms		
		PART VI	
		General	
9	Incident or complaint to be recorded		
10	Recording of time		
11	Additions, etc., prohibited unless authorized		
12	Repealed		
		PART V	
		Filing Systems	
13	Filing system requirements		
14	Case files		
15	Administration		
16	Personnel		
17	Finance		
18	Equipment and supplies		
19	Correspondence		
20	Exemption of computerized filing system		
		PART VI	
		File Retention	
21	Periods of retention		
		PART VII	
		Inspection	
22	Inspection of files		
23	Repeal		
		Appendix	
		Form A Appointment of Special Constables	

CHAPTER P-15.01 REG 6

The Police Act, 1990

Title

1 These regulations may be cited as *The Municipal Police Report Forms and Filing System Regulations, 1991*.

PART I

Interpretation and Application

Interpretation

2 In these regulations, “**major police service**” means:

- (a) a police service of a municipality having a population of 5,000 or more; or
- (b) in the case of a police service established by an authority other than a municipality pursuant to the Act, a police service serving a population of 5,000 or more.

1 Sep 2017 SR 98/2017 s3.

Application

3 These regulations apply to all police services established pursuant to *The Police Act, 1990*, and supersede any regulations or orders governing a police service in matters covered by these regulations that are inconsistent with them.

1 Sep 2017 SR 98/2017 s4.

PART II

Appointment of Special Constables

Appointment of special constable

4 An application for the appointment of a special constable pursuant to subsection 76(3) of *The Police Act, 1990* is to be in Form A in the Appendix.

8 Nov 91 cP-15.01 Reg 6 s4.

PART III

Report Forms

Forms to be used

5 The forms described in this section, printed in a format approved by the commission and published in a manual of municipal police forms, are the forms to be used by police services for reporting or recording purposes:

- (a) PR(1) Action Request Form;
- (b) PR(2) Booking Form;
- (c) PR(3) Citizen Complaint Form;

P-15.01 REG 6MUNICIPAL POLICE REPORT FORMS
AND FILING SYSTEM, 1991

- (d) PR(4) Complaint Report;
- (e) PR(5) Correspondence Form;
- (f) PR(6) Report of Seizure of Liquor Form (SLB Form 76);
- (g) PR(7) Exhibit/Property Form;
- (h) PR(8) Investigation Report – Criminal Code Driving;
- (i) PR(9) Investigation Report – Fraudulent Document;
- (j) PR(10) Investigation Report – General Occurrence (1);
- (k) PR(11) Investigation Report – General Occurrence (2);
- (l) PR(12) Investigation Report – Hit and Run;
- (m) PR(13) Investigation Report – Continuation Form;
- (n) PR(14) Investigation Report – Supplementary;
- (o) PR(15) Investigation Report – Young Offenders Form;
- (p) PR(16) Investigation Report – Missing Person(s);
- (q) PR(17) Investigation Report – Seized/Towed Vehicle;
- (r) PR(18) Investigation Report – Stolen Property;
- (s) PR(19) Investigation Report – Stolen Vehicle;
- (t) PR(20) Municipal Police – Monthly Report (Minimum Requirement);
- (u) PR(21) Statement Form – Continuation;
- (v) PR(22) Statement Form – “Warned”;
- (w) PR(23) Statement Form – “Witness”.

8 Nov 91 cP-15.01 Reg 6 s5; 1 Sep 2017 SR
98/2017 s5.

Required forms

6 The forms described in this section are to be used by all police services as a minimum requirement:

- (a) PR(2) Booking Form;
- (b) PR(3) Citizen Complaint;
- (c) PR(6) Report of Seizure of Liquor Form (SLB Form 76);
- (d) PR(7) Exhibit/Property Form;
- (e) PR(10) or (11) Investigation Report – General Occurrence;
- (f) PR(15) Investigation Report – Young Offenders Form;
- (g) PR(21) to (23) Statement Forms.

8 Nov 91 cP-15.01 Reg 6 s6; 13 Dec 91 Errata; 1
Sep 2017 SR 98/2017 s6.

7 Repealed. 1 Sep 2017 SR 98/2017 s7.

Alteration of forms

8 Any police service that utilizes a computer system may add or delete information on the report forms to suit its requirements.

8 Nov 91 cP-15.01 Reg 6 s8.

**PART IV
General**

Incident or complaint to be recorded

9 Any incident or complaint requiring police action is to be properly recorded on the appropriate form by the member concerned.

8 Nov 91 cP-15.01 Reg 6 s9.

Recording of time

10(1) Where a report form is being completed:

- (a) the date is to be recorded with the year, month and day in that sequence;
- (b) the year and day is to be written numerically; and
- (c) the month is to be written alphabetically.

(2) When the time is recorded on a report form it is to be written as follows:

- (a) 13:00 eg. – one o'clock; or
- (b) 13:08 eg. – eight minutes after one.

8 Nov 91 cP-15.01 Reg 6 s10.

Additions, etc., prohibited unless authorized

11 Subject to section 8, no addition, deletion or alteration shall be made to any report form unless it is authorized by the commission.

8 Nov 91 cP-15.01 Reg 6 s11.

12 Repealed. 1 Sep 2017 SR 98/2017 s8.

**PART V
Filing Systems**

Filing system requirements

13(1) Every police service is to maintain an adequate up-to-date filing system in accordance with the minimum standards set out in this section.

(2) Every major police service shall ensure that all active files kept by it are stored in a secure area of the police building.

(3) A police service, other than a major police service, is to store all of its files in secure storage.

(4) Every police service is to maintain a cross reference index system in respect of all files kept by it in addition to any other ledger or documents that may be in use.

