Canadian Criminal Real Time Identification Services (CCRTIS)

Overview

A key component of Forensic Science & Identification Services (FS&IS), CCRTIS maintains the national repository of fingerprint and criminal record information and is mandated to provide direct operational support to the Canadian law enforcement, criminal justice and public security communities, as well as international partners such as the Federal Bureau of Investigation (FBI) and Interpol for criminal, civil and immigration purposes. CCRTIS is the sole provider of criminal record verifications for civil and criminal court purposes as well as the security screening environment for all levels of government and the general public.

The CCRTIS mandate is achieved through the organizational activities of a number of services:

Criminal Records Information Management Services (CRIMS) updates and maintains more than 600,000 criminal records annually. CRIMS populates Criminal Record information to the Canadian Police Information Centre (CPIC) Identification Data Bank. A criminal record file consists of an individual's criminal charges and their dispositions, including convictions and discharges, as well as fingerprint information. The maintenance of files includes an electronic image database in support of the national repository.

Operations

The Operations Branch ensures efficient provision of CCRTIS services. It assures continual attention to detail and quality of service to meet legislation and Service Level Agreements for fingerprints, whether submitted on paper or electronically. It also provides tactical advice and manages both the conversion of paper to electronic format and legacy systems.

There are three separate sections:

The Imaging section provides clerical support to all branches of CCRTIS and digitizes all criminal submissions on the legacy Active Document Storage system (ADS);

The newly created Paper Conversion sub-system section converts fingerprint paper submissions into an electronic format. Once converted these transactions are submitted to RTID for processing;

The Production Administrator section monitors all transactions to RTID and Service Level Agreements associated with RTID.

Biometric Data Management maintains the national fingerprint repository for authorized law enforcement agencies, government departments for security/reliability investigations, and to individuals requiring police certificates for visas and travel documents. Palm prints will be included in this repository in late 2007.

Latent Operations provides verifications of fingerprints taken from crime scenes to support police activities of law enforcement partners.

Canadian Police Services Information Centre (CPSIC) provides criminal record and identification services to all system users, including Interpol. Services are

Quick Facts

• Approximately 230,000 civil clearance fingerprint requests are received annually for:
  - Employment
  - Vulnerable sector (volunteers and staff)
  - Social services requirements
  - International adoptions
  - Waivers / Visas
  - Access to information requests

• For the existing four million criminal records, there are approximately:
  - 540,000 annual transactions
  - 35 million supporting documents

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provided 24 hours a day, 365 days a year.

Criminal Record Analysis Services (CRAS) responds to more than 24,000 requests annually for assistance in determining criminal record information by law enforcement agencies and the court. Approximately 300 certificates of previous conviction and certified criminal records are issued per year. CRAS specializes in handling complex criminal files that require exception handling.

National Policy Centre engages with clients on a daily basis by providing direct operational support to the Criminal Justice Community in Canada, international partners, all levels of Canadian government and the general public. Services include, but are not limited to: developing policy to support internal business needs and serve external clients; providing research and litigation services; facilitating working groups; certifying law enforcement agencies,
federal partners, accredited companies, and vendors for electronic submissions, and; registering internal users for production applications.

Pardon and Purge Services maintains and administers pardon information in compliance with legislation. In partnership with the National Parole Board, Pardon Services manages all Pardon information and files. Purge Services addresses all requirements associated with archiving and/or destroying criminal information.

Civil Fingerprint Screening Services (CFSS) manages Criminal Record Verification requests for civil applications. Additionally, CFSS provides criminality

screening for the purposes of engagement in police agencies; employment screening for provincial, municipal and private organizations; adoptions; and for foreign travel purposes. CFSS also processes requests for access to information under the *Privacy Act*.

International Exchange Services (IES) maintains the national centre for the Refugee Program, Most Wanted Persons, and U.S. Fugitives, as well as providing an exchange service for fingerprints and criminal record information with the FBI and Interpol.

Automated Fingerprint Identification System (AFIS) Working Group provides a consultative forum for discussing the business and technical requirements for submitting biometric-based electronic transactions to the national repository. The Working Group aims to transform current paper-based infrastructures into a seamless, paperless electronic system based on international standards.

Criminal Records Working Group provides a consultative forum for discussing CCRTIS policy and business practices relative to criminal records management. The Working Group represents a cross section of Canada's law enforcement agencies from western, eastern, and central provinces.

CCRTIS Accreditation Procedures assesses the security and administrative operations of private fingerprinting companies that intend to take fingerprints for civil and/or refugee purposes, and submit the fingerprints as live electronic transactions to the national repository for criminal record verification.

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CCRTIS Certification Process ensures that contributing agencies are capable of electronically submitting National Institute of Standards and Technology (NIST) compliant transactions to the national repository. The process enables Agencies to perform end-to-end verification within a formal certification environment prior to becoming operational.

Contact
CCRTIS supports agencies as they adopt and transition to the new electronic submission processes. Electronic fingerprint and criminal record data submissions benefit from optimal performance speeds and increased search accuracy. To inquire about electronic submissions or any other CCRTIS service, please contact the CCRTIS Process Coordinator -
Phone: (613) 990-8709; Email: CCRTIS-SCICTR@rcmp-grc.gc.ca