



PROCEDURAL GUIDELINES  
POLICE INVESTIGATION IN SCHOOLS

In alignment with Policy 4024 – Safe Schools and Workplaces, the Huron-Superior Catholic District School Board regarding Police Investigations in schools ensure the full co-operation, at all times and under all circumstances, of all police forces regarding police investigation in schools.

1. Under normal circumstances, no police personnel will be on school property without the prior knowledge of the Principal. Accordingly, arrangements should be made with the Principal, preferably for an appointed time, for any Officer to attend on school property. The attending Officer would then proceed directly to the office of the Principal.
2. The attending Officer shall inform the Principal of the full purpose of the visit and explain to the subject of the investigation his/her legal rights.
3. Generally speaking, where possible, the subject of the investigation should be interviewed at his/her place of residence and not on school property.
  - a) If the interrogation of a student (under the age of 18) on the school property appears imperative, one parent/ legal guardian of the student, or students, will be requested to be present during the questioning.
  - b) If one of the parents/legal guardian is not able to be present, the Principal shall request that parent/legal guardian to permit him/her or a member of his/her staff to take the place of the parent.
  - c) If the matter is urgent and it is impossible to communicate with one of the parents/legal guardian, the Principal, or a member of his/her staff shall be present while the questioning occurs and shall document the entire matter. The Principal shall inform the parents/legal guardian as soon as possible after questioning has taken place.

4. A Police Officer seeking allegedly stolen property shall be requested to produce a Search Warrant setting out the specific article being sought.
5. In a matter concerning drugs, the Principal shall request to see the Search Warrant.

*NOTE:* It is understood that the term Principal shall also mean Vice- Principal or Teacher in charge or as circumstances warrant.

August 2015