Text consolidated by Valsts valodas centrs (State Language Centre) with amending regulations of:

24 February 2009 [shall come into force on 4 March 2009];

18 June 2013 [shall come into force on 21 June 2013];

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If a whole or part of a paragraph has been amended, the date of the amending regulation appears in square brackets at the end of the paragraph. If a whole paragraph or sub-paragraph has been deleted, the date of the deletion appears in square brackets beside the deleted paragraph or sub-paragraph.

Republic of Latvia

Cabinet

Regulation No. 584

Adopted 11 July 2006

**By-laws of the State Police College**

*Issued pursuant to*

*Section 10.1, Paragraph one of the Law on Higher Education Institutions*

**I. General Provisions**

1. The State Police College (hereinafter – the College) is an educational institution founded by the Cabinet and under subordination of the State Police. The College shall provide persons after the acquisition of secondary education (hereinafter – the students) with the possibility of obtaining a first-level higher vocational education and a fourth-level vocational qualification.

[*18 June 2013*]

2. The full name of the College:

2.1. in Latvian – *Valsts policijas koledža*;

2.2. in English – State Police College;

2.3. in German – *College von Staatspolizei*;

2.4. in Russian – *Колледж государственной полиции*.

[*19 April 2016*]

3. The legal address of the College and its branch:

3.1. address of the College – Ezermalas iela 8a, Rīga, LV-1014, Latvia;

3.2. address of Latgale branch of the College – Hekeļa iela 2, Daugavpils, LV-5401, Latvia.

[*24 February 2009; 18 June 2013; 19 April 2016*]

4. The College Council (hereinafter – the Council) and the Director of the College (hereinafter – the Director) shall be the representation, management bodies and decision-making bodies of the College. The Council is a collegial decision-making body for the College staff in matters of education and research. The Director is the highest ranking official of the College who implements the general administrative and economic management of the College and represents the College without a special authorisation.

**II. Basic Directions of Activity and Tasks of the College**

5. The basic directions of activity of the College shall be as follows:

5.1. the drawing up and implementation of a first-level higher vocational education programme, preparing police officers for service in the State Police;

5.2. the implementation of the educational process, promoting the development of the personality of student police officers and ensuring the possibility of acquiring a first-level higher vocational education and a fourth-level vocational qualification;

5.3. the implementation of vocational basic education, vocational further education, vocational in-service training and adult non-formal education programmes;

5.4. the provision of opportunities for the students to prepare for continuation of education in order to acquire a second-level higher vocational education and fifth-level vocational qualification.

[*24 February 2009; 18 June 2013; 19 April 2016*]

6. The tasks of the College shall be as follows:

6.1. to draw up vocational education programmes and to organise their implementation in conformity with profession standards and State vocational education standards, and also in cooperation with the State Police;

6.2. to draw up and implement vocational further education, vocational in-service training and adult non-formal education programmes for police officers in cooperation with the State Police;

6.3. to draw up the contents and methods of examination and, in cooperation with the State Police, to organise qualification examinations;

6.4. to ensure the quality of the educational process and examinations for the vocational education and vocational qualifications acquired at the College to be recognised in Latvia and in foreign countries;

6.5. to provide theoretical, practical, and methodological assistance to the units of the State Police in accordance with the procedures stipulated by the Chief of the State Police;

6.6. to promote the development of research work in the fields related to police activities;

6.7. to cooperate with Latvian and foreign educational institutions and the State Police in the field of vocational education;

6.8. to inform the public of the activity of the College and the opportunities for the acquisition of vocational education and qualifications in the College;

6.9. to promote the development of vocational qualifications of the academic staff;

6.10. to participate in the performance of the tasks delegated to the State Police in accordance with the procedures stipulated by the Chief of the State Police;

6.11. to perform other activities in accordance with laws and regulations.

