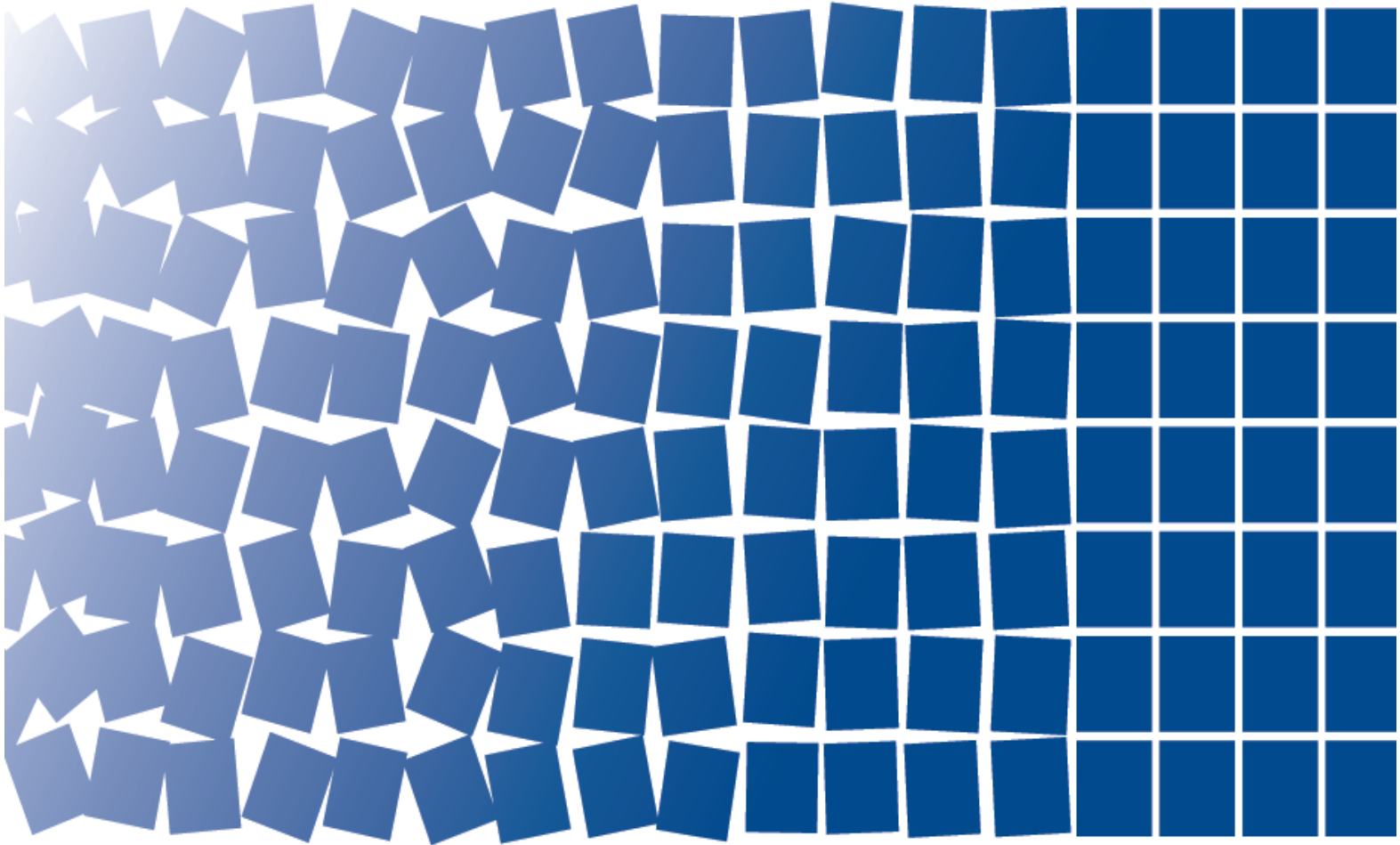


CRITICAL INCIDENTS OPERATIONAL RECORDS CLASSIFICATION SYSTEM



GOVERNMENT RECORDS SERVICE

CRITICAL INCIDENTS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

USEFUL INFORMATION

EXECUTIVE SUMMARY

SECTION 1 64000 - 64399 CRITICAL INCIDENTS

SYSTEMS SECTION

USEFUL INFORMATION

Key to Information Schedule Codes and Acronyms:

