

Woodstock Police Force

Standing Order

Date: July 5 th , 2024	Standing Order: 2024-008
Subject: Court Liaison Officer Policy	
Link to Supporting Documentation:	
Good day. The following Court Liaison Officer Policy has been updated. Reason for Policy: To provide guidance and legal obligations to appointed Court Liaison Officers. A PDF version has been saved to WPF “TrueNAS U” drive /wpfshare /WPF POLICIES. With thanks,	
Approval – G. Forward, Chief of Police	Date: 05 July, 2024
Signature: <i>G. Forward</i>	

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Subject: Court Liaison Officer Policy

Policy Number: 2024-008

Effective Date: July 5th, 2024

Next Review Date: July 5th, 2027

Area(s) This Policy Applies to:

Office Responsible for Review of this Policy:

All Staff

Chief of Police or Designated Agent

Related Instruments:

Policy Sponsors:

Chief of Police

Document Pages (including Title Page):

This document consists of 6 pages

Revision History:

Publication Date: July 5th, 2024

Woodstock Police Force

Date of Passage of Current Framework:

July 5th, 2024

**I certify that this Policy was adopted by Woodstock Police
Force as indicated above.**

Date of Revision:

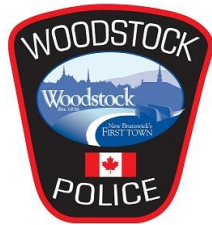
July 5, 2024

**Woodstock Police Force
Approval Date:**

July 5, 2024

Contact:

Gary Forward, Chief of Police



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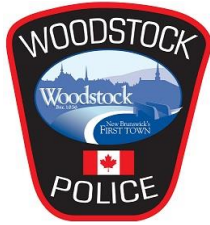
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REASON FOR POLICY:

To provide guidance and legal obligations to appointed Court Liaison Officers.

DEFINITIONS:

For the purposes of this Court Liaison Officer Policy, the following definitions shall apply:

- **Court Liaison Officer:** means a person who performs an administrative function to support police officers or members of the Royal Canadian Mounted Police in their work with the Courts, including swearing to an information before a judge of the provincial Court.
- **Police Officer:** means a police officer or an auxiliary police officer appointed pursuant to Sections 10, 11 or 17.3 of the *New Brunswick Police Act*, but does not include a member or an auxiliary police constable of the Royal Canadian Mounted Police.
- **Police Commission:** means any municipal police commission existing prior to the coming into force of the *New Brunswick Police Act*.

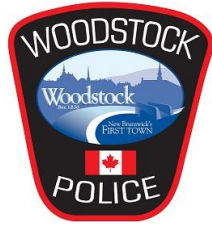
POLICY

1.0 STATEMENT OF PRINCIPLES:

- a) In accordance with the *New Brunswick Police Act* (“*Act*”), the Minister of Justice and Public Safety “shall promote the preservation of peace, the prevention of crime, the efficiency of police services and the development of effective policing, and coordinate the work and efforts of police forces and the Royal Canadian Mounted Police within the Province.”
- b) Under the *Act* and its regulations, the Minister is empowered to issue guidelines and directives to any police force in New Brunswick to attain any of the purposes mentioned above.

2.0 LEGISLATIVE AUTHORITY:

- a) All police forces in New Brunswick will ensure that all police officers are duly appointed under the provisions of the *Act*.
- b) Only those duly appointed under the *Act* can be considered a “police officer” under the *Act*. Furthermore, a member of the police force who is not duly appointed under the *Act* is not a peace officer under the *Criminal Code* and has no authority to arrest and charge a person.
- c) The *Act* stipulates that “every member of a police force and every auxiliary police constable appointed under this *Act* has all the powers, authority, privileges, rights and immunities of a peace officer and constable in and for the Province of New Brunswick.”



