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Police University College Rules of Procedure

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By virtue of sections 7 and 10 of the Act on the Police University College (1164/2013), the Board of Police University College has approved the following rules of procedure on 13 December 2023:

1 § Tasks and premises

The Police University College is a national police unit and university of applied sciences operating under the National Police Board in the Ministry of the Interior's branch of government. In accordance with the Act on the Police University College, the Police University College's tasks include:

- 1) to provide higher education in internal security, based on research and cultural knowledge, for students aiming at expert and leadership positions, as well as to support each student's individual professional growth and promote lifelong learning;
- 2) to conduct applied research and development work that supports the planning and development of policing and internal security, as well as teaching at the Police University College.

The Police University College cooperates with the national and international stakeholders of the police and the network of higher education institutions. Detailed provisions on the Police University College's educational mission are laid down in the Government Decree on the Police University College (282/2014).

The Police University College's main campus is situated in Tampere, and other facilities are in Hämeenlinna, Pieksämäki, and Loppi.

2 § Vision, values, and quality management

The Police University College produces knowledge and expertise for expert and leadership positions in the field of internal security, and for the development of safety and security in society. The Police University College is a prestigious international higher education institution and builds the basis for the professional expertise of Finnish police.

The Police University College complies with the shared values of the police: customer service, fairness, professionalism, and staff welfare. In addition, the Ethical Code for the police, and the Police University College's Code of Community steer the choices made in the work community and in day-to-day work.

The Police University College's quality management is based on the continuous development model. The quality system is described in further detail in the Operational Quality Manual.

3 § Definitions

In these rules of procedure, the rules of procedure for competence areas and other standards and instructions, the following definitions apply:

- 1) **Police University College management** refers to the Director of the Police University College, the Director of Education and Research, and the Director of Administration
- 2) **core tasks** refer to the organization's statutory basic tasks, including the *educational mission and research, development, and innovation activities*
- 3) **line** refers to the organization's administrative structure. Lines include the *education and research line* and *the administration line*
- 4) **units** refer to the units of Competence in crime prevention, Competence in public order and security, Competence in joint functions, Research, development, and innovation activities (RDI activities), Student services, and Administration services
- 5) **Chief of Unit** refers to the HR administrative supervisor appointed to the position
- 6) **area of responsibility** refers to a functional entity included in the unit, defined in the rules of procedure for that unit
- 7) **Group Supervisor** refers to the supervisor responsible for work supervision in the area of responsibility.

4 § Organization and management system

The Police University College organization consists of the Director, the Board, the lines and the units (appendix 1).

The Director of the Police University College is the supervisor of the Director of Education and Research, Director of Administration, Head of Communications, Head of Security, Lawyer, and Secretary to Management.

The Director of Education and Research is the supervisor of Heads of Units in the line and officials assigned to the support functions of education and research management.

The Director of Administration is the supervisor of officials assigned to the line.

The Chief of Unit is the administrative supervisor of staff assigned to the unit.

The Group Supervisor is the immediate supervisor responsible for work management of staff in the area of responsibility specified in the unit's rules of procedure.

In the agency, institutions can be established to support the agency's operations. Their tasks, position, and term of office are specified in the appointment decision.

5 § Communication services

Communication services are part of the agency's management.

Everyone is responsible for ensuring information flow so that the management and supervisors inform staff members and staff members inform the management of issues that may be relevant for the agency's operations, reputation, or stakeholder relations. Communication is included in all action plans as part of their implementation and effectiveness. The Police University College's communication is transparent, coherent, and in line with the police's policies.

The Director is responsible for the Police University College's communication services as a whole. Communication services produce expert services for the agency, plan, develop, and outline the agency's communication, support the work community in communication, and monitor and assess the success of communication.

6 § Steering of operations

The Police University College's operations are based on tasks laid down by law and the targets set in the performance agreement.

Key documents that steer the operations include:

- 1) The Performance Agreement signed between the National Police Board and the Police University College
- 2) The budget and Action Plan
- 3) The Police University College Regulation and units' Rules of Procedure
- 4) Rules of Procedure of the Board of Police University College
- 5) The Degree Regulation, curricula, and admissions criteria
- 6) The Code of Conduct
- 7) The police Rules of finance, the agency-specific instructions supplementing the Rules of finance, and instructions for procurement activities and materials management
- 8) The Occupational safety action plan and the Non-discrimination, equality, and accessibility plan.