(5) On application, the commission may authorize additions, deletions or variations to a filing system.

8 Nov 91 cP-15.01 Reg 6 s13; 1 Sep 2017 SR
98/2017 s9.

Case files

14 All case and investigation files are to be indexed under statute headings according to the requirements of Statistics Canada for reporting offences and vehicle collisions.

8 Nov 91 cP-15.01 Reg 6 s14; 1 Sep 2017 SR 98/2017 s10.

Administration

15 Every police service is to maintain a file identified as A-100 Administration General, and further files as required, such as A-101 Monthly Report and those for Association Membership, Regulations, Department Organization and Establishment, Claims and Annual Reports.

8 Nov 91 cP-15.01 Reg 6 s15.

Personnel

16 Every police service is to maintain a file identified as P-200 Personnel General, and further files as required, such as P-201 Personnel File for each member by name and badge number and those for Recruiting, Complaints Against Members, Honours and Awards, Evaluation and Performance, Promotion and Training.

8 Nov 91 cP-15.01 Reg 6 s16.

Finance

17 Every police service is to maintain a file identified as F-300 Finance General, F-301 Budget, F-302 Building – Office Accommodation, and further files as required for Accounts Payable, Accounts Receivable, Petty Cash or any other financial matter.

8 Nov 91 cP-15.01 Reg 6 s17.

Equipment and supplies

18 Every police service is to maintain a file identified as E-400 Equipment and Supplies General, and further files as required, such as E-401 Uniform and Kit and those for Office Equipment, Furniture, Firearms and Ammunition, Police Vehicles and Radar.

8 Nov 91 cP-15.01 Reg 6 s18.

Correspondence

19 Every police service is to maintain a file identified as C-500 Correspondence General, and further files as required, such as C-501 Department of the Attorney General and those for the Saskatchewan Police Commission, the Local Police Board, Municipal Police Departments, the RCM Police and Federal Government Agencies.

8 Nov 91 cP-15.01 Reg 6 s19.

Exemption of computerized filing system

20 Any police service that utilizes a computerized filing system is exempt from the requirements of this Part.

1 Sep 2017 SR 98/2017 s11.

PART VI
File Retention

Periods of retention

21(1) Every police service is to retain files kept by it for the periods set out in this section.

(2) A police service may, at its discretion, retain any files for a longer period than required by this section.

(3) Files are required to be retained for offences pursuant to any of the following provisions:

- | | |
|-----------------|---|
| (a) 47 | Treason; |
| (b) 49 | Alarming Her Majesty; |
| (c) 51 | Intimidating Parliament or a Legislature; |
| (d) 53 | Mutiny; |
| (e) 61 | Seditious Offences; |
| (f) 74 and 75 | Piracy; |
| (g) 119 and 120 | Bribery; |
| (h) 271 and 272 | Sexual Assault; |
| (i) 220 | Cause Death by Criminal Negligence; |
| (j) 235 | Murder; |
| (k) 236 | Manslaughter; |
| (l) 239 | Attempted Murder; |
| (m) 373(1) | Threats; |

(n) any offence for conspiracy to commit, attempting to commit or being an accessory to any of the listed offences.

(4) A police service that has:

(a) not solved a case of an offence mentioned in subsection (3) is to keep its file in respect of the case indefinitely;

(b) solved a case of an offence mentioned in subsection (3) is to keep its file in respect of the case for 10 years from the conclusion of the case.

(5) With respect to offences against the *Criminal Code* other than those mentioned in subsection (3), a police service that has:

(a) not solved a case involving any of those other offences is to keep its file in respect of the case for 10 years;

(b) solved a case involving any of those other offences is to keep its file in respect of the case for five years.

(6) Every police service that has a file involving an offence against a statute of Saskatchewan or a bylaw or resolution of a municipal corporation is to keep its file in respect of the offence for three years.

(7) Every police service is to:

- (a) destroy all warrants issued in respect of a case on which it has a file at the time the file is destroyed;
- (b) keep all of its administration and financial records for three years; and
- (c) keep its personnel records for 10 years.

8 Nov 91 cP-15.01 Reg 6 s21.

PART VII Inspection

Inspection of files

22 The commission, an employee of the commission, or a person appointed by the commission, may inspect the filing systems and other records of any police service at any time to ensure the accuracy and completeness of the files.

8 Nov 91 cP-15.01 Reg 6 s22.

Repeal

23 Saskatchewan Regulations 32/82 are repealed.

8 Nov 91 cP-15.01 Reg 6 s23.

Appendix

Form A
[Section 4]

APPLICATION FOR APPOINTMENT OF SPECIAL CONSTABLES

TO: Minister of Justice
1874 Scarth Street
Regina, Saskatchewan
S4P 3V7

ATTENTION:
Director of Policing

It is requested that the following persons be appointed as Special Constables in and for the

_____ of _____:

<i>NAME</i>	<i>DUTIES</i>
_____	_____
_____	_____
_____	_____
_____	_____

It is further requested that these persons be appointed as Special Constables subject to Part V of *The Police Act, 1990*.

The appointees shall not carry firearms unless they have fully complied with section 82 of the Act and are specifically authorized by the Minister to carry firearms in the terms of their appointment.

The appointees are restricted in their functions to the jurisdiction for which they were appointed unless otherwise expressly stated in the terms of their appointment by the Minister.

(Where space above is insufficient, attach detailed description of proposed terms of appointment, duties and jurisdiction of each Special Constable requested. Where the terms of appointment or jurisdiction of an appointee are to be other than those listed above, state in full the alternate terms or jurisdiction requested and the reason for the request).

Chief of Police/Chairperson of Board or Council