[*18 June 2013; 19 April 2016*]

**III. Council**

7. The Director shall organise the elections of the Council. The Council shall be elected by secret ballot. Representatives for the work of the Council shall be elected from amongst the academic and general staff and students. The Director and Deputy Director, and also three officials of units of the State Police authorised by the Chief of the State Police shall be included in the Council without election.

[*18 June 2013*]

8. The Council shall elect the Chairperson and the Secretary of the Council. The Director may not be elected as the Chairperson of the Council. The Council shall operate in accordance with the by-laws of the Council approved by the Chief of the State Police.

[*18 June 2013*]

9. The composition of the Council shall be approved by the Chief of the State Police. The term of office of the Council shall be three years.

10. The Council shall consist of 15 members:

10.1. the Director of the College;

10.2. the Deputy Director of the College;

10.3. six representatives of the academic staff (the College is their main place of employment);

10.4. two representatives of general staff;

10.5. two representatives of the student self-governance body;

10.6. three officials of units of the State Police authorised by the Chief of the State Police.

11. The Council shall:

11.1. approve educational programmes and draw up proposals regarding the implementation of new educational programmes;

11.2. approve the regulations for admission drawn up by the College and the by-laws of the Admissions Commission;

11.2.1 approve the composition of the Admissions Commission for each year of studies;

11.3. approve the directions of applied research;

11.4. provide proposals regarding the establishment, reorganisation, and liquidation of the units and branches of the College;

11.5. examine and coordinate the public report of the College;

11.6. adopt the annual activity report of the College submitted by the Director;

11.7. support and promote the activity of the student self-governance body, and also approve the by-laws of the student self-governance body;

11.8. draw up the by-laws of the Council;

11.9. initiate a matterregarding the change in the name or legal status of the College;

11.10. approve the by-laws regarding the procedures for studies and examinations in the College;

11.11. approve the by-laws regarding academic positions in the College and the procedures for election into such positions;

11.12. examine and approve sketches of the College flag, coat of arms, and emblem;

11.13. [18 June 2013];

11.14. examine other matters which, in accordance with the by-laws of the College, fall within the competence of the Council.

[*24 February 2009; 18 June 2013; 19 April 2016*]

12. The Council shall be convened by its Chairperson, the Director of the College or not fewer than eight members of the Council. Meetings of the Council shall take place not less than once every two months.

13. The Council shall have a quorum if at least ten members of the Council participate in the meeting thereof. The Council shall take decisions by a simple majority vote, voting openly. In the event of a tied vote, the Chairperson of the Council shall have the casting vote.

14. The Director shall have a suspended veto over the decisions of the Council. Following the application of the veto, the issue shall be reviewed by the Coordination Committee. The Coordination Committee shall be established by the Council. The Coordination Committee shall consist of the Director, the Chairperson of the Council, and one representative each from the academic staff, general staff, and students. The decision of the Coordination Committee shall be approved at the next meeting of the Council. A decision of the Council shall enter into effect if, by secret ballot, not less than 10 of the members of the Council present vote for it.

**IV. Director**

15. The Director shall be appointed to the office and dismissed from the office by the Chief of the State Police.

16. The Director shall:

16.1. in accordance with the procedures laid down in laws and regulations, hire for work, recruit into service, appoint and dismiss the College staff, and also terminate the employment legal relationships with the College staff;

16.2. give direct orders to the College staff;

16.3. issue written orders according to the competence;

16.4. issue regulations on the internal rules of procedure of the College and other internal regulatory enactments of the College, unless otherwise specified in the by-laws of the College;

16.5. organise the drawing up of the development strategy of the College;

16.6. take measures for the development of the material and technical base of the College and organise economic activity of the College;

16.7. organise and monitor the study and training process in the College;

16.8. coordinate the structure and number of positions in the College with the Chief of the State Police;

16.9. approve the descriptions of the positions;

16.10. maintain contacts with Latvian and foreign educational institutions;

16.11. organise the elections of the academic staff in accordance with the by-laws approved by the Council;

16.12. [18 June 2013];

16.13. organise the drawing up of the annual activity report of the College and ensure the possibility to become acquainted with it for the College staff and other stakeholders;

16.14. be responsible for the utilisation of the financial resources of the College and shall ensure a targeted and efficient utilisation of the resources of the allocated State budget;

16.15. submit the annual activity report of the College to the Ministry of Education and Science, the Chief of the State Police, and the College Council and ensure the possibility to become acquainted with it for the College staff;

16.16. perform the tasks specified in laws and regulations.

