*For Serving or Former Members:*

***Responsibility of RCMP****: Upon receipt of a request from an individual seeking access to his or her personnel or health files, whether or not the individual is still serving or employed by the RCMP.*

*1. Provide access to the requested personnel or health file in a controlled environment as soon as practicable, e.g. by providing access within a Career and Development Resourcing Office or Health Services Office.*

*The individual may take notes, and if he or she seeks copies of materials, all efforts are to be made by the implicated Career and Development Resourcing Office or Health Services Office to provide copies at the time of access. However, if meeting the request for copies is not immediately possible, the requesting individual will be advised by the Office when the requested copies will be available.*

*Every effort is to be made to keep the time lapse between request and provision to a minimum. The Office in question will vet the file for materials that are not releasable (for example psychological testing instruments) to ensure that they are not copied and released.*

***Note: Offices holding personnel or health files should not refer individuals requesting access to their files to make ATIP requests instead of providing access.***

***Individuals may only access their own personnel or health files. Under no circumstances may an individual have access to personnel or health files of any other member or employee pursuant to this framework.***

*2. If a request for a copy of a personnel or health file is* ***not*** *made in person, for example through a written request, the receiving Career and Development Resourcing Office or Health Services Office in receipt of the request will vet the file for materials that are not releasable and provide the copy of the file as soon as practicable. Requesters will be advised when they can expect to receive their copies.*

*In the event that a requested file has been archived, then the Career and Development Resourcing Office or Health Services Office in receipt of the request for access will request their divisional Records Management Office to obtain the requested file from Archives in a timely manner. Upon receipt of the requested file, the process described above is applicable.*

**OHSS Contact Information by Divisions**

National Headquarters, National Division, and ‘V’ Division Occupational Health Service

73 Leikin Dr., Mailstop#34, Ottawa, Ontario, K1A 0R2

Reception 613-843-6611/Fax 613-825-5857

General mailbox: HQ Health Services/ Services de santé’ RCMP/GRC

The email address: RCMP.HQHEALTHSERVICES-ServicedeSanteDG.GRC@rcmp-grc.gc.ca

“B” Division Occupational Health and Safety Services

P.O. Box 9700 St. John’s, NL A1A 3T5

Telephone: 709-772-4274/Fax: 709-772-3692

General mailbox: B Health Services/ Services de santé’ RCMP/GRC

“C” Division Occupational Health and Safety Services

4225 Dorchester Blvd. W., Westmount, QC H3Z1V5

Telephone: 514-939-8303/Fax: 514-939-8679

General mailbox: Cdiv­­Medical

“D” Division Occupational Health and Safety Services

Mailing Address: PO Box 5650, Winnipeg, MB R3C 3K2

Physical Address: 754 Dominion St.

Telephone: 204-984-2002/Fax 204-984-5580

General mailbox: D Health Services /D Services De Sante’ RCMP/GRC

“E” Division Occupational Health and Safety Services

14200 Green Timbers Way, Mailstop#1208, Surrey, BC V3T 6P3

General: 778-290-3325/Benefit Line: 778-290-3326/ Fax: 778-290-6062/ 778-290-6061

General mailbox: EDIV­­ hr health gen delivery@RCMP-grc.gc.ca/

Disability Case Mgmt: EDIV\_HR\_DCM\_INQUIRIES/PHS:EDIV\_PHA

“F” Division Occupational Health and Safety Services

5600 11TH Ave., P.O. Box 6500, Regina, SK S4P 3J7

“F” Division Telephone: 639-625-3764/ Fax: 306-780-5645

General mailbox: F HQ Health Services /F QG Services de sante’ (RCMP/GRC)

**“H” AND “L” Divisions Occupational Health and Safety Services**

80 Garland Avenue, Mailstop # H-062, Dartmouth, NS B3B0J8

Telephone: 902-720-5460/ Fax: 902-426-0510

General mailbox: Health Services H & L Divisions

**RM Staffing Public Servant Carleigh Milligan (902-720-5787)**

” J” Divisions Occupational Health and Safety Services

1445 regent St., PO Box 3900, Fredericton, NB E3B 4Z8

Telephone: 506-452-3510/ Fax: 506-452-3794

General mailbox: jdivhealth.services@rcmp-grc.gc.ca

“K” and “G” Divisions Occupational Health and Safety Services

11140 109th St., Edmonton, B T5G 2T4

Telephone: 780-412-5174

General mailbox: K-G Health Services/ K-G Service de sante’ RCMP/GRC

 Calgary Office

7575-8 Street NE Calgary, AB T2E 8A2

Phone: 403-699-299-2403

General mailbox: K south Health Services / K Sud Services de sante’ (RCMP/GRC)