7 § Advisory Board

According to section 12 of the Act on the Police University College, the Ministry of the Interior appoints the Advisory Board for the Police University College, tasked with assisting the Police University College in planning and developing its operations, and assessing changes in the University

College's operating environment and their impacts. Provisions on the composition of the Advisory Board are laid down by Decree.

8 § Management Group

The Director's decision-making and management activities are supported by the Management Group, comprising the Director of the Police University College, Director of Education and Research, Director of Administration, Head of Communications, Security Chief, Lawyer, and a staff representative. The Director of the Police University College is the chairperson of the Management Group and the secretary is an official appointed by the Director.

The Management Group's tasks include to consider:

- 1) the statutory duties of the Police University College and their implementation
- 2) the planning, performance, and legality of operations
- 3) the operating environment, strategic policies, and other important, wide-ranging matters
- 4) matters relating to the agency's staff, finances, communication, premises and facilities, risk management, and operating conditions
- 5) strategic partnerships and cooperation with stakeholders
- 6) the implementation of quality management
- 7) the policies for operations subject to a charge.

If necessary, the Management Group may invite experts to be heard at its meetings.

9 § Education and Research Steering Group

The Director of Education and Research is supported by the Education and Research Steering Group, comprising the Director of Education and Research and Heads of Units. The Director of Education and Research is the chairperson of the steering group and the secretary is an official appointed by the Director of Education and Research.

The steering group's tasks include to consider key matters in terms of the Police University College's core tasks, including:

- 1) implementation, development, and quality management of core tasks
- 2) matters related to the planning, performance, economic efficiency, and legality of the line's operations
- 3) matters related to general instructions for the line's operations
- 4) the policies of the line's communication
- 5) proposals for projects and initiatives and the monitoring of projects and initiatives
- 6) partnerships and cooperation with stakeholders.

The Director of Education and Research decides on matters to be considered by the Education and Research Steering Group.

If necessary, the steering group may invite experts to be heard at its meetings.

10 § Units

The units of Competence in crime prevention, Competence in public order and security, and Competence in joint functions are tasked with

- 1) organizing the education provided at the Police University College and supervision of theses and participating in student counselling
- 2) developing the contents, teaching methods, and assessment practices of education
- 3) production of educational material
- 4) participating in student recruitment and implementation of the entrance examinations and aptitude tests
- 5) participating in curriculum work
- 6) participating in research, development, and innovation activities
- 7) participating in operations subject to a charge
- 8) cooperating with partners and stakeholders.

The tasks of the unit of research, development, and innovation activities include:

- 1) research and development activities in support of internal security, policing, and education at the Police University College
- 2) production of publications, development solutions, and innovations
- 3) coordination of project activities
- 4) responsibility for budgeting of projects' self-financing shares and their monitoring and coordinating the use and targeting of projects' administrative expenses compensations
- 5) responsibility for Police Museum activities
- 6) participating in teaching and thesis supervision.

The tasks of the student services unit include:

- 1) responsibility for student recruitment and participation in it
- 2) responsibility for the student admission process and its implementation and preparation of admission decisions
- 3) responsibility for the development of instructional technology and online pedagogy
- 4) participating in research, development, and innovation activities
- 5) acquisition of students' personal equipment
- 6) organizing study counselling and supporting and participating in student counselling
- 7) preparing decisions on student disciplinary matters and study rights

- 8) serving as controller for personal data registers relating to student admissions and students
- 9) management of students' user rights
- 10) maintaining and developing the library and information service
- 11) course management of education and timetable planning.

The administration line's task is to support the agency's core tasks and to be responsible for:

- 1) HR services and staff development
- 2) financial and materials management, procurement activities, and the planning and monitoring of operations
- 3) ICT management, information security, and information management
- 4) technical services and premises
- 5) coordination of quality management.

Detailed provisions on units' tasks are laid down in the rules of procedure of each unit.