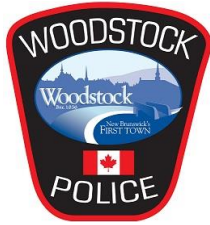
- d) The appointment will be evidenced by a document dated and signed by the person authorized to make the appointment and the authority to appoint must be clearly identified in the letter of appointment. The document will be placed in the police officer's personnel file.
- e) Three entities are granted authority to appoint police officers:
 - i. a municipal board of police commissioners under section 10 of the *Act*
 - ii. a municipal council under section 11 of the *Act*, and
 - iii. a joint board of police commissioners under section 17.3 of the *Act*
- f) All three entities are empowered, by resolution, to grant authority to the chief of police to appoint police officers by virtue of Section 10(2)(a), 11(2)(a) and 17.3(2)(a) respectively of the *Act*.
- g) Only a duly appointed police officer under the *Act* has all the powers, authority, privileges, rights and immunities of a peace officer and constable in and for the Province of New Brunswick, and is *ex officio* an inspector under *Motor Carrier Act*, a peace officer under the *Motor Vehicle Act* and a conservation officer under the *Fish and Wildlife Act*, and if above the rank of corporal may exercise the powers conferred by section 9 of the *Fire Prevention Act*.
- h) The *Act* only grant peace officer status under relevant statutes to those members of a police force duly appointed thereunder.

3.0 COURT LIAISON OFFICER:

- a) **Section 13.1(2) of the Act** – A police force may appoint an employee of the police force, other than a police officer, as a *Court Liaison Officer*.
- b) **Section 13.1(3) of the Act** – A *Court Liaison Officer* has the powers and immunities of a police officer only for the purpose of performing their function as a Court Liaison Officer.
- c) The Court Liaison Officer is responsible for assisting police staff with a variety of complex prejudicial administrative duties and responsibilities.

4.0 ROLES AND RESPONSIBILITIES:

- a) Under the guidance of the Chief of Police the Court Liaison Officer attends Court and manages/directs the day-to-day tasks related to police Court files presented to the Crown Prosecutors and the Provincial Court and manages the existing files currently before the Court.
- b) Plans, organizes, and implements the review of all prepared Court files and determines if they are complete and meet the high standards of the police force and are presentable to the Crown. This review also provides the Court Liaison Officer with the reasonable and probable grounds to swear or affirm the Informations (Federal, Criminal Code or Provincial charges) before the Court.



- c) Attends Provincial Court daily and is responsible for the laying of Informations, under oath as a Police Officer, before a Provincial Court Judge.
- d) As an Officer of the Court, and during Court sessions, the Court Liaison Officer will record all Court transactions whether an adjournment, plea or sentencing outcomes for each particular Court file and then provides this information to their fellow administrative support team members in order to facilitate the transfer of the information to the appropriate police force records management system, applications, internal documents, and CPIC files accordingly.
- e) While in Court, will prioritize in relation to sensitivity, and coordinate the service of documents such as Notices of Intentions, to accused, legal counsels, family members, complainants and/or victims.
- f) The Court Liaison Officer reviews the court docket, provided by Provincial Court, and ensures that all investigators are informed of their case load dates and their required appearance to testify.
- g) The Court Liaison Officer manages and prioritizes the preparation and coordinates the service of all Summonses, Subpoenas and other Orders issued by the Court.
- h) Acts as liaison between the police force and Provincial and Federal Crown Prosecutors to ensure inter-agency cooperation and good communications in order to provide for a well-organized and efficient Court service furnished by the police force.

5.0 REFERENCES / RELATED DOCUMENTS:

- New Brunswick Police Act
- Ministerial Directive on the Appointment of Police Officers
- Criminal Code of Canada

OATH OF OFFICE

CANADA

PROVINCE OF NEW BRUNSWICK

I, _____, do swear that I will well and truly serve His Majesty King Charles III, his Heirs and Successors, in the office of police officer for the Province of New Brunswick without favour or affection, malice or ill will and that I will to the best of my power cause the persons and property of His Majesty's subjects and against all the laws enforceable in the Province of New Brunswick and that while I continue to hold this office, I will to the best of my skill, ability and knowledge discharge all the duties thereof faithfully according to the law. So help me God.

SWORN TO before me at the _____)
of _____ in the County of _____)
_____, and Province of New Brunswick, this _____ day)
of _____, 20____.)
)
)
)
)
_____)
Judge of the Provincial Court)
