



DEEP RIVER POLICE SERVICE

BOARD POLICY

Policy Number	AI-007 DRPSB
Policy Title	Management of Police Records
Issued	21 October 2025
Reviewed	-
Revised	-
Expires	Indefinite
Rescinds	-

It is the policy of the Deep River 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.

A handwritten signature in purple ink that reads "Russell".

Chair

21 October 2025

Date