11 § Legal Unit

The Legal Unit is tasked with:

- 1) assisting the Director of the Police University College with supervising the legality of Police University College operations
- 2) supporting the agency's management and Heads of Units in matters requiring legal expertise
- 3) preparing rectification matters that the Board decides upon
- 4) preparing cases of appeal and cases pertaining to legislation on civil servants
- 5) representing the Police University College at courts and with the authorities
- 6) processing applications for research permits.

12 § General obligations of supervisors

Each supervisor shall:

- 1) comply with the agency's principles and operating methods for supervisory work in line with high standards of civil service ethics
- 2) ensure occupational safety, well-being at work, and competence development of staff members
- 3) undertake measures without delay to eliminate risks to occupational safety and inform senior supervisors of any risks that cannot be eliminated by measures that the supervisor can undertake
- 4) supervise the work performance of their staff and compliance with the law, orders, and instructions
- 5) undertake measures without delay to remedy any shortcomings detected

- 6) inform the Director of the Police University College and the Legal Unit without delay of any suspected offences, misconduct, or malpractice targeted at property for which the Police University College is responsible
- 7) inform the Director of the Police University College and the Legal Unit without delay of any offences suspected to have been committed by agency staff
- 8) ensure communication and flow of information.

13 § General obligations of staff members

All staff members shall:

- 1) comply with work supervision and supervision orders issued by supervisors and other standards and instructions that apply to operations
- 2) perform all tasks that are part of their job description, and other tasks assigned by their supervisor, with self-initiative, high quality, and without delay
- 3) inform a supervisor of any risks, shortcomings, misconduct, or malpractice relating to their work
- 4) ensure personal competence development
- 5) contribute to promoting the well-being of the work community and the implementation of high standards of civil service ethics in the work community
- 6) ensure the flow of information by following the agency's communication channels and communicating about matters that are part of their job description.

14 § Performance and personal appraisal discussions

Performance and personal appraisal discussions are an integral part of the agency's HR management. Group discussions are conducted by area of responsibility under the leadership of the Chief of Unit, or in other operationally appropriate compositions.

Performance and personal appraisal discussions are conducted by area of responsibility with Group Supervisors, or, if no Group Supervisor has been appointed for the person in question, with the administrative supervisor.

Separate instructions will be provided on the procedures relating to the performance and personal appraisal discussions.

15 § Director of the Police University College

The Director of the Police University College

- 1) manages the operations of the Police University College

- 2) is responsible for strategic work and directing the Police University College's societal engagement
- 3) appoints the deputies for the Director of the Police University College, Director of Education and Research, and Director of Administration
- 4) decides on establishing and abolishing positions and filling of vacant posts or public service relationships
- 5) appoints holders of posts and temporary public service relationships of more than two years in total
- 6) conducts performance and personal appraisal discussions with the Director of Education and Research, Director of Administration, and individual officials subordinate to the Director and confirms their job descriptions
- 7) assesses and confirms the requirement level placement of Line Directors and individual officials subordinate to the Director and the part of salary based on personal performance
- 8) decides on staff members' annual vacations, official travel, leave of absence, and flexi leave
- 9) decides on written caution, suspension from office, temporary dismissal from office, cancellation of public service relationships, and termination of public service relationships
- 10) confirms the agency's rules of procedure
- 11) confirms the orders and instructions applying to the agency that have not been ordered to be confirmed by another official
- 12) decides on international project proposals and on joining international projects and initiatives
- 13) makes decisions on matters that have not been assigned to other officials for decision in the rules of procedure or pursuant to them.

16 § Director of Administration

In addition to the tasks confirmed in the job description or other documents, the Director of Administration

- 1) is responsible for the planning and monitoring of the objectives of the agency's administration line and their implementation as well as the quality and development of operations
- 2) decides on the application of collective bargaining contract on civil servant salaries, with the exception of the requirement level of officials and the part of officials' salary based on personal performance
- 3) decides on discretionary leaves of absence of agency staff members, with the exception of officials referred to in section 4, subsection 2, after having consulted the Chief of Unit
- 4) appoints holders of temporary public service relationships of up to two years in total for the line
- 5) decides on granting of license for a secondary job and approval of secondary job notification

- 6) decides on the contents of notices of vacant positions
- 7) acts as the Head of the Administration unit and the supervisor of Group Supervisors and officials assigned to the unit and decides on their annual vacations, official travel, flexi leave, remote work, and substitutes
- 8) conducts personal performance and personal appraisal discussions with Group Supervisors and individual officials and confirms their job descriptions
- 9) assesses and confirms the requirement levels and parts of salary based on personal performance of the officials in the Administration Unit
- 10) decides on instructions and policies concerning matters apart from education and research and development activities, and procurements.