Information Schedule titles:	ARCS = <i>Administrative Records Classification System</i> ORCS = <i>Operational Records Classification System</i>
Office information:	OPR = Office of Primary Responsibility
Records life cycle:	A = Active SA = Semi-active FD = Final Disposition
Active and semi-active period codes:	CY = Calendar Year FY = Fiscal Year NA = Not Applicable SO = Superseded or Obsolete w = week m = month y = year
Final disposition categories:	DE = Destruction FR = Full Retention SR = Selective Retention OD = Other Disposition NA = Not Applicable
Special flags:	FOI = Freedom of Information/Protection of Privacy PIB = Personal Information Bank VR = Vital Records

The following links provide additional resources for managing your information:

- [ARCS and ORCS User Guide.](#)
- [Special schedules for records that are not covered by ARCS and ORCS.](#)
- [Legislation, policies, and standards for managing records in the BC Government.](#)
- [Tips, guides, and FAQs on related topics.](#)
- [Government Records Officer contact information.](#)

CRITICAL INCIDENTS

Operational Records Classification System (ORCS)

Executive Summary

Creating Agency

Independent Investigations Office of British Columbia

Scope

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Independent Investigations Office of British Columbia (IIOBC) under the *Police Act (RSBC 1996)*, c. 367.

These records document the conduct of independent investigations into incidents of death or serious harm that may have been the result of the actions or inactions of police officer(s), whether on or off duty, to determine whether any officer may have committed an offence. The IIOBC, which conducts these investigations, has jurisdiction over all of British Columbia's policing agencies, including municipal police forces, the Royal Canadian Mounted Police, the Metro Vancouver Transit Police and the Stl'atl'imx Tribal Police Service, and its jurisdiction extends to officers appointed as special provincial constables and municipal constables. The IIOBC makes all investigative decisions independently.

Date Range of Records

2012 – Present

Notes on Application

The records governed by this ORCS were previously unscheduled; this ORCS does not supersede any previous records schedule or classification system.

Standard Appraisal Considerations

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. The final dispositions have been reviewed to ensure that records having enduring evidential and informational values are preserved.

Specific Appraisal Considerations

Records scheduled for transfer to the government archives include:

- Policy - final
- Civilian monitor reports
- Public reports

All other records covered under this schedule are destroyed at the end of their retention periods.

SUMMARY LIST OF CLASSIFICATIONS

SECTION 1 – CRITICAL INCIDENTS

Classification	Classification Title	Retention
64000	CRITICAL INCIDENTS - GENERAL	
64000-01	General	CY+1y nil DE
64000-03	Outreach	CY+4y nil DE
64100	INVESTIGATIONS	
64100-01	General	CY+1y nil DE
64100-03	Civilian monitor reports	SO+3y 7y FR
64100-07	Public reports	SO+3y 7y FR
64100-09	Unredacted PRIME reports	SO nil DE
64100-20	Advice files	SO+3y nil DE
64100-30	Investigation files	SO+3y 7y DE
64100-40	Investigation files – guilty verdict life sentence	SO+3y 72y DE
64200	LEGAL SERVICES	
64200-01	General	CY+1y nil DE
64200-20	Legal advice	SO+3y 7y DE
64200-30	Legal advice – legislative development	SO+3y 12y DE
64200-40	Litigation files	SO+3y 7y DE
64300	POLICY	
64300-00	Policy - final	SO 5y FR
64300-01	General	CY+1y nil DE
64300-03	Routine procedures and job aids	SO+3y nil DE
64300-20	Policy development files	SO+5y nil DE

Endorsements

This schedule was developed in consultation with staff and managers who conduct the operational functions in the creating agency. It has also been reviewed by appropriate Government Records Service staff to ensure it meets scheduling and appraisal standards, and reflects sound record-keeping practices.