Benefits mailbox: K Health Benefits/K Indemnitee en cas de maladie RCMP/GRC

” O” Divisions Occupational Health and Safety Services

345 Harry Walker Parkway S., Newmarket, ON L3Y 8P6

Telephone: 905-953-7685 – Toll free: 800-931-9448 / Fax: 905-953-7688

General mailbox: HealthServicesODiv@rcmp-grc.gc.ca

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| --- | --- | --- |
| Division | Contact Name | Contact Information |
| B DivisionSt. John’s, Newfoundland | Donna Tuff | Phone: 709-772-3614Fax: 709-772-3140Email: donna.tuff@rcmp-grc.gc.ca |
| C DivisionMontreal, Quebec | Sgt. Ghristain Belanger | Phone: 514-939-8381x2267Fax: 514-939-8629Email: Ghristain.belanger@rcmp-grc.gc.ca |
| D DivisionWinnipeg, Manitoba | Sgt. Rob Lockhart | Phone: 204-984-8722Fax: 204-983-4003Email: Rob.Lockhart@rcmp-grc.gc.ca |
| DepotDepot Facilitators and Cadets | Sgt. Johanna Wirsta | Phone: 639-625-3051Fax: 306-780-7726Email: Johnna.Wirsta@rcmp-grc.gc.ca |
| DepotCDRA Police Dog Service | Sgt. Johanna Wirsta | Phone: 639-625-3051Fax: 306-780-7726Email: Johnna.Wirsta@rcmp-grc.gc.ca |
| E Division Atlantic Region | Terri-Lynn Joyce | Phone: 778-290-3256Fax: 778-290-6069Email: terri-lynn.joyce@rcmp-grc.gc.ca |
| E divisionNW Region incl. Depot | Sgt. Dennis BauHuis | Phone: 250-828-3188Fax: 250-282-3125Email: Dennis.bauhuis@rcmp-grc.gc.ca |
| E DivisionCentral Region | S/Sgt. Marina Wilks | Phone: 778-290-3965Fax: 778-288-2427Email: marina.wilks@rcmp-grc.gc.ca |
| F DivisionRegina, Sask | Sgt. Darin Vanthuyne | Phone: 306-975-5418Fax: 306-975-6867Email: darin.vanthuyne@rcmp-grc.gc.ca |
| G DivisionYellowknife, NWT | S/Sgt. Daniel Larsen | Phone: 867-765-3716Fax: 867-669-5124Email: Daniel.larsen@rcmp-grc.gc.ca |
| H DivisionHalifax, NS | S/Sgt. Cory Bushell | Phone:902-720-5168Fax: 902-420-3952Email: cory.bushell@rcmp-grc.gc.ca |
| J DivisionFredericton, NB | Reema Youseff | Phone: 506-452-2473Fax: 506-451-6054Email: reem.youseff@rcmp-grc.gc.ca |
| K DivisionEdmonton, Alb | Sgt. Jane McDermott | Phone: 780-412-5222Fax: 780-412-5380Email: jane.mcdermott@rcmp-grc.gc.ca |
| L DivisionCharlottetown, PE | S/Sgt Walter Boogaard | Phone: 902-566-7205Fax:Email: walter.boogaard@rcmp-grc.gc.ca |
| M DivisionWhitehorse, Yukon  | S/Sgt. Gerry Ell | Phone: 867-633-8629Fax: 867-633-8641Email: tony.park@rcmp-grc.gc.ca |
| NHQNational Headquarters | Insp Suzanne Black | Phone: 613-843-9633Fax: 613-825-9122 Email: Suzanne.black@rcmp-grc.gc.ca |
| National | Sgt. Stephane Berube | Phone:613-949-0215Fax: 613-998-1735Email: stephane.berube@rcmp-grc.gc.ca |
| O DivisionLondon, Ontario | S/Sgt. John Christensen | Phone:519-640-7363Fax: 519-645-4707Email: john.christensen@rcmp-grc.gc.ca |
| V DivisionIqaluit, Nunavut | S/Sgt. Betty Gilholme | Phone: 867-975-4410Fax: 867-975-44441Email: betty.gilholme@rcmp-grc.gc.ca |