



Intelligence Notes

Guide on using the
intelligence note dataset

Last updated: July 27, 2020

Disclaimer

This dataset includes any intelligence note that was recorded between January 1, 2018 to March 30, 2020. Please note that the dataset provided contains the most recent information available. Data in the WRPS Records Management System is continually updated. As our data continues to be processed, the data may be amended through additions, subtractions or modifications to reflect the most current and accurate information. Any duplicated or information entered in error have been removed.

The file is available for public use and is intended to be read, analyzed and interpreted by software and analytics tools. Users of this data are responsible for reading and acknowledging the limitations of this data. **Any statements, conclusions, or publications based upon this WRPS data made by non-WRPS employees are without the authorization of WRPS and are not the opinion of the WRPS.**

Definitions

These definitions are provided by the Regulated Interactions and Intelligence Notes procedure, effective January 1, 2017.

- **Intelligence Notes** – means the documentation of officer observations or information of person(s) and/or activities for the purpose of intelligence gathering and crime prevention where:
 1. there is no interaction with the person(s) (i.e., a passive observation);
 2. the interaction with the person(s) was first lawful (e.g., provincial or criminal offence/arrest) where an unrelated passive observation is made and warrants recording for intelligence purposes (e.g., the person was wearing gang colours); or
 3. the identifying information is derived from a third party source or already known by the officer;
- **Regulated Interactions (Street Checks)** – means the interactions and documentation of such by an officer regarding an *attempt to collect identifying information about an individual from the individual by asking the individual*;

Field Definitions

This table below provides detailed descriptions of the data fields available in this dataset and the limitations inherent within this raw data.

Field	Description
ID#	Unique identifiers for intelligence notes. Each row in the spreadsheet corresponds to a person who was the subject of the intelligence notes. Multiple rows may be associated to one unique identifier.
Category	This indicates how each intelligence note is generated. There are four options: <ul style="list-style-type: none">• Calls for service



	<ul style="list-style-type: none"> ○ A member from the public calls dispatch to report an incident. An officer is dispatched to the scene. While on the scene, the officer collects information that is related to the occurrence. Occurrence types have been added to the dataset to provide further context. A “Call for Service – Unknown” indicates that no call type was added at the time of the intelligence note’s creation. ○ Please note that WRPS is reviewing and streamlining this process and will be moving towards adding the information recorded on the intelligence notes into an occurrence report so there may be fewer intelligence notes of this type in the future. ● Citizen generated information <ul style="list-style-type: none"> ○ A member from the public reports information to the police and this information is subsequently recorded into an intelligence note. This information may be related to drugs, human trafficking, criminal association, etc. ● Personal Contact <ul style="list-style-type: none"> ○ An interaction between the subject and the officer took place. The subject was either previously known to the officer or identifying information was derived from a third party source. ● Passive Observation <ul style="list-style-type: none"> ○ There is no interaction with the subject. The event was observed and information was subsequently recorded.
Reside outside of Region	<p>This indicates whether the subject of the intelligence notes resides in the Region of Waterloo. Five options are available:</p> <ul style="list-style-type: none"> ● Yes ● No ● No Fixed Address – the subject has no known permanent place of residence ● Unknown – This may include addresses that are not confirmed, not listed, not filled in (administrative error) or were actually not known to the officer at the time. ● Other – other places of residence in the Region that are not captured in the above categories, i.e. in custody.
If yes, where?	<p>Location of where the subject resides if outside of the Region of Waterloo. This column will only be filled if the information is known.</p>
Perceived gender	<p>This is the perceived gender of the subject. For the purposes of this data extract, whether the subject has the self-identified or the perceived gender has been entered is not differentiated.</p>
Perceived racial group	<p>This is the perceived racial group of the subject. Whether the subject has the self-identified or the perceived racial group has been entered is not differentiated. The racial groups are derived from the Government of Canada’s National Household Survey. The following categories are available for use:</p> <ul style="list-style-type: none"> ● Arab ● Black ● Chinese ● Filipino



	<ul style="list-style-type: none"> • First Nations • Inuit • Japanese • Korean • Latin American • Metis • Multiple Visible Minorities • South Asian • Southeast Asian • Visible Minority, Not Included • West Asian • White • Unknown
Type	<p>This relates to the rationale of why the intelligence note was gathered. The following options are available for use:</p> <ul style="list-style-type: none"> • 3rd party intelligence <ul style="list-style-type: none"> ○ Information was provided to WRPS and an intelligence note on the matter was added to capture the information. • Criminal Association <ul style="list-style-type: none"> ○ An intelligence note was recorded to link the subject to known persons of interest/criminal organizations. • Drugs / Trafficking <ul style="list-style-type: none"> ○ An intelligence note was recorded to capture any drugs/trafficking information. • Human Trafficking <ul style="list-style-type: none"> ○ An intelligence note was recorded to capture any human trafficking information. • Intelligence gathered – no contact <ul style="list-style-type: none"> ○ An intelligence note was recorded to capture any observations made by an officer. The subject was not contacted during this process. • Investigative <ul style="list-style-type: none"> ○ An officer is dispatched as a result of a call for service and engages in an investigation (criminal, provincial offenses, bylaw, landlord/tenant etc.). An intelligence note was recorded to capture the related information. • Organized Crime <ul style="list-style-type: none"> ○ An intelligence note was recorded to capture any organized crime information. • Other <ul style="list-style-type: none"> ○ Any intelligence note that does not fit into the above categories. These intelligence notes may contain information on check well beings, suspended drivers, officer safety, hate, etc.
Point X/Y	<p>Location of where the intelligence note took place, rounded to the nearest intersection. It is important to note that sometimes the location of the intelligence note does not reflect the location of the initial observation because the interaction may take place at another location following the stop vehicle, etc. Some occurrences may not have XY coordinates as the data was not available at the time. Due to the</p>



	unavailability of locational data, the divisional addresses may be used to temporarily assign them a location.
Zone	The patrol zone is assigned based on the location of the intelligence note. Some occurrences may not have patrol zone information as the data was not available at the time.
Intersection	Street names of the intersections. The street names are generated based on the Region's street network data. An intersection has not been generated where XY information is not available.
Occurrence Date	Date of when the intelligence note took place.
PersonID	<p>Each subject is assigned a Person ID. A subject may include: persons, vehicles, businesses etc. Person IDs may be repeated if the subject has been interacted with on more than one occasion. Vehicles, businesses or intelligence notes with no subjects have been assigned special IDs and they are as follows:</p> <ul style="list-style-type: none"> • Business = 10000 • No subjects associated = 20000 • Vehicles = 30000