Schedule Number: 195742

Schedule Developer: Alexander Wright, A Wright Consulting, 24 October 2023

Archivist: Angela Ruscoff

Endorsed by Government Records Service: Mario Miniaci, Director, Archival and Records Initiatives, 26 October 2023

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

The government body endorses this schedule and its implementation: Sandra Hentzen, Chief Operating Officer, Independent Investigations Office of BC, 2023/10/24

The Information Management Advisory Committee recommends this schedule for approval: 2023/12/07

Approved by the Chief Records Officer: Charmaine Lowe, 2024/01/26

END OF EXECUTIVE SUMMARY

SECTION 1

CRITICAL INCIDENTS

PRIMARY NUMBERS

64000 – 64399

Section 1 covers records relating to the conduct of independent investigations into incidents of death or serious harm that may have been the result of the actions or inactions of police officer(s), whether on or off duty. These investigations are conducted by the Independent Investigations Office of British Columbia (IIOBC), under the authority of the *Police Act* (RSBC 1996), c. 367, Part 7.1, which establishes the civilian-led police oversight agency. The jurisdiction of the IIOBC extends to all municipal police forces, the Royal Canadian Mounted Police, and other police forces in the Province, and applies to officers appointed as special provincial constables and municipal constables. The IIOBC makes all investigative decisions independently.

SECTION 1 TABLE OF CONTENTS

CRITICAL INCIDENTS

64000 - 64399

64000	CRITICAL INCIDENTS - GENERAL
64100	INVESTIGATIONS
64200	LEGAL SERVICES
64300	POLICY DEVELOPMENT

64000 CRITICAL INCIDENTS - GENERAL

Records not shown elsewhere in the Critical Incidents Section that relate generally to the function of providing independent investigations into incidents of death or serious harm that may have been the result of the actions or inactions of a police officer.

For civilian monitor hiring, see [ARCS primary 1070](#).

For general complaints, see [ARCS primary 155](#).

For investigations by the Independent Investigations Office of British Columbia, see primary 64100.

For media releases or bulletins about investigations, see secondaries 64100-20 and 64100-30.

For memoranda of understanding, see [ARCS primary 146](#).

For operational policy and operational policy development, see primary 64300.

For reference material/topical files, see [ARCS secondary 358-20](#).

For website management, see [ARCS primary 340](#).

The agency OPR is Independent Investigations Office of British Columbia unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

RETENTION STATEMENT:

Destroy at the end of the second calendar year.

NOTE: Throughout this section, this secondary covers miscellaneous records that relate to the primary but do not document decisions and actions, and do not relate to topics that warrant specific classifications.

-03 Outreach (covers outreach activities that explain the agency's mandate and operations to police agencies and other stakeholders) (includes correspondence, notes, outreach reports, and presentations)	CY+4y	nil	DE
---	-------	-----	----

RETENTION STATEMENT:

Destroy at the end of the fifth calendar year

END OF PRIMARY

64100 INVESTIGATIONS

Records relating to investigations of incidents of death or serious harm that may have been the result of the actions or inactions of police officer(s), whether on or off duty.

When notified of an incident, typically by an involved police agency, or by an affected person, their family, another oversight body, third party or the government's Director of Police Services, the Independent Investigations Office of British Columbia (IIOBC) reviews the notification information to determine if its mandate is met. If the mandate is not met, the IIOBC documents the case as an Advice file, informing the notifying party that no investigation will take place and, where appropriate, recommending referral of the case elsewhere. If the mandate is met, the IIOBC begins the investigation and opens an Investigation file to document all the evidence gathered, the decisions made during the investigative process, the circumstances of the incident and the conclusions reached. Investigative tasks include securing and processing evidence/materials, forensic scene analysis, interviewing witnesses, and scientific analysis. These files also document interactions with and support provided to affected persons, next of kin, and other civilians involved in an incident.

When all investigative and quality control measures have been completed, the Chief Civilian Director determines whether there are reasonable grounds to believe that an offence has been committed and whether a referral to Crown Counsel for consideration of charges is warranted. If the Chief Civilian Director determines there are no reasonable grounds to believe that an offence has been committed, the Chief may decide whether or not to issue a public report and the file will then be closed. Public reports provide the facts of the case and the rationale for the decision made and are a core component of public transparency. In some cases, such as where privacy interests outweigh the public interest, or subsequent investigation determined that the mandate was not met, the IIOBC may issue a less detailed media release or provide no reporting. When there is a referral to Crown Counsel, the latter decides whether to charge and what charges to pursue; Crown Counsel publicizes its decisions through its own channels.