[*18 June 2013*]

17. [18 June 2013]

**V. Units and Branches of the College**

[*24 February 2009*]

18. For the performance of educational, research, organisational, economic, or operational work at the College, units and branches shall be established. For the performance of educational and research work, the primary unit of the College is a department. For the performance of organisational, economic, and operational work, the College may also form other units (divisions, sections).

[*24 February 2009*]

19. The Chief of the State Police shall take the decision on the establishment, reorganisation, or liquidation of units and branches, taking into account the recommendation of the Director of the College.

[*24 February 2009*]

20. The tasks, functions, and rights of units and branches shall be specified in the rules of procedure of the units and the by-laws of the branches. The rules of procedure or by-laws shall be drawn up by the head of the unit or branch and coordinated with the Director of the College.

[*19 April 2016*]

21. The department shall consist of at least six representatives of the academic staff who hold elected positions.

[*18 June 2013*]

22. [24 February 2009]

**VI. College Staff, Drawing up and Approval of Study Programmes**

[*18 June 2013*]

23. The College staff (hereinafter – the staff) shall consist of:

23.1. the academic staff – employees elected to academic positions;

23.2. the general staff;

23.3. students.

24. The staff have the right to use the premises, facilities, equipment, libraries, and other objects of the College according to the internal rules of procedure of the College.

25. The staff has an obligation to promote the activity of the College and to support transparency in the administration thereof. The staff has the right to participate in decisions-making concerning the interests of the staff, to submit proposals, and also to be heard.

26. The academic staff shall consist of:

26.1. docents;

26.2. lecturers;

26.3. assistants.

27. Persons shall be elected in academic positions in an open competition in accordance with the procedures referred to in Sub-paragraph 11.11 of this Regulation. The competition shall be announced at least one month before the elections, publishing a notification in the official gazette *Latvijas Vēstnesis* and placing it on the website of the College.

[*18 June 2013*]

28. [18 June 2013]

29. [18 June 2013]

30. [18 June 2013]

31. The academic staff have the following obligations:

31.1. to participate creatively and responsibly in the implementation of educational programmes;

31.2. to continually improve their vocational qualifications;

31.3. to participate in the development of the training material and technical base of the College;

31.4. to comply with the professional ethical norms;

31.5. to be responsible for their activities and the outcomes thereof;

31.6. to provide the students with opportunities to exercise their rights in the College.

32. The academic staff has the following rights:

32.1. to freely determine, within the scope of the educational programmes to be implemented, the educational programmes and the content, forms, and methods of examinations in conformity with the by-laws regarding the procedures for studies and examinations;

32.2. upon performing research work, to freely choose working methods, to evaluate and publish the results of research;

32.3. to submit proposals regarding the organisation of measures corresponding to the objective of the activity of the College;

32.4. to offer new educational programmes and to propose the commencement of the implementation of new educational programmes;

32.5. to propose the updating of an educational programme and the introduction of new study courses;

32.6. to make proposals regarding the development of the College and the provision of internal rules;

32.7. to be elected to the representation, management and decision-making bodies of the College.

[*18 June 2013*]

33. The admission of entrants to the College shall be organised by the Admissions Commission.

[*18 June 2013; 19 April 2016*]

34. If the number of entrants exceeds the number of places announced by the College in the relevant educational programme, the selection of students shall be performed in accordance with the procedures of competition.

