

<b>EMPLOYEE CONDUCT – LEGAL ACTIONS:</b>	<b>HR C7.2</b>
<b>INVESTIGATIONS, SEARCH WARRANTS</b>	

#### INTENT

To provide employees with guidelines to support them in dealing with matters arising from criminal investigations which may include search warrants and other requests for information.

#### POLICY

It is the aspiration of SSCSS as a corporate citizen to adhere to and comply with all Provincial and Federal laws pertaining to criminal investigations. All employees are required to assist investigators when served with a search warrant following the procedure listed below.

The Executive Director and Board of Directors will be notified when a search warrant has been issued.

#### PROCEDURE

1. All law enforcement personnel should be escorted to a private office.
2. Immediately contact the Executive Director or designate. The Executive Director will designate an on-site employee to implement procedures.
3. Identify the officer in charge of executing the warrant. Ask for a business card or record the name, title, RCMP detachment and telephone number of the officer.
4. Ask for a copy of the warrant and any affidavit submitted to the court to obtain the warrant. Have the officer identify the prosecutor by name and phone number, if that person is not indicated on the document (the officer is acting at the direction of the prosecutor).
5. Inform the officer in charge that you have contacted the Executive Director or their designate and that he/she is on their way. Request the officer in charge not to proceed until the Executive Director or their designate has arrived.

#### **If the officer will not wait, take the following steps to monitor the search:**

1. Carefully read the warrant.
2. Make sure a judge or magistrate has signed the warrant. If there is any discrepancy, notify the officer in charge.
3. Determine the scope of the warrant, the area to be searched and type of evidence to be seized. A search warrant permits the designated officer to search and seize property. If there is any

discrepancy between the scope of the search document and the search actually conducted by the officer, notify the officer in charge. Attempt to assist the officer in retrieving the items that are the subject of the search.

4. Identify those essential employees that are knowledgeable and can assist in retrieving the documents, computer information, etc. Notify the officer in charge that key employees are here to ease the search with minimal disruption of business and that other employees are permitted to leave.
5. Advise employees that persons executing the warrant may ask them questions. Advise employees it is their choice whether or not they want to speak with an officer, they are not required to do so.
6. Monitor the search, but do not impede or obstruct.
7. Complete an incident report.

<b>EFFECTIVE: December 1, 2015</b>	<b>APPROVED BY: Executive Director</b>	
<b>REPLACES: April 1, 2014</b>	<b>MONITORING: Executive Director</b>	<b>FREQUENCY: Annually</b>