For civilian monitor hiring, see [ARCS primary 1070](#).

For general complaints, see [ARCS primary 155](#).

For investigations policy and policy development, see primary 64300.

For lawyers' files relating to investigations, see primary 64200.

For reference material/topical files, see [ARCS secondary 358-20](#).

For a description of the X-Fire System, see the Systems Section.

The agency OPR is Independent Investigations Office of British Columbia unless otherwise noted below. See specific secondaries for OPR retention schedules.

64100 INVESTIGATIONS	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE
<p>RETENTION STATEMENT: Destroy at the end of the second calendar year.</p>			
-03 Civilian monitor reports (covers statutory reports by a duly appointed civilian monitor to assess the integrity of an investigation)	SO+3y	7y	FR
<p>RETENTION STATEMENT: Transfer to the government archives 10 years after the corresponding investigation file is closed.</p> <p>SO: when the corresponding investigation file is closed</p> <p>10y: The 10-year retention ensures availability for the same period as the related investigation file.</p> <p>FR: The government archives will fully retain civilian monitor reports because they provide a rare external assessment of the integrity of independent investigations in some of the most significant cases.</p> <p>NOTE: Copies of civilian monitor reports may be retained on the IIOBC website as long as the Chief Civilian Director determines that they are of public interest in that format and then deleted.</p> <p>NOTE: Under the Police Act (RSBC 1996), c. 367, s.38.08, the Chief Civilian Director may appoint a civilian monitor to review the integrity of an investigation, in which case the monitor must provide a report; such appointments are made in rare cases where this additional transparency is in the public interest.</p>			
-07 Public reports (covers reports to the public by the Chief Civilian Director providing a narrative summary of the circumstances of the incident investigated and the reasons for decision, where no referral to Crown Counsel was made)	SO+3y	7y	FR
	(cont'd)		

64100 INVESTIGATIONS

A SA FD

-07 Public reports (continued)

(arrange by year and file number)

RETENTION STATEMENT:

Transfer to the government archives 10 years after the corresponding investigation file is closed.

SO: when the corresponding investigation file is closed

10y: The 10-year retention ensures availability for the same period as the related investigation file.

FR: The government archives will fully retain public reports because they provide a summary of each investigation not referred to Crown Counsel, and the reasons for findings; public reports play a continuing public accountability role and document the evolution of policing and police accountability in British Columbia.

NOTE: Copies of public reports may be retained on the IIOBC website as long as the Chief Civilian Director determines that they are of public interest in that format and then deleted.

-09 Unredacted PRIME reports

SO nil DE

(covers unredacted reports from the Police Records Information Management Environment system)

RETENTION STATEMENT:

Destroy when the corresponding investigation file is closed.

SO: when the corresponding investigation file is closed

NOTE: Investigators only have access to redacted versions of Police Records Information Management Environment (PRIME) reports, which are added to the

(cont'd)

64100 INVESTIGATIONS

A SA FD

-09 Unredacted PRIME reports (continued)

investigation file; unredacted copies are retained in case of a decision to refer to Crown Counsel, as the latter have full access.

-20 Advice files

SO+3y nil DE

(covers investigation case files where the Chief Civilian Director or delegate determines that the mandate is not met and jurisdiction is not asserted)

(includes advice notifications, complaints, notes, and other correspondence)

(arrange by year and file number)

RETENTION STATEMENT:

Destroy three years after the involved police agency has been notified of the case's advice status and after all file closure steps have been completed.

SO: when the involved police agency has been notified of the case's advice status and all file closure steps have been completed

-30 Investigation files

SO+3y 7y DE

(covers independent investigation case files where the mandate is met and an investigation is undertaken)

(Includes briefing minutes, canvass statements and ledgers, conclusion notifications, correspondence, crime scene photos and maps, decision logs, designation forms, exhibit forms and orders, exhibit reports to justice, expert opinions and sourcing binders, file review minutes, investigative logs and notebooks, jurisdiction decisions, media articles and releases, notes, notifications, online open source information, partner agency requests and responses, police agency documents, police database reports, production orders, public reports, requests for disclosure, search warrants, seizure documents, undertakings, videos and video analysis reports, and witness statements, interview notes and interview aids)

(arrange by year and file number)

(cont'd)

64100 INVESTIGATIONS

A SA FD

-30 Investigation files (continued)

RETENTION STATEMENT:

Destroy 10 years after either a public report has been issued, or the subject officer has been found not guilty, or the subject officer has been found guilty and sentenced and after all file closure steps have been completed.

