



WATERLOO REGIONAL
POLICE SERVICE
BOARD

WATERLOO REGIONAL POLICE SERVICE BOARD POLICY

Policy Number: 070

MANAGEMENT OF POLICE RECORDS

Date Approved:

June 14, 2006

Dates Amended:

Date to be Reviewed:

Policy of the Board

It is the policy of the Waterloo Regional Police Services Board with respect to the management of police records that the Chief of Police will:

1. establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
2. comply with the procedures set out in the Ministry's designated Ontario Major Case Management Manual; and
3. establish procedures on CPIC that are consistent with the CPIC Reference Manual and the ministry's policy relating to CPIC Records.