



# Stl'atl'imx Tribal Police Service

## Administrative Policy: AA060 Policy Direction

Effective Date: 2009-12-11 Revision Date:

### 1.0 Policy

1.1. The Stl'atl'imx Tribal Police Board will make rules consistent with the Police Act and the regulations respecting:

- Standards, guidelines and policies for the administration of the Stl'atl'imx Tribal Police Service (STPS)
- The prevention of neglect and abuse by the STPS constables
- The efficient discharge of duties and functions by the STPS and its constables

1.2. All written departmental rules with respect to the Stl'atl'imx Tribal Police Service (STPS) will be filed with the Police Services Division (PSD):

- STPS Administrative and Operational Policy
- Amendments to STPS Administrative and Operational Policy

#### Policy Administration and Distribution

1.3. A designated policy manual administrator will coordinate the development, administration, and dissemination of policy direction within the STPS

1.4. Policy direction within STPS will be:

- Contained in STPS Administrative and Operational Policy manuals
  - Clearly explained in a readable manner
  - Will be located in STPS offices and made available to all personnel
- Kept current through the involvement of appropriate personnel

#### Maintenance of Policy Direction

1.5. Policy direction within STPS will be developed and maintained in a current manner through a maintenance process that includes:

- A development and or amendment process
- A review process
- An approval process



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### 2.0 Reason For Policy

- 2.1. To comply with the requirements of the Police Act
- 2.2. To ensure that the appropriate and required direction is provided to STPS personnel in a manner that will provide direction and the parameters within which good, reasoned and consistent decisions may be made, without restricting the use of discretion
- 2.3. To provide personnel with a clear understanding of the expectations and constraints relating to the performance of their duties
- 2.4. To ensure that a standard and accountable process is implemented and maintained through which policy direction can be developed, disseminated and kept current
- 2.5. To ensure that appropriate STPS personnel have input into policy direction.

### 3.0 Procedures

#### STPS Policy Development and Maintenance

- 3.1. The STPS Chief Officer will:
  - Maintain in-depth knowledge of STPS Administrative and Operational Policy
  - Ensure policy is developed to address issues outlined in the most current Police Services Division Inspection report on the STPS's compliance with Provincial Standards for Municipal Police in British Columbia
  - Ensure policy is developed to address the requirements of the Provincial Standards for Municipal Police in British Columbia
  - Designate a STPS Administrative and Operational policy administrator
  - Approve policy drafts, following steps outlined in 3.6
  - Once the policy draft has completed the approval process have the policy administrator forward the policy draft and relevant notes to the STP Board Coordinator



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### 3.2. The STP Board Coordinator will:

- Completely read all existing STPS Policy
- Maintain in-depth knowledge of STPS Administrative and Operational Policy
- Completely read Police Services Division Inspection reports on the STPS's compliance with Provincial Standards for Municipal Police in British Columbia
- Gain in-depth knowledge of policy drafts through research and communication with the policy administrator and STPS Chief Officer
- Approve policy drafts, following steps outlined in 3.6

### Initiation

#### 3.3. Initiation of New Policy or Amendment to Existing Policy

3.3.1. STPS personnel may propose new policy or amendments to existing policy by sending their proposal, in writing, to their respective STPS Departmental Sergeants

3.3.2. STPS Departmental Sergeants will:

- Review proposal
- Assess the validity of the proposal
- Forward the proposal to the STPS Chief Officer with any relevant information

3.3.3. STPS Chief Officer will:

- Review and assess the validity of the proposal
- If proposal is not justifiable, a letter will be sent to the author indicating such
- If the proposal is justifiable, it will be forwarded to the policy administrator with any relevant information

### New Policy

3.4. If a proposed new policy is justifiable:

3.4.1. The proposed new policy must be fully researched so as:

- Not to conflict with the Police Act
- Not to conflict with the limitations and responsibilities of the Stl'atl'imx Tribal Police Board



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### 3.4.2. The policy administrator will:

- Research existing policy to see if proposal has been previously addressed
  - If it has been previously addressed in policy treat proposal as an amendment and follow procedures outlined in 3.5
  - If it has not been previously addressed continue with 3.4.3

### 3.4.3. Create New Policy Draft

- Decide which STPS manual the new policy will belong to, Administrative or Operational
- Keep detailed notes throughout the process
- Decide what the policy alpha numeric code should be
- Decide on the policy title
- Follow the document format of current STPS policy documents
- Research and incorporate relevant information from the Provincial Standards (this is the case when a standard was formerly deemed not essential)
- Request input from appropriate personnel
- Research, issue to be addressed, thoroughly
- Ensure there is no conflict with the Police Act or other governing laws
- Ensure there is no conflict with the limitations and responsibilities of the STP Board
- Forward policy draft to STPS Chief Officer for approval, include notes on any Provincial Standards that have been addressed