SO: when either a public report has been issued, or the subject officer has been found not guilty, or the subject officer has been found guilty and sentenced and after all file closure steps have been completed

10y: The 10-year retention provides that any concurrent related investigations have completed and ensures adequate availability for reference purposes and/or disclosure requests.

DE: Investigation files may be destroyed as summaries and final decisions of investigations of public interest are found in the reports that are appraised for full retention under secondary 64100-07, Public reports.

NOTE: In the rare case of a subject officer being sentenced to a life sentence, such records are be classified under 64100-40, Investigation files – guilty verdict life sentence.

NOTE: Evidence is kept in specialized storage and managed in accordance with strict legal protocols. Some evidence collected in investigations belongs to persons other than the IIOBC and must be returned to its owner, if desired, at the conclusion of the investigation or in response to a court order; all other evidence is retained and destroyed in accordance with and as part of the investigation file.

64100 INVESTIGATIONS

A SA FD

-40 Investigation files – guilty verdict life sentence

SO+3y 72y DE

(covers independent investigation case files where the mandate is met, an investigation is undertaken, and a subject officer is sentenced to a life sentence)

(Includes briefing minutes, canvass statements and ledgers, conclusion notifications, correspondence, crime scene photos and maps, decision logs, designation forms, exhibit forms and orders, exhibit reports to justice, expert opinions and sourcing binders, file review minutes, investigative logs and notebooks, jurisdiction decisions, media articles and releases, notes, notifications, online open source information, partner agency requests and responses, police agency documents, police database reports, production orders, public reports, requests for disclosure, search warrants, seizure documents, undertakings, videos and video analysis reports, and witness statements, interview notes and interview aids)

(arrange by year and file number)

RETENTION STATEMENT:

Destroy 75 years after the subject officer has been found guilty and sentenced to a life sentence, after expiry of statutory limitations on appeals, and after all file closure steps have been completed.

SO: when the subject officer has been found guilty and sentenced to a life sentence, after expiry of statutory limitations on appeals, and after all file closure steps have been completed

75y: The 75-year retention provides for the rare case where an investigation leads to a life sentence; it ensures that any concurrent related investigations have completed, ensures adequate availability for reference purposes and/or disclosure requests, allows time for the expiry of standard statutory limitations on appeals, and provides for additional appeals during the course of the sentence; this is consistent with the retention of related Crown counsel files.

DE: Investigation files may be destroyed as summaries and final decisions of investigations of public interest are found in the reports that are appraised for full retention under secondary 64100-07, Public reports.

(cont'd)

64100 INVESTIGATIONS

		A	SA	FD
-40	Investigation files – guilty verdict life sentence (continued)	SO+3y	72y	DE

NOTE: Investigation case file records consist of data in the X-fire system (see the Systems Section), digital documents in file shares (due to system file size limits) and hardcopy materials, including notebooks and evidence; all are linked and managed as the same investigation case file.

NOTE: Evidence is kept in specialized storage and managed in accordance with strict legal protocols. Some evidence collected in investigations belongs to persons other than the IIOBC and must be returned to its owner, if desired, at the conclusion of the investigation or in response to a court order; all other evidence is retained and destroyed in accordance with and as part of the investigation file.

END OF PRIMARY

64200 LEGAL SERVICES

Records relating to legal services provided by authorized lawyers of the Independent Investigations Office of British Columbia (IIOBC) to meet its legal needs. These services consist of legal advice and court applications provided in support of investigations, general legal advice and the conduct of litigation on behalf of the IIOBC.

IIOBC provides many of its own legal services, independently from the government's Legal Services Branch, consistent with its independent status. The IIOBC does, however, receive legal services from the Legal Services Branch in relation to administrative functions such as human resources and contract management.

