

State of Utah DEPARTMENT OF NATURAL RESOURCES POLICIES AND PROCEDURES	REF. NR-95-C-15	PAGE 1 of 7
	EFFECTIVE DATE: 05-30-95	
	REVISION DATE: 01-11-12	
SUBJECT: Law Enforcement Policy Advisory Committee		
Michael R. Styler, Executive Director		

I. PURPOSE

To provide a system to develop, re-evaluate and review Department of Natural Resources law enforcement policy. To review and ensure consistency with divisions law enforcement guidelines.

II. POLICY

The department Law Enforcement Policy Advisory Committee shall be responsible for the development, re-evaluation and revision of the Department law enforcement section of the Policies and Procedures manual. The committee will review proposed changes to policies and divisions guidelines to ensure consistency with applicable statutes, ordinances and state law enforcement standards. The final authority for all policy and procedure changes and the development of new policies rests with the Executive Director of the Department.

III. PROCEDURES

A. The department law enforcement committee membership and chair will be appointed by the executive director with recommendations from their respective division directors. The department law enforcement director will serve as chair. Committee membership will consist of individuals from the following divisions:

1. Department of Natural Resources:
 - a. The department law enforcement director.
2. Division of Wildlife Resources:
 - a. The law enforcement section chief or designee.

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3. Division of Parks and Recreation:
 - a. The law enforcement section chief or designee.

4. Division of Forestry, Fire and State Lands.
 - a. One law enforcement officer.

- B. The department will provide necessary support staff for the committee.

- C. Expectations of committee members.
 1. Members are expected to:
 - a. Pursue the best interests of the department through careful consideration and debate of proposed policy and procedure changes.
 - b. Consider the short-term and long-term effects of policies in relation to public perception, productivity, fitness and morale.
 - c. Actively participate in the meetings and activities of the committee to include outside research, drafting of proposed policies or policy changes, actively discuss alternatives and obtain feedback from peers.

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- d. Work cooperatively with other committee members to resolve issues and to support the committee on actions taken.
- e. Notify the committee chair at least 24 hours in advance, except in cases of emergency, if they are unable to attend a committee meeting.
- f. Work within their respective divisions to ensure policies are fully implemented and complied with.

- 2. Prior to final approval each division with law enforcement officers shall seek feedback from each division's appropriate field staff.

D. Removal from committee.

- 1. Upon a consensus vote of other voting members of the committee and with the concurrence of the Department Executive Director a members may be released from the committee for the following reasons:
 - a. Inability to attend meetings.
 - b. Non-participation of committee activities.
 - c. Upon request of the members or division director.
 - d. Termination or change in responsibility from the department.

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- e. The Department Executive Director may remove members from the committee at his discretion.

E. Committee procedures.

1. The chair of the committee will be appointed by the executive director.
2. The meetings will be conducted using a modified "Roberts" rules and in accordance with the Utah Open Meetings Act.
3. All draft policies not agreed upon by unanimous vote will be sent to the Department Executive Director informing the majority and minority opinion.
4. Meetings will be held monthly or as called by the chair. Agenda and the notice of meeting will be posted seven days in advance.
5. Department employees not members of the committee may be invited to attend the meetings and will be allowed to speak to an issue on the agenda.
6. There must be a quorum of three members to vote on any policy change recommendations.

F. Release from duty and schedule adjustment.

Division supervisors will make every effort to grant committee members release from normal duty to attend committee meetings. Members must notify their

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immediate supervisor of the dates and times of the committee meetings as far in advance as possible and shall remind the supervisor when working one working day prior to the meeting.

1. Attendance at committee meeting is considered time worked.

G. Committee chair will coordinate the following:

1. Schedule and set agenda for the policy advisory committee.
2. Conduct research as requested by the committee.
3. Maintain a historical file of meetings, minutes, notices, research material, policy change and orders emanating from the committee.
4. Prepare approved draft policy changes for review by the division directors, human resources director, and executive director.
5. Set a return date for the draft allowing adequate time for the review and feedback process.
6. When drafts are returned for major revision, the chair will make necessary amendments to the draft and resubmit them to the policy advisor committee. Drafts needing minor revisions will be corrected and resubmitted for review.

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7. Prior to final approval a copy shall be provided to Human Resources for review and the Attorney General if needed.
8. Upon final approval by the Department Executive Director, the policy will be printed and distributed to each division for distribution within that division..

H. Policy development process.

The development of policy will follow an organized and orderly process. The orderly flow ensures that a policy is well thought out and perceives the desired effect. The following is the process for development Department policy.

1. Ideas, suggestions, proposals and directives from any source will be reviewed by the Department Executive Director and division directors.
2. These directives, proposals, ideas, etc. and if appropriate, a draft of the policy changes, are then given to the policy advisory committee for research, development and recommendations.
3. The committee chair places the item on the agenda for the next policy advisory committee which then considers the requested policy change.
4. If necessary, as recommended by the committee, the chair will then send the draft to Human Resources and the Attorney General's Office representative for review.

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5. The Executive Director may direct changes in policy at their discretion.

I. Division Guidelines reviewed

Each division that has law enforcement officers assigned to them shall establish guidelines for effectively implementing department policy. The division director and department law enforcement policy advisory committee shall be advised of any division guidelines implemented.