The decision powers of the Director of Administration cannot be transferred to other officials in the rules of procedure of the Administration Unit.

17 § Director of Education and Research

In addition to the tasks confirmed in the job description or other documents, the Director of Education and Research

- 1) is responsible for the planning and monitoring of the objectives of the agency's education and research line and the quality and development of operations
- 2) decides on student admissions for the Bachelor's and Master's degree programs
- 3) confirms the curricula for studies other than degree programs and specialization studies and the implementation plans and lesson plans of education
- 4) confirms optional and elective studies and specialization studies
- 5) confirms the basics of annual planning of education and other instructions for education and supervises their application
- 6) decides on exempting a student from the requirement to demonstrate language proficiency
- 7) decides on issuing a written caution to a student, temporary suspension of a student, interruption of studies, and cancellation of the right to study and decides on returning a lost study right
- 8) acts as the supervisor of Heads of Unit assigned to the line and subordinate individual officials and decides on their annual vacations, official travel, flexi leave, remote work, and substitutes
- 9) conducts personal performance and personal appraisal discussions with Heads of Units and subordinate individual officials and confirms their job descriptions
- 10) assesses and confirms the requirement levels and parts of salary based on personal performance of the Heads of Units and subordinate individual officials

- 11) confirms the requirement levels and parts of salary based on personal performance of staff assigned to units
- 12) appoints holders of temporary public service relationships of up to two years in total for the line
- 13) appoints part-time lecturers to temporary public service relationships
- 14) decides on national project proposals and on joining national projects and initiatives and coordinates international operations
- 15) decides on instructions and policies concerning education and research and development activities, and procurements.

The decision powers of the Director of Education and Research cannot be transferred to other officials.

18 § Chief of Unit

The Chief of Unit is tasked with:

- 1) managing the unit's operations effectively, efficiently, economically, legally, and in line with the Police University College's instructions, decisions, and policies
- 2) acting as the administrative supervisor of personnel assigned to the unit and deciding on staff members' annual vacations, official travel, flexi leave, remote work, deputies, and non-discretionary leaves of absence
- 3) conducting group discussions of areas of responsibility and personal performance and personal appraisal discussions with Group Supervisors and possible individual officials
- 4) confirming the job descriptions of staff members in the unit
- 5) approving the requirement levels and assessment of personal performance of unit staff members and presenting these for confirmation to the Director of Education and Research
- 6) supervising unit staff members' compliance with working hours
- 7) confirming the annual working time allocation plans of unit staff members and supervising compliance with the plans
- 8) appointing Head Teachers and course leaders to their positions
- 9) confirming the unit's budget and ensuring its implementation
- 10) issuing part-time teaching orders relating to education for which the unit is responsible
- 11) confirming course budgets
- 12) presenting the unit's rules of procedure to the Line Director for confirmation
- 13) deciding on acquisitions for which the unit is responsible, when the predicted value of the procurement does not exceed EUR 60,000
- 14) deciding on issuing a caution to an official in the unit.

19 § Group Supervisor

The tasks of Group Supervisor in each area of responsibility include, in addition to the tasks recorded in the personal job description:

- 1) responsibility for the operations of their area of responsibility, planning and steering of operations, and the operational daily work management of staff assigned to the area of responsibility
- 2) conducting performance and personal appraisal discussions with the staff in areas of responsibility and presenting matters concerning the requirement levels and assessment of personal performance of staff members to the Chief of Unit
- 3) issuing work management related orders and instructions concerning the operations and procedures of the area of responsibility
- 4) monitoring compliance with working hours of personnel in the area of responsibility and reporting any deviations to the Chief of Unit
- 5) preparing the budget for the area of responsibility and monitoring its implementation
- 6) preparing statements and reports on the operations of the area of responsibility
- 7) deciding on the timing of remote work of staff in the area of responsibility
- 8) approving and signing agreements related to operations in the area of responsibility, the value of which for the contract period is less than EUR 20,000.
- 9) deciding on procurement matters related to operations in the area of responsibility, the value of which is less than EUR 20,000.