NOTE: This primary only covers records of IIOBC lawyers. Records of Legal Services Branch lawyers providing services to the IIOBC are governed by the *Barristers and Solicitors Services ORCS*. Legal services records of agency clients of both IIOBC lawyers and Legal Services Branch lawyers are managed under ARCS primary 350.

For operational policy and operational policy development, see primary 64300.
 For procurement and contract management, see [ARCS primary 1070](#).
 For reference material/topical files, see [ARCS secondary 358-20](#).
 For released public reports, see secondary 64100-07.

The agency OPR is Independent Investigations Office of British Columbia unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	nil	DE
-01 General	CY+1y	nil	DE

RETENTION STATEMENT:
 Destroy at the end of the second calendar year.

-20 Legal advice (covers advice on legal matters provided by authorized IIOBC lawyers, including advice concerning specific investigations or contracts and general advice, but not advice relating to legislative drafting; covers only the lawyers' copy of legal advice) (includes correspondence, copies of investigation records and contracts, legal opinions, notes, and reports,)	SO+3y	7y	DE
--	-------	----	----

(cont'd)

64200 LEGAL SERVICES

A SA FD

-20 Legal Advice (continued)

RETENTION STATEMENT:

Destroy 10 years after the responsible lawyer has determined that the request for advice has concluded or, if relating to a contract or other agreement, the main terms of the agreement have expired, and the records are no longer needed to provide consistent advice on related matters.

SO: when the responsible lawyer determines that the request for advice has concluded or, if relating to a contract or other agreement, the main terms of the agreement have expired, and the records are no longer needed to provide consistent advice on related matters

10y: The 10-year retention is consistent with the government standard for the retention of similar Legal Services Branch records and equals or exceeds retentions recommended by the Law Society of British Columbia.

NOTE: Copies of legal advice received by employees other than authorized lawyers are filed according to their context, such as investigation files, and are managed in accordance with those files, or if managed separately, are retained in accordance with ARCS 350-20.

-30 Legal advice - legislative development

SO+3y 12y DE

(covers advice provided by authorized IIOBC lawyers in support of a request to legislative counsel to draft new or amended legislation)

(includes correspondence, drafting instructions, notes, and reports)

RETENTION STATEMENT:

Destroy 15 years after the responsible lawyer has determined that the legislation to which the advice relates is either repealed or changed to the point that the records are unlikely

(cont'd)

64200 LEGAL SERVICES

A SA FD

-30 Legal Advice - legislative development (continued)

to be needed to provide consistent advice or, for draft legislation, when the legislative process has been abandoned.

SO: when the responsible lawyer determines that the legislation to which the advice relates is either repealed or changed to the point that the records are unlikely to be needed to provide consistent advice or, for draft legislation, when the legislative process has been abandoned

15y For legislation that came into force, the 15 year retention period ensures that records will be available for reference purposes; for legislation that did not come into force, it allows a reasonable amount of time in case the process is restarted. The retention period is consistent with the government standard for the retention of similar Legal Services Branch records.

NOTE: For copies of legislative drafting legal advice received and held by other employees, see ARCS 140-20.

-40 Litigation files

SO+3y 7y DE

(covers litigation conducted by authorized lawyers on behalf of the IIOBC)
(includes affidavits, correspondence, court applications, judicial decisions, notes, and subpoenas)

RETENTION STATEMENT:

Destroy 10 years after the responsible lawyer determines that the litigation has concluded, including the expiry of appeal deadlines and the fulfilment of any discrete requirements resulting from the settlement, order or judgement.

SO: when the responsible lawyer determines that the litigation has concluded, including the expiry of appeal deadlines and the fulfilment of any discrete requirements resulting from the settlement, order or judgement

(cont'd)

64200 LEGAL SERVICES

A SA FD

-40 Litigation files (continued)

10y: The 10-year retention period provides for reference needs respecting related or similar cases and exceeds retentions recommended by the Law Society of British Columbia.

NOTE: Litigation files other than those created and managed by IIOBC lawyers are managed under ARCS 350-20.

END OF PRIMARY

64300 POLICY

Records relating to the development and documentation of operational policies, including policy manuals, procedures, directives, guidelines and expectations for use by internal staff, stakeholder agencies and citizens.

