



Sarnia Police Services Board Policy

Issue Number:

SPS-BP-AI-007

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Approved By: Board Chair	Signature: <i>Paul Wiersma</i>

A Legislative/Regulatory Requirements

Section 31(1)(c) of the *Police Services Act (PSA)* requires a Police Services Board, in providing adequate and effective police services, to establish policies for the effective management of the Police Service.

In addition, section 41(1)(a) requires the Chief of Police to administer the Police Service and oversee its operations in accordance with the objectives, priorities and policies established by the Board.

Furthermore, section 2 of the Regulation on *Violent Crime Linkage Analysis Systems Reports* requires the submission and updating of ViCLAS crime analysis reports.

B Board Policy

1. It is the policy of the Sarnia Police Services Board that the Chief of Police will:
 - (a) Establish procedures on records management, including the collection, security, retention, use, disclosure and destruction of records in accordance with the requirements of the appropriate legislation;
 - (b) Comply with the procedures set out in the Ministry of The Solicitor General'

("Ministry") designated "Ontario Major Case Management Manual"; and

- (c) Establish procedures on the Canadian Police Information Centre ("CPIC") that are consistent with the "CPIC Reference Manual" and the Ministry's policy relating to CPIC Records.