35. An entrant shall be added to the number of the College students by an order of the Director.

36. The students have the following rights:

36.1. to become acquainted with the study programme of the College, the content and requirements thereof;

36.2. to suspend and resume studies according to the procedures stipulated by the Council;

36.3. to receive information on all changes to the organisation of the study process;

36.4. to receive advice for the acquisition of a study programme;

36.5. to elect the student self-governance body and be elected to it.

37. The students have the following obligations:

37.1. to complete in full and successfully acquire a study programme;

37.2. to fulfil the service duties in accordance with the laws, regulations, and orders governing the service;

37.3. to comply with the by-laws of the College, the by-laws approved by the Council, and other internal regulatory enactments of the College;

37.4. to treat the uniform, the premises and equipment of the College with care.

[*19 April 2016*]

38. The student self-governance body shall be formed by the students and it shall operate in accordance with the by-laws of the student self-governance body to be drawn up by the students and approved by the Council.

39. The student self-governance body shall defend and represent the interests of the students in the College.

40. The student self-governance body has the right to request and receive information and explanations from the representation, management bodies and decision-making bodies of the College, and also the heads of the units on matters concerning the interests of the students.

41. Representatives of the student self-governance body have the right to participate in the decision-making bodies of the College.

42. The decisions of the student self-governance body after the approval thereof in the Council shall be binding on all the students.

43. The process of studies shall be governed by the by-laws approved by the Council.

44. Academic units may draw up and apply a study programme in accordance with specified procedures.

45. [24 February 2009]

46. [18 June 2013]

47. A study programme shall be approved and the decision on the termination of the implementation of the programme shall be taken by the Council.

48. If a study programme is being liquidated, the College shall provide the students with the possibility to continue their studies in another programme of the College or a corresponding study programme in another college or higher education institution.

49. The decision on the commencement of the implementation of new educational programmes shall be taken by the College Council after coordination with the Chief of the State Police.

**VIII. Procedures for the Drawing up and Adoption of Documents Governing the Activity of the College**

50. The documents governing the internal rules of the College shall be approved by the Director.

51. The procedures which the activity shall be governed in areas the regulation of which is beyond the competence of the Director shall be approved by the Council upon recommendation from the Director.

51.1 Proposals regarding amendments to the by-laws of the College may be submitted to the Council by:

51.11. one-tenth of the total number of the College staff;

51.12. the Director;

51.13. members of the Council.

51.14. the State Police.

[*18 June 2013*]

52. Amendments to the by-laws of the College shall be drawn up by the Council. Amendments shall enter into effect after coordination and approval in accordance with the procedures laid down in laws and regulations.

**IX. Ensuring the Rule of Law of the Activity of the College and Reports on the Activity of the College**

53. The rule of law of the activity of the College shall be ensured by the Director.

54. The Director has the right to revoke the decisions, orders, and instructions of the Deputy Director of the College, the heads of units, and the heads of branches.

[*24 February 2009*]

55. Administrative acts issued by or actual actions of the Director may be contested with the State Police. The decision of the State Police may be appealed to a court.

56. The Director shall, at least once a year, submit to the Chief of the State Police a report on the performance of the tasks of the College and the utilisation of the budget resources allocated to the College.

**IX.1 Economic Activity and Sources of Financing of the College**

[*24 February 2009*]

56.1 The College may, according to the basic operational directions and laws and regulations, provide paid services, perform economic activity, and provide other services.

56.2 The financial resources of the College shall consist of:

56.21. a State budget grant from general revenues;

56.22. the revenues from paid services and other own revenues;

56.23. foreign financial resources;

56.24. donations and gifts.

**X. Procedures for the Reorganisation and Liquidation of the College**

57. The Cabinet shall take a decision on the reorganisation or liquidation of the College upon recommendation from the Minister for the Interior.

Prime Minister A. Kalvītis

Minister for the Interior Dz. Jaundžeikars