



Law Enforcement Officer Request Form – Access to Video Surveillance Records

The following information is being requested under Section 32(g) of the Municipal Freedom of Information and Protection of Privacy Act which provides for the disclosure of records containing personal information of an individual for the purpose of aiding an investigation with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

Part One: Details of Request (To be completed by Law Enforcement Officer)

Department/Division which holds the information (if known)	Name of Law Enforcement Agency	Name of Law Enforcement Officer Badge/ID No.
---	---------------------------------------	---

The following records are requested:

- 1.
- 2.
- 3.
- 4.

Containing the personal information of _____ AND

_____ (Print names of individual(s))

to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result, or there is a reasonable basis to believe that an offence may have been committed, and the disclosure is to enable the law enforcement agency to conduct such an investigation.

INITIAL HERE

Occurrence/ Investigation No.	Telephone (Requesting Officer) Email Address	Signature of Officer: Date: <div style="text-align: right;">(OVER)</div>
--	---	---

Will the video surveillance records be returned to the City: (please check) YES NO

Will the video surveillance records be securely destroyed by the Agency: YES NO

Review Original Records: YES NO

Copies Requested: YES NO

Return completed form to the Deputy Clerk/designate, Clerks Office, City Hall, 60 East Main Street, Welland, Ontario L3B 3X5

For Office Use Only

File No. VSS-

**PART TWO –
ACCESS
LOG
RECORD**

**RECORDS DISCLOSED (To be
completed by City Employee
disclosing records)**

FOR INTERNAL USE ONLY

Depart.
/Division

Employee Name:

Title/Position:

Telephone:

Video Surveillance Records Disclosed (describe records disclosed including format i.e. downloaded to shared drive and emailed; disk, thumb drive, print, etc.)

REMINDER:

Download a copy of the disclosed record to the shared drive – Security Video S Drive.

When video surveillance records containing personal information have been used (accessed or disclosed) the video surveillance records must be retained for at least one year. Simply viewing a live feed does not represent a use of personal information.

All original forms shall be filed in the Clerks designated drive and folder.

Signature of Employee

Date

Personal information contained in this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used in accordance with the Welland Video Surveillance Policy. Questions about this collection should be directed to the FOI Co-ordinator of the City of Welland.