

Peterborough Police Service Board

Policy Management of Police Records 2026-AI-006



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1.0 Authority

- 1.1 Subsection 37 (1) of the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, (“CSPA”) provides that a Board shall provide adequate and effective policing in the area for which it has policing responsibility as required by Section 10 of the CSPA;
- 1.2 Subsection 38 (2) of the CSPA provides that a Police Service Board may establish policies respecting matters related to the Police Service or the provision of policing;
- 1.3 Subsection 1 (1) of the *Municipal Act, R.S.O. 2001 c.25* (“the Municipal Act”) defines “Local Board” as a Police Service Board;
- 1.4 Section 254 of the Municipal Act states that a Local Board that has ownership and control of its records and has an obligation to retain and preserve the records in a secure and accessible manner;
- 1.5 Section 255 of the Municipal Act regulates the circumstances under which a Local Board may destroy records;
- 1.6 Section 18 of O. Reg. 395/23: Investigations, prescribes reporting requirements for reportable investigations as defined in the Regulation;

- 1.7 Section 20 of the said O. Reg. 395/23 requires a Chief of Police to establish procedures for the management of information relating to investigations;

NOW THEREFORE THE PETERBOROUGH POLICE SERVICE BOARD APPROVES AND ADOPTS THE FOLLOWING:

2.0 Definitions

In this Policy:

- 2.1 **“Act”** or **“CSPA”** means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*, and amendments thereto;
- 2.2 **“Board”** means the Peterborough Police Service Board;
- 2.3 **“Chief”** means the Chief of the Peterborough Police Service;
- 2.4 **“Member”** means a member of the Peterborough Police Service;
- 2.5 **“Ministry”** means the Ministry of the Solicitor General;
- 2.6 **“Personal Information”** means recorded information about an identifiable individual, as prescribed by the *Municipal Freedom of Information and Protection of Privacy Act*;
- 2.7 **“Record”** means a document, made or received in the normal course of business and kept for operational or administrative purposes and includes:
- a) correspondence – a memorandum, book, plan, map, drawing, diagram, pictorial or graphic work, photograph, film, microfilm, sound recording, videotape, machine readable record, any other documentary material, regardless of physical form or characteristics, and any copy thereof; and
 - b) subject to the regulations of the Municipal Freedom of Information and Protection of Privacy Act, any records that is capable of being produced from a machine readable record under the control of the police service by the means of computer hardware and software or any other information storage equipment and technical expertise normally used by the police service.
- 2.8 **“Service”** means the Peterborough Police Service;
- 2.9 **“ViCLAS”** means the Violent Crime Linkage Analysis System.

3.0 Board Policy

- 3.1 The Board recognizes that appropriate management of police records are crucial to policing, and it is therefore the policy of the Board that such management of police records be dealt with in a professional and thorough manner and in accordance with procedures established by the Chief as directed in this policy.

4.0 Direction to the Chief

4.1 Procedures

- 4.1.1 The Chief shall establish and ensure compliance with written procedures and processes for the collection, security, retention, use, disclosure and destruction of police records.
- 4.1.2 The Chief shall ensure that said procedure above complies with the *Municipal Freedom of Information and Protection of Privacy Act*.
- 4.1.3 The Chief shall ensure that all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by Members of the Police Service and the public.
- 4.1.4 The Chief shall ensure that the procedures referred to in Section 4.1.1 comply with the Ministry's designated Ontario Major Case Management Manual for police records management.
- 4.1.5 The Chief shall ensure that the procedures referred to in Section 4.1.1 includes procedures that are consistent with the provisions in the CPIC Policy Manual and the CPIC User Manual and the Ministry's policy relating to CPIC records.
- 4.1.6 The Chief shall ensure that the procedures referred to in Section 4.1.1 includes procedures that are consistent with the provisions in Section 18 of O.Reg.395/23, the CPIC Policy Manual and the CPIC User Manual and the Ministry's policy relating to collecting, retention and destruction of ViCLAS records.

4.2 Destruction of Police Records

- 4.2.1 The Chief shall ensure that no Member destroys any record except in accordance with the procedure developed in accordance with Section 4.1.1.
- 4.2.2 The Chief shall ensure that, when records are destroyed in compliance with the said procedure, a listing is maintained indicating the classification

and dates of the records being destroyed, the date of destruction, and the signature of the Member destroying the record.

4.2.3 The Chief shall designate a Member(s) as persons responsible for overseeing destruction of records in accordance with the procedure outlined in Section 4.1.1.

4.2.4 The Chief shall ensure that records are destroyed in a manner, which ensures that the records are no longer legible or usable.

4.3 Training

4.3.1 The Chief shall ensure that Members involved in the collection, security, retention, use, disclosure and destruction of police records, have the requisite knowledge, skills and abilities to perform these functions.

5.0 Report to the Board

5.1 The Chief shall report to the Board on the Service implementation of this policy as follows:

(a) In response to questions from the Board regarding Service procedures developed pursuant to the policy, either verbally at a meeting when the questions is asked, or in writing at the next regularly scheduled Board meeting, as directed by the Board; and

(b) Within thirty days of the Chief becoming aware of a breach of Service procedures developed pursuant to this policy that the chief in his sole discretion determines to be a significant breach that could result in liability for or reputational damage to the Board or the Service, the Chief shall provide a written report to the Board explaining:

- (i) the breach;
- (ii) the circumstances surrounding the breach;
- (iii) the Chief's liability or reputational concerns; and
- (iv) the corrective measures taken, including amendments to the procedure to guard against future breaches.

6.0 Implementation

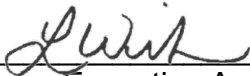
- 6.1 That the Board approves and adopts this Policy #2026-AI-006 Management of Police Records which shall come into force on July 22, 2026.
- 6.2 That Policy #AI-007 Management of Police Records, enacted on October 20, 2014, is hereby repealed effective July 22, 2026.



Mary ten Doeschate, Chair
Peterborough Police Service Board

July 22, 2026

Date



Lisa Wilson, Executive Assistant
Peterborough Police Service Board

July 22, 2026

Date