



ADMINISTRATIVE PROCEDURES MEMORANDUM

APC033

Cooperation and Compliance With Police Investigations

DATE OF ISSUE: April 1, 2006
Revised: N/A

MEMO TO: All Staff, Waterloo Regional Police Service

FROM: Director of Education

PURPOSE

The purpose of this document is to define for the public and representatives of the news media the limitations faced by the Waterloo Catholic District School Board in publicly communicating information about or commenting on active police investigations or issues before the courts.

REFERENCES

Education Act and Regulations
Child and Family Services Act
Youth Criminal Justice Act
Criminal Code of Canada
Trespass to Property Act
Municipal Freedom of Information and Protection of Privacy Act
Ontario Human Rights Code
Ontario College of Teachers Act
Ontario Police Services Act
Ontario Labour Relations Act
Ontario Teaching Profession Act
WCDSB APC 001 -- "Communications Guidelines"
WCDSB APC 007 -- "Visitors to Schools and Access to School Premises"
WCDSB APC 008 -- "Visitors to Schools and Confidentiality"
WCDSB APC 015 -- "Access to Pupil Information"
WCDSB APC 013 -- "Police Protocol"

BACKGROUND

From time to time, students and/or staff in Waterloo Region's Catholic schools become involved in various aspects of investigations undertaken by the Waterloo Regional Police Service and other police services (OPP, RCMP)

It is a policy of the Board that all staff and students will cooperate fully and completely with any such police investigation -- and will neither act in any way nor make any public statements that might hamper or adversely affect the outcome of a police investigation, reveal the identity of a young offender (or a

victim protected under the *Youth Criminal Justice Act*), or deprive any person from access to due process under the law.

PROCEDURES

Due to the wide variety of potential legal implications typically surrounding even routine police investigations, the following four individuals are the **only** persons authorized to communicate publicly or speak to the media about any police investigation or court proceeding involving any aspect of the school system:

- The Chair of the Board of Trustees;
- The Director of Education;
- The Superintendent of the school or program area affected;
- The Senior Manager of Public Affairs;
- Or a person expressly designated as a spokesperson by one of the above.