

# AUCKLAND JUSTICES OF THE PEACE ASSOCIATION INC.

**Title:**

Policy for the Specialist Functions of Justices of the Peace

**Purpose:**

To provide oversight and management of the three specialist Justice of the Peace functions, namely Issuing Officer, Nominated Person and Section 9. Justices trained in these functions can be approached by enforcement officers, young persons aged 14 to 17 years and health practitioners.

**Policy:**

1. Specialist Functions Committee (SFC)

- 1.1. Membership will consist of the Convener of Issuing Officers, Convener of Nominated Persons and Convener of Section 9 panels.
- 1.2. The President and Vice President of AJPA are ex-officio members. If neither is qualified as a SFC member, the President may appoint a qualified member.
- 1.3. The President shall appoint a Chairman annually from the members of the SFC.
- 1.4. The Chairman will report monthly to the AJPA Council and will present to the AJPA Council each February a summary of the previous year's performance of each Specialist Function.
- 1.5. The three Panel Conveners will oversee their respective Specialist Functions and will liaise regarding matters in common. They will also protect the confidentiality of their panels' lists.
- 1.6. The SFC will review convener appointments annually. If a convener's position becomes vacant, the SFC will call for applications from members named on that function's panel and will recommend an appointment from those applications to the Council for approval.
- 1.7. The SFC will also
  - Recommend the appointment of new panel members from interested, accredited Justices, on the request of a key service agency or as demand requires.
  - Arrange initial training and mentoring for newly appointed panel members and arrange professional development for ongoing panel members by way of training update sessions, at least every two years, through Royal Federation (Issuing Officers); local DHBs (Section 9); and Police and Youth Justice (Nominated Persons).
  - Maintain relevant statistics, and report to Council
  - Liaise with key contact people in enforcement, mental health and Justice sectors and with the Royal Federation.

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## 2. Issuing Officers

- 2.1 Authorisations of Issuing Officers are made by the Attorney-General following recommendations from the AJPA through the Royal Federation. Recommendations are managed by the SFC and the AJPA Council. The term of authorisation is three years.
- 2.2 Only members who are accredited, live near a police station, have pledged their willingness and availability to respond 24/7 to Police requests and are prepared to complete the Issuing Officer initial training organised by the SFC will be considered for appointment. There must be a demonstrated need for their services in their area of residence.
- 2.3 The SFC will arrange a minimum of two update meetings during each three-year authorisation period. All Issuing Officers are expected to attend these meetings to maintain current knowledge of their role.
- 2.4 The SF Coordinator will receive, by the 7<sup>th</sup> of each month, activity reports from all Issuing Officers on the number of search warrant and production order applications processed in the previous month.
- 2.5 Issuing Officers do not qualify for a service/call-out fee or any reimbursement of travel costs.

## 3 Nominated persons

- 3.1 Nominated Persons are appointed on the recommendation of the SFC as approved by the AJPA Council for a term that remains open, subject to a sustained level of demand in the appointee's residential area.
- 3.2 Only members who are accredited, live near a police station, have pledged their willingness and availability to respond 24/7 to Police requests and are prepared to complete the Nominated Persons initial training organised by the SFC will be considered for appointment. There must be a demonstrated need for their services in their area of residence.
- 3.3 The SFC will arrange a Nominated Persons training update session in alternate years. All Nominated Persons are expected to attend these sessions to maintain current knowledge of their role.
- 3.4 The SF Coordinator will receive, by the 7<sup>th</sup> of each month, activity reports from all Nominated Persons on the number of Nominated Person call-outs they attended in the previous month.
- 3.5 Nominated Persons are entitled to a service/call-out fee and they qualify for a partial reimbursement of travel costs, to and from a call-out venue, claimable through a Police claim-for-expenses form.

## 4 Mental Health (Section 9)

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- 4.1 Section 9 Independent Witnesses are appointed on the recommendation of the SFC as approved by the AJPA Council for a term that remains open, subject to a sustained level of demand in the appointee's residential area.
- 4.2 Only members who are accredited, live near a DHB mental health call-out centre operating 24/4, have pledged their willingness and availability to respond 24/7 to DHB requests and are prepared to complete the Section 9 initial training organised by the SFC will be considered for appointment, providing there is a need for their services in their area of residence.
- 4.3 The SFC will arrange a Section 9 training update session in alternate years. All Section 9 Witnesses are expected to attend these sessions to maintain current knowledge of their role.
- 4.4 The SF Coordinator will receive, by the 7<sup>th</sup> of each month, activity reports from all Section 9 Panel Members on the number of Section 9 call-outs they attended in the previous month.
- 4.5 Section 9 Independent Witnesses are entitled to a service/call-out fee and they qualify for a partial reimbursement of travel costs, to and from a call-out venue, claimable through a DHB claim-for-expenses form.