



BELLEVILLE POLICE SERVICE

BOARD POLICY

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March 26, 2026

Expires: Indefinite

Rescinds:

AI-007 Management of Police Records

AI-007BPSB Management of Police Records

It is the policy of the Belleville Police Service Board with respect to the management of police records that the Chief of Police will:

1. 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;
2. Comply with the procedures set out in *Ontario Regulation 394/23 – Major Case Management and Approved Software Requirements*; and
3. Establish and maintain written procedures on Canadian Police Information Centre (CPIC) that are consistent with the *CPIC Reference Manual* and the Ministry's policy relating to CPIC Records.

Chair

August 10, 2026

Date