



St. Thomas Police Service

BOARD POLICY

Subject:	Management of Police Records
Policy Number:	AI-007
Effective Date:	April 1, 2024
Reviewed:	April 22, 2026
Authorized:	Police Services Board

Authority / Legislative References

- *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*
- *Ontario Regulation 392/23 – Adequate and Effective Policing (General)*
- *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*
- *Municipal Act, 2001, S.O. 2001, c. 25*

Policy Statement

The St. Thomas Police Service Board (the “Board”) is committed to ensuring the effective, secure, and lawful management of police records. Proper records management supports public accountability, protects privacy, preserves the integrity of investigative information, and contributes to the provision of adequate and effective policing.

Policy Application

1. It is the policy of the Board with respect to the management of police records that the Chief of Police (the “Chief”) shall:
 - i. Establish and maintain procedures governing the collection, security, retention, use, disclosure, and destruction of police records in accordance with applicable legislation;
 - ii. Ensure compliance with Ontario Regulation 394/23 respecting major case management and the use of ministry-approved software;
 - iii. Establish and maintain procedures governing the use of the Canadian Police Information Centre (CPIC) that are consistent with the CPIC Reference Manual and applicable Ministry policies; and
 - iv. Ensure that records management practices support privacy protection, information security, and timely access to records where required for operational, legal, or accountability purposes.

Adequacy and Effectiveness Reference

This policy supports the Board's governance obligations under the Community Safety and Policing Act, 2019, Ontario Regulation 392/23, and Ontario Regulation 394/23 with respect to records management, information integrity, and the provision of adequate and effective policing.