



TCSA POLICY	
<b>TITLE</b>	RCMP Information Sharing and Investigations in Schools
<b>POLICY NUMBER</b>	13-06-V2
<b>PROGRAM NAME</b>	Education
<b>DOMAIN NAME</b>	Information Management & Privacy
<b>EFFECTIVE DATE</b>	June 29, 2023
<b>NEXT REVIEW DATE</b>	<b>June 29, 2026</b>
<b>APPROVAL DATE</b>	June 29, 2023
<b>ISSUING AUTHORITY</b>	Tłıchǫ Community Services Agency (TCSA)
<b>ACCREDITATION STANDARD</b>	N/A

### **POLICY AND GUIDING PRINCIPLE**

At times the Royal Canadian Mounted Police (RCMP) may need to access and/or acquire school files for the purpose of an investigation. It is the goal of the TCSA to work collaboratively with the RCMP to help meet the needs of students and encourages cooperation between the school and the RCMP including sharing and disclosure of appropriate information.

The TCSA encourages RCMP investigations involving student and staff interviews to take place outside of the school environment. However, the TCSA recognizes that under certain circumstances the RCMP may request to conduct an interview of students or staff at school.

### **PURPOSE/RATIONALE**

The purpose of this policy is to provide guidelines governing the sharing of school records with the RCMP and provide guidelines on the interviewing of staff and students.

### **DEFINITIONS**

**Production Order - Warrant** - requires the custodian (Education Body) of documents to deliver or make available the documents to persons such as law enforcement officials within a specified period of time



**School Records** - include student records, principal records, human resource records, and excludes counselling and health records

### **SCOPE/APPLICABILITY**

This policy will apply to all students and staff in all TCSA schools, including alternative programming, and works within the TCSA Confidentiality and Information Sharing Policy (13-04-V1).

### **PROCEDURE**

1. The principal shall provide the RCMP with access to information in a student's or staff member's file to view in the school in accordance with a Production Order — Warrant;
2. The principal shall provide information in a student's or staff member's file and/or provide copies of the information in the file to the RCMP to be removed from the school in accordance with a Production Order — Warrant;
3. In response to a Production Order — Warrant to acquire information in a student's or staff member's file, the principal shall offer a certified copy of the information as an alternative to providing the RCMP with original copies;
4. The principal shall keep on file the Production Order — Warrant requiring access to information and/or the acquisition of files, and in circumstances where files are removed from the school, the principal shall request a timeline for the return of the files, and follow-up in a timely manner on the return of the files to the school;
5. The principal shall indicate on the student's or staff's record the date of disclosure, information disclosed, and the person to whom the information was disclosed, and shall, in writing, advise the student and the student's parent/guardian, or staff member of the disclosure;
6. A Student's Cumulative Record shall not leave the school unless under a Production Order — Warrant. A copy shall be offered to the RCMP as an alternative to providing the original copy;
7. Except for confidential student or staff information a principal shall provide the RCMP with information or statements pertaining to an investigation as needed;
8. The principal shall inform in writing the TCSA Chief Executive Officer (CEO) and Education Director of the details of the Production Order — Warrant;
9. The RCMP shall have permission of the parent and/or guardian before a school principal will grant permission for an interview to be conducted at school;



10. The principal must have written permission from the parents and/or guardian before a staff member may participate in an interview with a student on behalf of the parent/guardian;
11. The principal may encourage the RCMP to conduct the interview elsewhere;
12. The principal shall inform in writing the TCSA CEO and Education Director of the date and time of the interview, the name of the student, the name of the investigating officer, and the fact that the RCMP made the parents/guardians aware of the interview; and
13. In circumstances where time is of the essence, and parental/guardian consent is unavailable or in conflict the RCMP shall conduct the interview in consultation with Child and Family Services.

### **PERFORMANCE MEASURES**

NA

### **CROSS-REFERENCES**

TCSA Confidentiality and Information Sharing Policy (13-04-V1)

### **ATTACHMENTS**

NA

### **REFERENCES**

- NWT Education Act Section 29, 30, 117
- TCSA Act Section 13



**Tłchq Community Services Agency**  
**Do, Nàke Lani Nàts'etso – Strong Like Two People**

**APPROVAL**

Reviewed and Approved By:

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Kevin Armstrong  
Chief Executive Office  
30-June-2023

Reviewed and Approved By:

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Ted Blondin  
TCSA Chairperson  
30-June-2023