



PETERBOROUGH LAKEFIELD POLICE SERVICES BOARD

MEDIA RELATIONS POLICY

Policy Statement:

The Peterborough Lakefield Police Services Board desires to enact a Media Relations Policy to ensure the establishment of procedures that will assist in the effective operation of the Peterborough Lakefield Community Police Service.

Application:

This policy applies to the Peterborough Lakefield Police Services Board and the Chief of Police, or designate, and provides the foundation for further development of Peterborough Lakefield Community Police Service operational policies and procedures. The policy is intended to:

- Establish our accountability to the public we serve;
- Keep the public accurately informed of crime and newsworthy occurrences in a factual and timely manner;
- Maintain media involvement in crime prevention and community policing programs;
- Promote public services performed by the police.

Authority:

The Peterborough Lakefield Police Services Board shall establish policies for the effective management of the police service under the *Police Services Act, 1990, section 31*

1. Definitions

1.1 In this policy:

- (a) "Act" means the *Police Services Act*, R.S.O. 1990, c.P.15 as amended;
- (b) "Board" means the Peterborough Lakefield Police Services Board and shall be composed of such members appointed under the Amalgamation Agreement, which took effect on January 1st, 1999.
- (c) "Chair" or designate means the person presiding at the meeting;
- (d) "Vice-Chair" means the Vice-Chair of the Board;
- (e) "Chief of Police" means the Chief of the Peterborough Lakefield Community Police Service;
- (f) "Member" means a member of the Peterborough Lakefield Community Police Service or the Peterborough Lakefield Police Services Board, as defined in the Act;
- (g) "Information" means written or verbal communication to members of the media.

2. Release Criteria

2.1 The Peterborough Lakefield Police Services Board believes that when consideration is being given to releasing information to the public the following factors should be determined:

- (i) Is the release of information prohibited by reason of Statute, Regulation or other legal process?
- (ii) Is the release of the information likely to impede or interfere with operational matters or jeopardize the safety of an individual, in particular victims or witnesses?
- (iii) Is the collection or supply of the information so resource intensive as to be unreasonable?

If none of the three factors apply - Release the Information.

2.2 If information is asked for and not given or if information is not given in its entirety, an explanation should be provided.

3. Implementation

3.1 BOARD:

- (a) Unless otherwise specified, the spokesperson for the Board is the Chair of the Peterborough Lakefield Police Services Board. Should the Chair be unavailable, the Vice-Chair shall be the spokesperson for the Peterborough Lakefield Police Services Board;
- (b) On matters of factual information, administration of the Board, or communicating decisions of the Board in response to an enquiry, the Administrative Assistant may act as a resource person on behalf of the Board;
- (c) In special circumstances, such as labour negotiations, or where a Board subcommittee has been established on a specific issue, the Board may designate the member leading the negotiations, or the Chair of the committee, to act as spokesperson for the Board;
- (d) Board members may communicate a position of the Board; however, should a Board Member publicly disagree with a position of the Board, or should a Board Member comment upon a matter not yet before the Board, they will clearly identify they are speaking as an individual and not on behalf of the Board. A Board Member may not comment on a Board position until after the matter has been voted upon;
- (e) Media releases shall be approved by the Chair, or the Vice-Chair. Prior to release, Board Members shall receive a copy of the release as soon as possible;
- (f) News conferences shall be called only at the discretion of the Chair or the Vice-Chair. When possible, Board Members shall be advised of the event prior to its taking place.

3.2 CHIEF OF POLICE:

- (a) The Chief of Police shall implement a procedure that provides for release of information to the media that includes provisions for confidentiality, public safety and consistency with Board policy.

4. ADMINISTRATION

- 4.1 That the Media Policy enacted on the 8th day of June, 2004 is hereby repealed.
- 4.2 That this Media Policy is hereby enacted on the 14th day of September, 2010.
- 4.3 That distribution of this Policy be unrestricted.

Thomas H.B. Symons, Chair
Peterborough Lakefield Police Services Board

Additional References:

Evaluation Date: September 14th, 2010
Issue Date: June 8th, 2004, September 14th, 2010
Revision Dates: September 14th, 2010