



# Commissioners for Oaths Policy

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## Purpose:

To describe how the power associated with the appointment of commissioner for oaths is exercised by members in accordance with the *Notaries and Commissioners Act*.

## Statement of Principle:

By virtue of the *Notaries and Commissioners Act*, all sworn members are deemed to be ex officio commissioners for oaths and will act in that capacity responsibly and in accordance with established procedure.

## Policy Statement:

The power associated with the appointment of commissioner for oaths shall be exercised as follows:

**A.** Members acting as a commissioner for oaths will:

1. act only in matters connected with official business of the police service, and
2. not charge or accept any fee for any service connected with their status as a commissioner for oaths.

**B.** Members hold the status of a commissioner for oaths only as long as they remain police officers. Therefore, this status ceases upon a member's resignation, termination, or retirement from the police service.

**C.** Citizens seeking the service of a commissioner for oaths are not to be directed to members or to the clerk of the court.

**D.** When swearing or affirming documents, members shall:

1. legibly print or stamp their name next to or below their signature,
2. legibly print or stamp the words "police officer" immediately next to or below where they have printed or stamped their name, and
3. administer the oath or affirmation in accordance with **OP17-1PR Administration of Oaths and Affirmations Procedure**.