



St. Thomas Police Service

BOARD POLICY

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| Subject: | Collection of Identifying Information |
| Policy Number: | LE – 049 |
| Effective Date: | April 1, 2024 |
| Reviewed: | April 22, 2026 |
| Authorized: | Police Services Board |

AUTHORITY/LEGISLATIVE REFERENCE

- *Community Safety and Policing Act, 2019 S.O. 2019, c. 1, Sched. 1*
- *Ontario Regulation 399/23 – General Matters Under the Authority of the Lieutenant Governor in Council*
- *Ontario Regulation 400/23 – Collection of Identifying Information in Certain Circumstances – Prohibition and Duties*
- *Ontario Regulation 87/24 – Training*

POLICY STATEMENT

The St. Thomas Police Services Board is committed to maintaining public trust and confidence by ensuring that policing services are delivered impartially and without discrimination.

The Board recognizes that the collection of identifying information by police must be conducted in a lawful, transparent and accountable manner. This policy establishes governance expectations to ensure that the St. Thomas Police Service collects identifying information only in circumstances permitted by law and in compliance with the Community Safety and Policing Act and its regulations.

POLICY APPLICATION

It is the policy of the Board with respect to the collection of identifying information that the Chief of Police shall:

1. ensure that the collection of identifying information complies with Ontario Regulation 400/23 and the Ontario Human Rights Code and is free from racial profiling, bias or arbitrary actions;
2. establish procedures in accordance with the regulation and this policy to guide members when attempting to collect identifying information;
3. ensure that members who attempt to collect identifying information and any member delegated duties under the regulation successfully complete the training prescribed by the Minister within the required time period;
4. ensure that the duties and obligations imposed by Ontario Regulation 400/23 are complied with; and

5. conduct an annual review of a random sample of identifying information entries to determine compliance with the regulation.

REPORTING

The Chief of Police shall ensure that the annual report provided to the Board includes the information required under Ontario Regulation 399/23 respecting the collection of identifying information.

Where the annual report indicates that identifying information may have been collected disproportionately from individuals perceived to be within a particular group, the Chief shall review the practices of the Service and prepare a report outlining the findings and any proposed measures to address the issue.

The Board shall consider the report and any proposed measures and may provide direction to the Chief of Police as appropriate.

The Chief shall ensure that identifying information collected by the Service is retained, accessed and disclosed in accordance with Ontario Regulation 400/23.