

POLICE REQUEST FOR RECORDS WITHOUT A PRODUCTION OR COURT ORDER

Please ensure you complete all required fields in order to help us complete your request without the need to seek additional details from you which can cause unnecessary delay. **If you are submitting a production or court order, there is no need to complete this form.**
Submit production/court orders directly to Island Health's designated FOI officer for the records you are seeking.

Part 1 – Requesting Police Officer

1.1 Officer Details (all fields required)

Full Name of Officer	Officer Badge #	Phone Number (during business hours)
Police Detachment / Department	Active Investigation File #	

1.2 Delivery of Records (choose one)

<input type="checkbox"/> MAIL records when complete	Mailing Address	City	Prov.	Postal Code
<input type="checkbox"/> SECURELY E-MAIL records when complete	E-mail Address (you will receive records by Kiteworks Secure E-mail File Transfer)			
<input type="checkbox"/> I would like to REVIEW RECORDS ONLY (and not obtain a copy)				

Part 2 – Records Requested

2.1 Describe the records requested

Describe what specific records you require, include context information to help identify the records such as the nature of the incident, name/address of incident location, persons involved, and description of individuals (for video requests).

2.2 Date Range of Records Requested:

Estimate if unknown

Date and Time From

Date and Time To

Part 3 – Legal Authority to Request Records

3.1 Police Service (check one)

<input type="checkbox"/> I am an officer of the RCMP My authority to collect is Section 4 of the federal Privacy Act and the following law I am enforcing:	<input type="checkbox"/> I am an officer of a Municipal Police Service or the IIO My authority to collect is Section 26 of the BC Freedom of Information and Protection of Privacy Act and the following law I am enforcing:
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3.2 Applicable Law being enforced (you must provide at least one Act and one Section or Demand for Records)

<input type="checkbox"/> Criminal Code of Canada	Section(s):	
<input type="checkbox"/> BC Missing Persons Act	You must (legislatively required) complete Form 1 Emergency Demand for Records in the Missing Persons Regulation and send this with your request.	
<input type="checkbox"/> BC Emergency Intervention Disclosure Act	Request will be denied - You must obtain a court order per the Act	
<input type="checkbox"/> BC Police Act or RCMP Act (investigating an officer)	Please provide section or Criminal Code Section:	
<input type="checkbox"/> Other Law:	Section(s):	
<input type="checkbox"/> No Act but with Patient Consent	Please attach patient-signed consent to this form	

By submitting this request, you attest you are legally authorized to obtain the requested records.

When complete, submit this form to:

- For Health Records, send this form to the [Designated FOI Officer for Island Health](#) for the site where you are requesting Health Records
- For Corporate Records (e.g., video footage, reports), send this form to Island Health's Corporate FOI Office
 - Email: FOI@islandhealth.ca | Fax: 250-519-1908

For questions, please email Island Health's Corporate FOI office at FOI@islandhealth.ca.

Before sending in your request, please see next page for frequently asked questions.

Frequently Asked Questions

Do I have to complete the above form?

Island Health has found that delays in processing police requests often result from submissions that lack sufficient detail, do not cite adequate legal authority, or are too broad covering records not relevant to the investigation or proceeding. Complete of this form will help ensure that Island Health receives all the necessary information to process your request efficiently.

Is a verbal request for records sufficient?

All requests for records from anyone must be in writing. Verbal requests for records or access to records will **not** be processed by Island Health. Verbal information sharing in response to an emergency/urgent inquiry will be handled in accordance with Island Health policy.

Where do I send my request when I have completed this form?

For **Health Records**, send this form to the [Designated FOI Officer for Island Health](#) for the site where you are requesting Health Records.

For **Corporate Records** (e.g., video footage, reports), send this form to Island Health's Corporate FOI Office:

- Email: FOI@islandhealth.ca | Fax: 250-519-1908

When can I expect to receive records?

For non-urgent requests Island Health will make every effort to respond in a timely way, however, depending on workload, it may take up to 30 business days to process your request.

Providing all the necessary information (investigation #, details of records sought, legal authority and section # cited) will ensure that Island Health is able to meet the above processing standards.

My request requires faster processing than your standards or is URGENT, how do I expedite my receipt of records?

If your request requires **faster processing** than Island Health's standards, please provide details of urgency on this form or email the Health Records FOI Officer or Island Health's Corporate FOI Officer to discuss whether the request can be expedited.

What records can I request?

Without a production or court order, municipal police and RCMP are permitted to request records to assist in a specific investigation undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result¹. Providing your investigation # and the nature of your investigation (which law is being enforced) is required to ensure Island Health only discloses those records limited and necessary to assist in your specific investigation.

¹ http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_03#section33.2