



# MANAGEMENT OF POLICE RECORDS

Effective Date: 2010/02/26  
Reviewed: 2013/11/20

## Policy Statement

*It is the policy of the Regional Municipality of Peel Police Services Board that the requirements set out in this document shall form part of the Board Policies and the Chief of Police is hereby directed to comply with these requirements in his/her administration and operation of the Peel Regional Police.*

### 1. Subject

The guiding principles under which the Chief of Police is to establish procedures and processes relating to the collection, security, retention, use, disclosure and destruction of police records.

### 2. Specific Definitions

“record” – means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes:

- (i) 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
- (ii) subject to the regulations of the Municipal Freedom of Information and Protection of Privacy Act (M.F.I.P.P.A.), 1989, any record that is capable of being produced from a machine readable record under the control of the police service by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the service (s.2 M.F.I.P.P.A.)

### 3. Policy Requirements

It is the policy of the Board with respect to the collection, security, retention, use, disclosure and destruction of police records that the Chief of Police shall:

- a) Ensure complete compliance with legislative and constitutional requirements, and recognized legal principles;
- b) Ensure members act with full respect for human dignity and according to professional standards of skill, integrity and accountability;
- c) Establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of appropriate legislation;
- d) Ensures members involved in the control of records throughout the police service have the knowledge, skills, and abilities to perform this function;
- e) Ensure all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by members of the police service and the public;
- f) Ensure compliance with the procedures set out in the Ministry of Community Safety and Correctional Services' designated *Ontario Major Case Management Manual*;
- g) Establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records; and
- h) Regularly review procedures on the collection, security, retention, use, disclosure and destruction of police records to remain current with case law, inquests, inquiry findings, and amendments to related legislation.

#### **4. Measurement Methods**

The Chief of Police shall regularly review the collection, security, retention, use, disclosure and destruction of police records as may be required to ensure the integrity of the police service directive and/or procedure.

#### **5. Reporting**

The Chief of Police shall report on those circumstances where the collection, security, retention, use, disclosure and destruction of police records has resulted in an “exceptional” circumstance; or a circumstance which may have significant issues of potential liability to the Board and the police service.

#### **6. Authority/Legislative Reference**

Police Services Act, s.31(1)(c), s.41(1)(a)  
Municipal Freedom of Information and Protection of Privacy Act  
Youth Criminal Justice Act  
Violent Crime Linkage Analysis System Reports (ViCLAS) Regulation  
Ontario Major Case Management Manual  
CPIC Reference Manual  
Peel Regional Police Records Retention Schedule  
Board Minute #29/10  
Board Minute # IC219/10  
Board Minute #75/13

#### **7. Linkage to Appropriate Police Service Procedure/Directive**

I-A-601(O) Records and Information Management Systems (R.I.M.S)  
I-A-603(O) Pardon of Criminal Records & Retentions of Fingerprints & Photo-images  
I-B-501(O) Access to Information Pursuant to the MFIPP Act  
I-A-501(F) Occurrence Processing