

HALTON REGIONAL POLICE SERVICES BOARD

ADEQUACY STANDARDS POLICY DOCUMENT

Policy No. & Subject: B-AI-007 - Management of Police Records
Date Approved: September 28, 2006
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Reporting Requirement: N/A
Revision Dates:
Service Directive Linkage: REC-012 Records Retention Schedule
REC-003 Confidentiality in Transmitting CPIC Information

1. **Management of Police Records (PSM Guideline No. AI-007)**

- 1.1 It is the policy of the Board that procedures be developed by the Service with respect to the management of police records.
- 1.2 To support this policy, the Chief of Police shall:
- a) establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
 - b) comply with the procedures set out in the Ministry's designated *Ontario Major Case Management Manual*; and
 - c) establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.