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**GOL-SOL-6100**

March 29, 2023

**MEMORANDUM TO:** Richard Stubbings, Assistant Deputy Minister  
Public Safety Division  
Ministry of the Solicitor General

**FROM:** Chief Superintendent Karen Meyer, Bureau Commander  
Communications and Technology Services Bureau  
Ontario Provincial Police

**SUBJECT:** **OPP CPIC Request – Protocol Clarification**

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I am writing to request the dissemination of an All Chiefs Memo to all Ontario Police Services, to clarify the process for requesting Canadian Police Information Centre (CPIC) information through the Ontario Provincial Police (OPP).

To streamline the process for requesting and responding to requests for occurrence information through OPP CPIC, the following is requested of Ontario police services:

- If your matter is urgent in nature, please indicate this in the first line of the body of your CPIC message in capital letters (i.e., URGENT). Please also include any other information that relates to the urgency of your message in this section.
- If your matter is time-sensitive in nature, please indicate this in the first line of the body of your CPIC message in capital letters (i.e., TIME SENSITIVE). Please also include your timeframe parameters and any other information that relates to the time-sensitive nature of your message in this section.

By utilizing the above keywords in your CPIC message, the OPP will be able to ensure the proper classification, prioritization, and routing mechanisms to process and/or disseminate your requests. Please note, all protocols related to Provincial Alerts, Zone Alerts, and BOLOs remain unchanged.

A handwritten signature in black ink that reads "Karen Meyer". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

K.A. (Karen) Meyer, Chief Superintendent  
Bureau Commander  
Communications and Technology Services Bureau  
Ontario Provincial Police