3.4.4. The proposed new policy must be approved by the Stl'atl'imx Tribal Police Board prior to dissemination.

## Amendment

3.5. If a proposed amendment is justifiable:

3.5.1. The proposed amendment must be fully researched so as:

- Not to conflict with other STPS Policy



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- Not to conflict with the Police Act
- Not to conflict with the limitations and responsibilities of the Stl'atl'imx Tribal Police Board

### 3.5.2. Create Policy Draft that addresses proposal

- Decide which STPS policy the amendment will belong to
- Keep detailed notes throughout process
- Keep all changes consistent with existing policy document formats
- Research and incorporate relevant information from the Provincial Standards (this is the case when a standard was formerly deemed not essential)
- Request input from appropriate personnel
- Research, issue to be addressed, thoroughly
- Ensure there is no conflict with the Police Act or other governing laws
- Ensure there is no conflict with the limitations and responsibilities of the STP Board
- Forward policy draft to STPS Chief Officer for approval, including notes on any Provincial Standards have been addressed

## Approval

### 3.6. Approval Process

- 3.6.1. Read policy draft and associated notes
- 3.6.2. Communicate with policy administrator so as to gain full understanding of policy draft
- 3.6.3. Communicate all concerns to policy administrator, if necessary return policy draft to policy administrator for further development
- 3.6.4. When applicable, verify policy draft has addressed provincial standards
- 3.6.5. When applicable, verify policy draft has corrected any issues outlined in Police Services Division Inspection report on the STPS's compliance with Provincial Standards for Municipal Police in British Columbia
- 3.6.6. Verify policy draft meets the needs of the STPS



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3.6.7. Once policy draft has properly addressed the provincial standards and or other requirements of the STPS, send an e-mail to the policy administrator approving policy draft

3.6.8. The policy administrator will, once approval has been received, ensure policy draft is forwarded to appropriate personnel and or the STP Board for final approval

### 3.7. Approved Policy

3.7.1. Approved policy is policy that has been approved by the Stl'atl'imx Tribal Police Board

3.7.2. Approved policy will contain an Effective Date, this is the date the policy draft was approved by the STP Board

3.7.3. Approved policy, when applicable, will contain a Revised Date. This is the date that the policy draft was approved by the STP Board

3.7.4. After Effective or Revision Date is added to the approved policy draft follow the procedures:

- outlined in 3.8 Archiving
- outlined in 3.9 Dissemination

### Archiving

#### 3.8. Archiving of STPS Administrative and Operational Policy

3.8.1. A master electronic file of STPS Policy will be kept

- The STP Board approved policy draft will be kept in an electronic document format having the file name structure as follows
  - AA060 STPS Policy Direction 2009-11-18
  - [Policy Alpha Numeric Code] [Owner] [Policy Title] [Effective/Revised Date]
- All STP Board approved policy drafts will be kept for posterity, the unique identifier is the date in the file name
- STP Board approved policy will be:
  - Converted to PDF format
  - Stored by the policy administrator in the {*STPS Policy & Reference Material\STPS Policy*} folder



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- For the example of “AA060 STPS Policy Direction 2009-11-18”,  
{Stl'atl'imx Police\STPS Policy & Reference Material\STPS Policy\AA  
Department Management\AA060}

3.8.2. A Master Hard Copy, STPS Administrative and Operational Master Policy Binder(s) will:

- Be kept and stored for the policy administrator in a secure location
- Be labelled “STPS Administrative Master Policy Binder # of #”, and “STPS Operational Master Policy Manual # of #”
- Contain all policy current and outdated for posterity

3.8.3. Hard Copy STPS Administrative and Operational Policy Binders will:

- Be kept in STPS offices, accessible to all STPS personnel
- Be labelled “STPS Administrative Policy Manual # of #”, and “STPS Operational Policy Manual # of #”
- Be maintained by or under the direction of the policy administrator. The policy administrator will:
  - Remove outdated policy
  - Insert, STP Board approved, updated policy
  - Ensure binders are up to date and complete

### Dissemination

3.9. Dissemination of STPS Administrative and Operational Policy

3.9.1. The Policy Administrator will:

- Under the guidance of the Chief Officer, file STPS policy and policy amendments with Police Services Division
- Alert STPS Departmental Sergeants to STP Board approved policy and the date the policy will be made available to the STPS offices

3.9.2. STPS Departmental Sergeants will:

- Ensure all STPS personnel under their supervision have:



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- Been informed of policy changes
- Read STPS Policy through the use of the STPS Read Initial form