Moreover, the Group Supervisor of police dog operations area of responsibility decides on measures in compliance with the order of the National Police Board.

20 § Head of Student Services

In addition to the tasks confirmed in the job description or other documents, the Head of Student Services is tasked with:

- 1) deciding on inviting applicants to entrance examination for education other than that concerning police dog operations
- 2) deciding on user rights granted to students to information systems and the college network of the Police University College
- 3) deciding on student exchange and compensating the costs of student exchange
- 4) approving students' expenses compensations
- 5) deciding on student admissions to specialization studies and education governed by public law

- 6) for information referred to in section 10, subsection 3, paragraph 7, deciding on matters related to the keeping of a register and disclosure of personal data
- 7) presenting to the Director of Education and Research for approval the decision to order a student to be checked and examined by a healthcare professional in cases referred to in section 39 of the Act on the Police University College.

21 § Safety and security

The Police University College complies with the orders on safety and security, risk management, preparedness, and protective operations that apply to the police as a whole. In addition, specifying orders internal to the agency have been issued on these matters.

The Director of the Police University College is responsible for matters relating to safety and security, risk management, preparedness, and protective operations. In this task, the Director is assisted by the agency's Security Chief and Head of Information Security.

The Security Chief is in charge of preparedness, risk management, and protective operations at the Police University College.

All staff members of the agency are responsible for ensuring safety and security for their part and reporting to their supervisor of any risks or security threats detected.

22 § Letters of assignment

The Director of the Police University College appoints the Chiefs of Units and Heads of Education to their positions.

The Line Director appoints to their positions the Group Supervisors of areas of responsibility in the units of the line.

The letter of assignment for the aforementioned tasks is issued for a fixed term, however up to three years at maximum.

A letter of assignment can also be issued when a certain position is opened for an internal application procedure or if an enrolment procedure is carried out in case of organizational changes in the agency.

23 § Deciding on matters and signing of documents

Administrative matters that are subject to appeal by way of an appeal or rectification request are decided on the presentation of a referendary. The referendary is the person in charge of preparing the matter by order of the person making the decision.

The decision is signed by the person making the decision and the referendary, if the matter is decided on presentation. Other documents are signed solely by the person making the decision.

Statements issued in the name of the Police University College are signed by the Director of the Police University College and the referendary ordered to prepare the matter. The Director of the Police University College may also order another official to sign the agency's statement.

In matters for which the Line Director and Chief of Unit are responsible, the decision-making rights are described above in connection with each position.

Agreements concluded in the name of the Police University College are signed by the Director of the Police University College or an official appointed to the task by the Director. However, the person deciding on a procurement will sign the agreements relating to the procurement.

The certificates of Bachelor's and Master's degrees are signed by the Director of the Police University College. Other certificates issued for education are signed by the Director of Education and Research.

Documents relating to the preparation of matters and ordinary letters relating to the operations of the Police University College are signed by their author.

For a justified reason, supervisors may take over the decision on a matter that one of their subordinates is responsible for, or transfer the matter to be decided by another official. For a justified reason, the Director of the Police University College may take over the decision on any matter concerning the operations of the agency. The person taking over the decision must always inform the official concerned in writing before a decision is made on the matter. Amendment to a decision made by a subordinate is only permitted based on the preconditions laid down in sections 50–53 of the Administrative Procedure Act.

24 § Issuing of documents

The Student Services unit organizes the processing of requests for access to information relating to student admissions, students, study performances, and theses. The officials tasked with making the decision (official decision) referred to in section 14, subsections 2 and 3 of the Act on the Openness of Government Activities (621/1999) shall be designated in the rules of procedure of the unit.

The Administration Unit organizes the processing of requests for access to information other than the ones referred to above. The officials tasked with making the official decision shall be designated in the unit's rules of procedure.

Requests for access to information that are transferred for processing by the agency are decided on by the Director of the Police University College, as presented by the Lawyer.

These rules of procedure enter into force on 1 January 2024, and revoke the rules of procedure adopted on 19 December 2022.