

Ministry of the Solicitor General

Public Safety Division  
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**MEMORANDUM TO:** All Chiefs of Police and  
Commissioner Thomas Carrique  
Chairs, Police Services Boards

**FROM:** Marc Bedard  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

**SUBJECT:** **Annual Reporting Requirements: Violent Crime Linkage  
Analysis System and Major Case Management**

<b>DATE OF ISSUE:</b>	<b>January 31, 2020</b>
<b>CLASSIFICATION:</b>	<b>For Action</b>
<b>RETENTION:</b>	<b>February 29, 2020</b>
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<b>PRIORITY:</b>	<b>Normal</b>

Ontario Regulations 550/96 and 354/04 of the *Police Services Act* require every chief of police to prepare and submit an annual report to the Ministry regarding Violent Crime Linkage Analysis System (ViCLAS) and Major Case Management (MCM) respectively.

As you know, the annual reporting requirements were streamlined to combine the two reports into one. The attached blended annual reporting form for MCM and ViCLAS is to be submitted by each police service no later than **February 29, 2020**. The report can be submitted electronically to [OPP.GHQ.ViCLAS@opp.ca](mailto:OPP.GHQ.ViCLAS@opp.ca), or in hardcopy form to the Provincial ViCLAS Centre, Ontario Provincial Police, 777 Memorial Avenue, 2nd Floor, Orillia, ON L3V 7V3

If you have any questions about the form, please contact S/Sgt. Josée Sabourin at [Josee.Sabourin@opp.ca](mailto:Josee.Sabourin@opp.ca) (ViCLAS) or S/Sgt. Rob Gravel at [Rob.Gravel@ontario.ca](mailto:Rob.Gravel@ontario.ca) (MCM).

Sincerely,

A handwritten signature in black ink that reads "Marc Bedard".

Marc Bedard  
Assistant Deputy Minister  
Public Safety Division and Public Safety Training Division

Attachment