



OWEN SOUND POLICE SERVICE

BOARD POLICY

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Rescinds: OSPSB-ADMIN- Management of Police Records

AI-007OSPSB Management of Police Records

It is the policy of the Owen Sound Police Services Board with respect to the management of police records that the Chief of Police will:

- 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*;
- c) Establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records; and
- d) With reference to Board By-Law 2012-01, a By-law respecting the retention and destruction of Records of the Owen Sound Police Service.

Chair

Date