

NEW STANDARD OPERATING PROCEDURES FOR THE OFFICE OF PROTOCOL

The Department of Foreign Affairs' revised policy on impaired driving by persons with diplomatic, consular or equivalent status in Canada is contained in the Office of Protocol's note of March 14, 2001. The following detailed operating procedures are intended to implement that policy. The Chief of Protocol will be accountable to the Deputy Minister for the implementation of the policy. In the event of any inconsistency between the policy and these procedures, the policy prevails.

1. In the event that the Office of Protocol, through its RCMP Liaison Officer (LO), is contacted by police forces during the course of an incident involving impaired driving to identify an individual and his/her diplomatic status, the LO contacted will provide such information as requested. At the earliest practical opportunity, the LO will record the incident and ensure that a copy of the record is placed in the individual's RCMP file. The LO will advise Protocol of the incident.
2. Police reports involving impaired driving will be noted on the individual's file. Protocol will inform relevant divisions (legal affairs, geographic) of the report and, pursuant to the policy, will contact the relevant head of mission. Protocol will deliver a note to the mission informing of the steps included in the policy. Protocol will follow up by appropriate means if a response to its written communication to the relevant mission is not received within a reasonable period.
3. Protocol will record any meetings or other oral communications with the mission, and will ensure that a copy of any report is placed in the individual's file within Protocol.
4. If there is no response to its written communication or if the mission responds negatively to the request for a waiver of immunity or to the request for an undertaking from the head of mission, Protocol will recommend that the person concerned be recalled.
5. If, on the basis of a police report, Protocol learns, through the LO, that the person whose driving privileges have effectively been suspended has driven in Canada, Protocol will recommend that the person concerned be recalled. Information on action will be noted on Protocol's file.
6. In the event that an undertaking given by a head of mission is violated, Protocol will recommend steps concerning the responsibility of that head of mission. This could include sanction of the head of mission.
7. In the event that a mission complains of a violation of the Vienna Convention by police or other authorities, Protocol will investigate and respond to the complaint. The