

PROCEDURES TO BE FOLLOWED BY AN APPLICANT FOR MOUNTED POLICE MEMBERS' LEGAL FUND (MPMLF) ASSISTANCE.

PROCEDURES TO BE FOLLOWED BY LEGAL FUND DIRECTORS UPON RECEIVING AND REVIEWING AN APPLICATION FOR ASSISTANCE.

PROCEDURES TO BE FOLLOWED BY AN APPLICATIONS REVIEW COMMITTEE. (ARC)

PROCEDURES TO BE FOLLOWED BY THE MPMLF EXECUTIVE COMMITTEE (MPMLFEC). APPLICANT

1. Must have been a member of the MPMLF at the time the incident occurred for which you are seeking assistance.
2. Must have exhausted all of the grievance and other procedures available for assistance within the Royal Canadian Mounted Police (RCMP) or Government Services.
3. Complete a Schedule "B" - Application for Funds - and forward it to [agclarke@istar.ca](mailto:agclarke@istar.ca) and [r.hill@nl.rogers.com](mailto:r.hill@nl.rogers.com) . NOTE: These Schedules are available from the Secretary/Treasurer of the Legal Fund at [agclarke@istar.ca](mailto:agclarke@istar.ca)

SECRETARY/TREASURER - ASSISTANT SECRETARY/TREASURER

1. Ensure applicant is a member of the MPMLF or was a member of the MPMLF at the time of the incident for which he/she is requesting assistance.
2. Obtain as much information as possible concerning the matter.
3. Ensure that all avenues available to the member within the RCMP and Government Services have been exhausted. ie: Grievances
4. Ensure that the matter for which the member is seeking assistance is one which deserves to be supported by the MPMLF.
5. Establish an Applications Review Committee (ARC) consisting of:
  - (a) One MPMLF Director from the sponsoring Division if available.
  - (b) Two MPMLF Directors from other Divisions.
  - (c) One MPMLF Director from the Executive Committee.

MPMLF APPLICATIONS REVIEW COMMITTEE (ARC)

1. A) Choose one of the ARC members as the Chairperson, to direct the meeting and take notes.  
B) Forward the ARC recommendation regarding the application, together with a cost/benefit analysis to the Secretary/Treasurer or the Assistant Secretary/Treasurer.

MPMLF SECRETARY/TREASURER OR ASSISTANT SECRETARY/TREASURER

1. Send the decision of the ARC to the members of the MPMLFEC along with all supporting material.

MPMLF EXECUTIVE COMMITTEE

1. A) Approve the application in full.

- B) Approve the application in part.
- C) Deny the application.

**MPMLF SECRETARY/TREASURER OR ASSISTANT SECRETARY/TREASURER**

1. If the decision of the MPMLFEC is to continue with the action, advise the applicant and the applicant's lawyer that the matter has been approved to a specific level and/or cost.
2. If the decision is to continue the matter, complete Schedule F as applicable, have it signed by the Chairperson of the Executive Committee and a Member of the Executive Committee and witnessed. Send the copy to the applicant for his/her signature.
3. Complete Schedule F-1 as applicable and forward copy to the Legal Counsel for his/her signature. It is important at this stage that the applicant and the applicant's lawyer understand that the MPMLF is the client; that no action is to be taken that affects that relationship unless the Legal Fund has been advised and is in agreement; that the applicant and the lawyer are advised of the name of the person responsible for handling the file; that all accounts are forwarded to the MPMLF Secretary/Treasurer for payment; that Schedules "F" and "F-1" are completed and copies forwarded to the MPMLF Secretary/Treasurer or Assistant Secretary/Treasurer for file purposes.
4. If the decision of the MPMLFEC is to conclude the file, advise the applicant. The decision of the MPMLF Executive Committee is final and binding and not subject to review.