



Stl'atl'imx Tribal Police Service

Administrative Policy: AA050 Department Direction

Effective Date: 2009-12-11 Revision Date:

1.0 Policy

Authority

1.1. The Stl'atl'imx Tribal Police Service (STPS) will operate under the authority and direction of the STPS Chief Officer. The STPS Chief Officer will:

- Have the authority and responsibility for the management, direction and control of the operations and administration of the STPS
- Be under the direction of the Stl'atl'imx Tribal Police Board

1.2. The STPS Chief Officer may delegate authority to the extent considered necessary and proper

1.3. The STPS will establish a line of authority that will:

- Identify the rank structure and responsibility for direction
- Designate the order of precedence for authority that will ensure that the appropriate leadership is available at all times
- Ensure that appropriate supervisory direction is available at all times

1.4. STPS personnel will have the authority to make decisions necessary for the effective execution of their responsibilities

Organizational Components and Functions

1.5. Each organizational component and function within the STPS will have a designated position that has authority for that component or function and is accountable and responsible for it.



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Direction Protocol

- 1.6. Where personnel of different components or functions are engaged in a single operational or administrative situation, there will be a clearly established and defined protocol that will be understood by all personnel involved

Supervision and Compliance

- 1.7. Supervisory personnel will be responsible for the work related performance of departmental personnel under their immediate supervision
- 1.8. STPS personnel will comply with the lawful directions of supervisory personnel, including directions relayed from supervisory personnel by other personnel of the same or lesser rank

2.0 Reason For Policy

- 2.1. To establish authority, responsibility and accountability for the whole department, for the components and functions that comprise the department and for departmental personnel
- 2.2. To provide for effective supervision and direction
- 2.3. To enhance co-ordination between departmental components and functions to avoid confusion among personnel
- 2.4. To clarify personnel reporting responsibilities



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3.0 Procedures

3.1. Authority

3.1.1. The **STPS Chief Officer** operates under the direction of the STP Board and is responsible for the general supervision and command of the STPS. The Chief officer will:

- Manage the department on a daily basis to ensure that the STP Board's vision and direction are put into action
- Bring administrative and operational policy issues to the attention of the board
- Make operational decisions which are consistent with the governing law and STPS policy
- Perform other functions and duties assigned to him/her under the regulations or under any Act (Police Act, Part 7, s. 34(1))

3.1.2. The order of precedence for command authority will follow the STPS Rank Structure unless otherwise specified by the STPS Chief Officer.

3.1.3. Rank structure is as follows:

- **STPS Chief Officer**
 - **Lillooet Department**
 - STPS Sergeant
 - STPS Constable
 - STPS Civilian personnel
 - **Mount Currie Department**
 - STPS Sergeant
 - STPS Constable
 - STPS Civilian personnel

3.1.4. STPS personnel authorized to undertake a higher rank will exercise all the **authority** and **responsibility** of that rank.

3.1.5. STPS Departmental Sergeants' will:



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- Be designated by the STPS Chief Officer.
- Be available to all STPS personnel 24 hours a day unless otherwise directed by the STPS Chief Officer.
 - Outside of regularly scheduled hours, departmental Sergeants will be accessible by cellular phone.
- Ensure all STPS personnel under their supervision have read section 3.1 Authority, of the STPS Administration Policy AA050 Department Direction

3.1.6. STPS personnel, as directed by the STPS Chief Officer, have the authority to make decisions for the effective execution of their responsibilities.

3.2. Organizational Components and Functions

3.2.1. The STPS Organizational Chart depicts the lines of communication and supervision, contained in Appendix AA010.1

- All departmental staff will report to their respective STPS Departmental Sergeants unless otherwise directed by the STPS Chief Officer

3.2.2. STPS Sergeants will be accountable for the personnel under their supervision along with their respective duties and responsibilities.

3.3. Direction Protocol

3.3.1. STPS personnel, of different components or functions, engaged in a single operational or administrative situation, will report to the departmental Sergeant where the single operational or administrative situation will take place. Unless otherwise directed by their respective STPS Departmental Sergeant and or the STPS Chief Officer.

3.4. Supervision Compliance

3.4.1. STPS Supervisory personnel will be responsible for the work related performance of the STPS personnel under their immediate supervision.



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3.4.2. Performance Reviews will be done on an annual basis by all STPS Supervisors

- Performance review dates will be established annually from the STPS personnel's initial date of hire. Unless otherwise directed by the STPS Chief Officer.
- STPS Chief Officer will complete performance reviews for:
 - STPS Sergeant Lillooet Department
 - STPS Sergeant Mount Currie Department
 - STPS Financial Clerk
- STPS Sergeant Lillooet Department will complete performance reviews for:
 - All staff working out of the Lillooet Department, unless otherwise directed by the STPS Chief Officer
- STPS Sergeant Mount Currie Department will complete performance reviews for:
 - All staff working out of the Mount Currie Department, unless otherwise directed by the STPS Chief Officer
- STP Board Liaison Coordinator's performance review will be conducted by the STP Board

3.4.3. STPS personnel will :

- Comply with the lawful directions of STPS Supervisory personnel.
 - Including directions relayed from supervisory personnel by other personnel of the same or lesser rank.