

**ADMINISTRATIVE PROCEDURES MANUAL**  
**Administrative Procedure 192**

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**POLICE PARTNERSHIP PROGRAM**

**BACKGROUND**

The New Westminster School District recognizes the importance of safe, inclusive, and supportive school environments for all students. This procedure provides operational direction for the Police Partnership Program (PPP), implemented through a Memorandum of Understanding (MOU) between the New Westminster School District (NWSD) and the New Westminster Police Department (NYPD). The PPP focuses on prevention, education, relationship-building, and support for victims of crime while ensuring that school staff retain responsibility for student conduct and discipline. This approach aligns with the Board's Strategic Plan and the guidance of the B.C. Human Rights Commissioner regarding human rights, equity, and the impacts of police presence in schools.

**1. Definitions**

- 1.1 "Partner Officer (PO)" — A sworn member of the NYPD assigned to the PPP who retains full police authority and works collaboratively with school and district staff.
- 1.2 "Principals and Vice Principals" — responsible for school operations and discipline.
- 1.3 "District Leadership Liaison" — A district staff member designated by the Superintendent to coordinate PPP implementation.

**2. Designation of Roles**

- 2.1 The Superintendent will designate a District Leadership Liaison to coordinate PPP activities, support Principals and Vice Principals, and liaise with NYPD counterparts. They will collaborate with POs on preventative education, intervention strategies, and referrals to community supports.
- 2.2 Principals and Vice Principals will maintain primary responsibility for school safety, student discipline, and Codes of Conduct, and will work with POs in ways that are consistent with this procedure and the MOU.

**3 Orientation and Introduction**

- 3.1 Prior to each school year, the District Leadership Liaison will ensure:
  - 3.1.1 NYPD shares the names and assignments of POs:
- 3.2 Principals and Vice Principals receive this information and a schedule of orientation meetings.

## ADMINISTRATIVE PROCEDURES MANUAL

3.2.1 Orientations include roles and limits of POs, discipline boundaries, information-sharing protocols, and linkage to threat and risk assessment processes.

3.3 The district will provide accessible information about the PPP to students, staff, and families.

### **4 Service Delivery and Engagement**

4.1 POs will focus on:

- 4.1.1 prevention and education programs co-developed with district staff;
- 4.1.2 relationship-building with students, families, and educators;
- 4.1.3 supporting victims of crime;
- 4.1.4 referral pathways to community partners, where appropriate.

4.2 POs must not enforce school discipline or replace civilian support roles (e.g., counsellors, youth workers).

4.3 All parties accountable under the PPP clearly distinguish between informal, voluntary engagement and interactions that may engage police investigative authority.

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### **5 Communication Protocols**

5.1 In emergencies, staff will call 9-1-1.

5.2 For non-emergency police support, staff will contact the NRPD non-emergency line.

5.3 Site staff may consult a PO for advice on safety-related matters but will not direct the PO to take disciplinary action.

### **6 Information Sharing**

6.1 Student information shared with POs must comply with the Freedom of Information and Protection of Privacy Act (FOIPPA), the Youth Criminal Justice Act (YCJA), and the MOU's Information Sharing Protocol, including the heightened privacy protections afforded to young persons.

6.2 Information will be shared by designated district staff only where necessary for student or community safety, limited to the minimum amount of information required, and not for general criminal intelligence, prosecution, or routine school discipline purposes.

## ADMINISTRATIVE PROCEDURES MANUAL

6.3 Where police are conducting an active investigation, or where a staff member or student has made a complaint to police, the District will respond to requests for information only where disclosure is authorized or required by law, including pursuant to FOIPPA, the YCJA, or a lawful demand such as a warrant, court order, or subpoena.

6.4 In all cases, disclosures will be limited to specific legally required information, shared through designated district authorities, and documented in accordance with District procedures and the MOU's Information Sharing Protocol.

## 7 Human Rights, Equity, and Inclusion

7.1 Implementation will align with human rights, anti-racism, and reconciliation commitments.

7.2 The PPP shall be consistent with the requirements of the District's Sanctuary Schools Policy, noting its protections for students with precarious immigration status.

7.3 District staff will attend to impacts on identity-protected groups.

7.4 Training for staff and POs will include equity, cultural safety, trauma-informed approaches, and respectful practice.

## 8 Advisory Committee

8.1 A Partnership Advisory Committee will be maintained to review data, metrics, evaluation tools, and program effectiveness, and to make recommendations for improvement.

8.2 Membership should include representatives from the Board of Education of School District No. 40 (New Westminster), New Westminster Police Department Board, Indigenous Education Council, New Westminster Parent Advisory Council, students (including representation from protected classes, parents (including representation from protected classes), District Leadership Liaison, District Principal of Indigenous Education and Equity, Partner Officer(s), New Westminster Principals and Vice-Principals Association (NWPVPA), New Westminster Teachers' Union (NWTU), CUPE 409, the Chief Constable (or designate), and Superintendent (or designate).

## 9 Evaluation and Reporting

9.1 The Superintendent will ensure:

9.1.1 twice-yearly contextual reports to the Board;

9.1.2 annual public reporting on PPP activities, trends, and outcomes;

9.1.3 evaluation that attends to equity, human rights impacts, and continuous improvement.

9.2 Data will be disaggregated where lawful and ethically appropriate to assess disproportional impacts.

## ADMINISTRATIVE PROCEDURES MANUAL

### 10 Complaints and Concerns

10.1 Complaints regarding PO conduct will be managed under the BC Police Act and reported to Principals and Vice Principals.

10.2 Complaints regarding staff conduct will follow processes under the School Act and relevant District Administrative Procedures.

10.3 Concerns related to PPP design or operation will be directed to the Partnership Advisory Committee.

10.4 Communications regarding complaint outcomes will be coordinated to balance transparency, privacy, and community confidence.

Nothing in this procedure interferes with the rights of students, staff, and families to communicate directly with the police.

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*References:* School Act (BC) BC Human Rights Code, Freedom of Information and Protection of Privacy Act (FIPPA), Youth Criminal Justice Act (YCJA), Criminal Code of Canada, BC Police Act

*Relevant related :* 82, 104, 117, 193, 345, 352, 353, Policy 28

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*Revised:*