



## 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 Service Board with respect to the management of police records that the Chief of Police will:

- a) Establish and maintain written 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 *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*; and
- c) Establish and maintain written 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.

John Thomson  
Chair

December 18<sup>th</sup>, 2024  
Date

K. Wardell  
Board Secretary

December 18<sup>th</sup>, 2024  
Date

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