Timmins Police Service Board
POLICY

POLICY NUMBER: BP-AI-007

Policy Name:	Management of Police Records
Legislative Reference/Authority:	*Community Safety and Policing Act and* Regulation(s), CPIC Reference Manual, *Criminal Records Act, Identification of Criminals Act, Youth Criminal Justice Act and Municipal Freedom of Information and Protection of Privacy Act*
Replaces:	Policy – BP - AI – 07 (Formerly associated to the Police Services Act)
Last Revised:	April 2, 2026
Approved By:	Board Chair

BOARD POLICY

1. As prescribed in the *Community Safety and Policing Act* and through Regulation(s) the Timmins Police Service Board shall establish policy(ies) consistent with the *Act,* Regulation(s) and any other applicable legislation.

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

    a. Establish 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 the Ministry's designated *Ontario Major Case Management Manual;* and
    c. Establish procedures on CPIC that are consistent with the *CPIC Reference* Manual and the Ministry's policy relating to CPIC records.

Dated this 29th day of October, 2026.

Signed electronically by the
Board Chair
Timmins Police Service Board