



WOODSTOCK POLICE SERVICE BOARD POLICY

Subject:	Management of Police Records
Policy Number:	AI-007
Effective Date:	January 13, 2025
Reviewed:	
Amended:	

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 Woodstock Police Service Board (the "Board") is committed to the effective management and safeguarding of police records to ensure the protection of privacy, the integrity of information, and compliance with legal standards.

Policy Application

1. It is the policy of the Board with respect to the management of police records that the Chief of Police shall:

- a. establish procedures on record 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 procedures on Canadian Police Information Centre (CPIC) that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.