

Policy Type: **GOVERNANCE PROCESS**

Policy Title: **BOARD  
COMMUNICATIONS**



---

### **Policy Statement**

The Durham Regional Police Service Board recognizes the importance of providing accurate and timely information to the public on matters pertaining to the jurisdiction of the Board to foster public confidence and trust. This policy establishes the requirements and procedures for Members of the Board and Board staff to follow with respect to communication with the public and the media.

### **Policy Application**

It is the policy of the Durham Regional Police Service Board that:

1. Board members will keep confidential any information disclosed or discussed at a meeting of the Board, or part of a meeting of the Board that was closed to the public.
2. No Board member will purport to speak on behalf of the Board unless he or she is authorized by the Board to do so.
3. A Board member who expresses disagreement with a decision of the Board shall make it clear that he or she is expressing a personal opinion.
4. The Chair shall be the spokesperson for the Board and in the event the Chair is not available, the Vice-Chair shall be the spokesperson for the Board.
5. The Executive Director may act as a spokesperson on behalf of the Board on matters of factual information, administration of the Board, communicating a decision of the Board in response to an inquiry, in an emergency, or as otherwise directed by the Board.
6. When a media inquiry is made directly to Board members, Board members will not comment but will advise the Chair and Executive Director of the inquiry so that the proper action is taken.
7. The Executive Director shall prepare media releases as directed by the Board, or if warranted, as directed by the Chair. Media releases shall be approved prior to release by

the Chair, or in his/her absence, the Vice-Chair. Board members shall receive a copy of the release as soon as possible once it has been approved. Media releases shall be posted on the Board's website as soon as practical after their release.

8. Board staff will serve as a liaison between members of the media and the Board spokesperson when requests are received for interviews or comments. Media conferences shall be called only at the direction of the Chair, or in his or her absence, the Vice-Chair. Board members shall be advised of the news conference prior to the event.
9. Board members and Board staff shall refrain from posting comments on any social media platform that may reasonably have an adverse effect on the reputation of the Board.
10. Board staff may operate a social media account(s) on the behalf of the Board for the purpose of sharing factual information in accordance with the requirements of this policy.

## **Reporting**

1. The Chair and/or Executive Director shall report to the Board on those circumstances where the breaches of procedure have resulted in circumstances which negatively impact the Board.