



MANAGEMENT OF POLICE RECORDS

AI-007

Effective Date: 2010/02/26

Reviewed: 2013/11/20

Reviewed: 2019/03/26

Policy Statement

It is the policy of the Regional Municipality of Peel Police Services Board that the requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements under which he/she established procedures and processes relating to the collection, security, retention, use, disclosure and destruction of police records.

1. Policy Requirements

It is the policy of the Board with respect to the collection, security, retention, use, disclosure and destruction of police records that the Chief of Police will:

- a) ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
- b) ensure members act with full respect for human dignity and according to professional standards of skill, integrity and accountability;
- c) establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
- d) ensure members involved in the control of records throughout the police service have the knowledge, skills, and abilities to perform this function;
- e) ensure all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by members of the police service and the public;
- f) ensure compliance with the procedures set out in the Ministry of Community Safety and Correctional Services' designated *Ontario Major Case Management Manual*;
- g) establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records;
- h) regularly review procedures on the collection, security, retention, use, disclosure and destruction of police records to remain current with case law, inquests, inquiry findings, and amendments to related legislation; and
- i) regularly review the collection, security, retention, use, disclosure and destruction of police records as may be required to ensure the integrity of the police service directive and/or procedure.

2. Reporting

The Chief of Police will report on those circumstances where the collection, security, retention, use, disclosure and destruction of police records has resulted in an "exceptional" circumstance; or a circumstance which may have significant issues of potential liability to the Board and the police service.

3. Authority/Legislative Reference

Police Services Act, s.31(1)(c), s.41(1)(a)
Municipal Freedom of Information and Protection of Privacy Act
Youth Criminal Justice Act
Violent Crime Linkage Analysis System Reports (ViCLAS) Regulation
Ontario Major Case Management Manual
CPIC Reference Manual
Peel Regional Police Records Retention Schedule

Board Minute #29/10
Board Minute # IC219/10
Board Minute #75/13
Ministry Policy Inspection - September 2018

4. Linkage to Appropriate Police Service Procedure/Directive

I-A-601(O) Records and Information Management Systems (R.I.M.S)
I-A-603(O) Pardon of Criminal Records & Retentions of Fingerprints & Photo-images
I-B-501(O) Access to Information Pursuant to the MFIPP Act
I-A-501(F) Occurrence Processing