



# KINGSTON POLICE SERVICE BOARD

## Management of Police Records (AI-011)

Adopted: January 29, 2026 (Res. 26-06)

Reviewed:

Revised:

Expires: Indefinite

Rescinds:

Legislation: O. Reg. 394/23: Major Case Management and Approved Software Requirements, 2019.

### 1. **Policy Statement**

The Kingston Police Service Board (the Board) is committed to the effective management and safeguarding of police records to ensure the protection of privacy, the integrity of information, and compliance with legal standards.

### 2. **Board Policy**

It is the policy of the Kingston 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) Ensure that said procedure above complies with the Municipal Freedom of Information and Protection of Privacy Act;
- c) Comply with the procedures set out in *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*;
- d) Ensure that all records are protected from unauthorized access, alteration, or removal and inadvertent destruction or damage by members of the Police Service and the public; and

- e) Establish procedures on CPIC that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.

"Original signed by Chair"

Chair

"Original signed by Administrator"

Administrator