Independent Investigations Office of British Columbia (IIOBC) policy is developed under the authority of the *Police Act* (RSBC 1996, c. 367), and defines the roles, accountabilities, expectations, and procedures to be followed in the Office's investigative processes. The Manual of Investigations is central to the policy framework and describes the protocols for case management and the investigative process as a whole. This is supplemented by directives, business rules, standard operating procedures and other policies which address particular topics, as well as guidelines and expectations, which set out what is expected of police agencies involved in investigations. Aide memoires and other job aids assist staff in achieving the accountabilities and expectations laid out in more formal policies and procedures.

For administrative policy, including central agency policy, see [ARCS primary 195](#).

For agency legislation (except legal advice regarding agency legislation), see [ARCS primary 140](#).

For memoranda of understanding (MOU's) and other agreements, see [ARCS primary 146](#).

For planning and performance, see [ARCS primary 400](#).

For policy registration and tracking, see [ARCS secondary 100-05](#).

For reference material/topical files, see [ARCS secondary 358-20](#).

The agency OPR is the Independent Investigations Office of British Columbia unless otherwise noted below. See specific secondaries for OPR retention schedules.

	A	SA	FD
All non-OPR offices will retain these records for:	SO	Nil	DE
-00 Policy - final (covers final/approved policies, procedures, standards, and guidelines pertaining to the functions and activities documented in this <i>ORCS</i> , and describing the expectations and required roles of IIOBC staff, stakeholder agencies and the public) (arrange by policy name)	SO	5y	FR

RETENTION STATEMENT:

Transfer to the government archives five years after the policy

(cont'd)

64300	POLICY	A	SA	FD
-00	Policy – final (continued)			
	is replaced or becomes irrelevant.			
	SO: when the policy is replaced or becomes irrelevant			
	FR: The government archives will fully retain the final version of operational policy documentation because these provide significant evidence of the governance of the function and programs covered by this ORCS.			
-01	General	CY+1y	nil	DE
	RETENTION STATEMENT: Destroy at the end of the second calendar year.			
-03	Routine procedures and job aids	SO+3y	nil	DE
	(covers routine internal operational procedures and aide memoires that support employee training and efficiency but are not the defining statements of how IIOBC operational activities must be conducted and the roles therein) (includes aide memoires, training bulletins, checklists, job aids, user guides, and related tools)			
	RETENTION STATEMENT: Destroy three years after the procedure or job aid is replaced or becomes irrelevant.			
	SO: when the procedure or job aid is replaced or becomes irrelevant			
-20	Policy development files	SO+5y	nil	DE
	(includes briefing notes, correspondence, drafts, and working materials)			
	RETENTION STATEMENT: Destroy five years after the policy is approved and distributed or after the initiative is abandoned.			
	(cont'd)			

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

64300 POLICY

A SA FD

-20 Policy development files (continued)

SO: when the policy is approved and distributed or after the initiative is abandoned

DE: Policy development files may be destroyed because final policies are fully retained under secondary -00

END OF PRIMARY

CRITICAL INCIDENTS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

SYSTEMS SECTION TABLE OF CONTENTS

<u>SECTION AND TITLE</u>	<u>PAGE NO.</u>
X-Fire	1

X-FIRE

SYSTEM OVERVIEW

Creating Agency

Independent Investigations Office of British Columbia

Date of System Description

2023-09-12

Purpose

X-Fire, which is a proprietary, off-the shelf system developed by Agnovi Corporation, supports the investigative process of the Independent Investigations Office of British Columbia (IIOBC), from initial incident notification until file closure. It uses a relational database to store structured investigative information and to provide searching, collaboration, workload management, disclosure, audit functions and report generation.

