

**POLICY NO. AI-007
MANAGEMENT OF POLICE RECORDS**

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Related BPS Procedures

- [Procedure #93](#) – Management of Police Records, Release of Information and Police Criminal Record Checks

1.0 Preamble

1.1 WHEREAS subsection 31(1) of the ***Police Services Act*** provides that a Board is responsible for the provision of Police Services and for Law Enforcement and Crime Prevention in the Municipality and shall:

- 1.1.1 Generally determine after consultation with the Chief of Police, objectives and priorities with respect to the Police Service in the Municipality;
- 1.1.2 Establish priorities for the effective management of the Police Service, and
- 1.1.3 Direct the Chief of Police and monitor their performance.

1.2 AND whereas ***O. Reg. 3/99*** prescribes standards for adequacy and effectiveness of Police Services.

2.0 Definitions

2.1 **Board** – shall mean the Barrie Police Services Board.

2.2 **Chief** – shall mean the Chief of Police.

2.3 **CPIC** – the acronym for the Canadian Police Information Centre.

3.0 Policy

3.1 It is the Policy of the Board with respect to the Management of Police Records that the Chief will:

- 3.1.1 Establish procedures on Records Management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation.
- 3.1.2 Comply with the procedures set out in the Ministry's designated Ontario Major Case Management Manual, and
- 3.1.3 Establish procedures on CPIC that are consistent with the CPIC Reference Manual and the Ministry's policy relating to CPIC Records.

Dated this _____ day of _____, 20____.

Board Chair

Board Administrator