



STRATFORD POLICE SERVICE

BOARD POLICY

Issued: February 21, 2001

Revised: January 15, 2025

Expires: Indefinite

Rescinds: AI-007-2000 Management of Police Records

AI-007SPSB Management of Police Records

It is the policy of the Stratford 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.

"Steve Cousins"

Chair

Approved January 15, 2025

Date