Information Content

X-Fire contains data and attachments relating to all aspects of IIOBC investigations, including (but not limited to) the following tasks and information:

- Administrative tasks: advice notifications, conclusion notifications, consent orders, coroner's orders to seize, family liaison data, file closure, file audit information, investigation notifications, jurisdiction decisions, media reports collected, public reports
- Analysis tasks: digital stills, timelines, videos, video analysis reports, video clips
- Arrest tasks: probation orders, promises to appear, recognizances, remand documents, subject officer data, summons information, undertakings, warrants for committal
- Biographical tasks: biographical data, open source information collected, police and other database check information (PRIME, CPIC, PROS, BC Online)
- Canvass tasks: canvass ledgers, canvass reports, neighbourhood information, open source information, videos gathered, witness contact forms, witness identities, witness line information
- Crime scene tasks: scene photographs, scene videos, scene security logs, scene measurements, aerial topography.
- Exhibit tasks: analysis of seized videos and other items, exhibit photographs, autopsy findings, exhibit detention orders, Forms 5.2 and extensions, exhibit flowcharts, forensic analysis and lab reports, production orders, property receipts, relinquishment of claim forms, return of item data, reports to justice, search consent forms
- Expert witness tasks: curriculum vitae information, sourcing binders, written opinions
- Foreign agency tasks: Interpol and foreign agency responses, requests for information from Interpol and foreign agencies
- Note tasks: handwritten notes and emails
- Operational tasks: bi-weekly Chief Civilian Director updates, briefing attendance sheets, briefing minutes, briefing notes, decision logs, investigation logs, file review minutes, next of kin notifications, subject/witness officer designations
- Outside agency tasks: autopsy reports, business information (schedules, practices, etc.), call for service records, chronology reports, coroner's information, incident reports, patient care reports,

- police agency policies, PRIME reports (redacted), requests for information, toxicology reports, 9-1-1 calls
- Partner agency tasks: drivers' abstracts, requests for assistance, vehicle inspection reports, vehicle abstracts, property reports
 - Release tracking tasks: IIOBC media releases
 - Statement tasks: confidentiality agreements, designation forms, interview aids and plans, monitor scribe notes, re-enactment recordings and transcripts, statements by affected persons, witnesses, first responders and subject officers, statement clarifications and addendums, witness drawings, 9-1-1 calls (audio and transcripts)
 - Warrant tasks: execution and service documentation, general warrants, impression warrants, information forms, production orders, sealing orders, search warrants, variance orders, warrants for arrest

Due to system size limitations, documents larger than 1 GB are stored on the IIOBC file share servers (G:, I: and J: drives) and cross-referenced by hyperlink.

Inputs, Processes, and Outputs

Information is entered and processed from the X-Fire system throughout the investigative process. Electronic case files are initially created by an Investigative Assistant following the IIOBC's receipt of an incident report or witness line information and the creation of a command triangle and investigative team. As the investigation proceeds, tasks are created and documented in the system and related data and attachments are entered and/or uploaded by Investigative Assistants. Other members of the team have access to the investigation records and may add information or upload attachments according to their permission profiles. In addition to capturing a high volume of data relating to investigations, X-Fire provides support for workflow management and team collaboration. Workload and other management functions are supported by a range of statistical reports. The system is also used to create disclosure packages for Crown Counsel and, as appropriate under law, for third parties.

Historical Note

X-Fire was preceded by a case management system called Perspective, which was used by the IIOBC from 2013 until 2019. Data from Perspective was migrated to investigation file folders in the IIOBC file share in G:, I: and J: drives. Perspective was complemented, for the purpose of storing and making available investigative evidence, by a system named Evidence Manager, also until 2019, although Evidence Manager has been used more recently for storage purposes. Evidence Manager is now (FY 2023/24) planned to be retired soon, with all remaining data (2016-2019) being moved to X-Fire and the investigation files in the file share servers.

This is an approved information schedule, as defined by the [Information Management Act \(SBC 2015, c. 27\)](#). For more information consult your [Government Records Officer](#).

X-FIRE

DATA RETENTION PLAN

Data Description	Data Retention Period
Advice files 64100-20	Destroy three years after the involved police agency has been notified of the case's advice status and after all file closure steps have been completed.
Investigation files 64100-30	Destroy 10 years after either a public report has been issued, or the subject officer has been found not guilty, or the subject officer has been found guilty and sentenced and after all file closure steps have been completed.
Investigation files – guilty verdict life sentence 64100-40	Destroy 75 years after the subject officer has been found guilty and sentenced to a life sentence, after expiry of statutory limitations on appeals, and after all file closure steps have been completed.

For additional classification details, including retention rationales, click on the links above.
For descriptions of system related records (e.g. back-up data, log files, and transitory systems information), see the [Systems Section FAQ](#).

END OF OVERVIEW