MOHAWK NATION
OF GRAND RIVER
SECRETARIAT

BOOK XV OF THE REGISTER'S BOOKS

The Officers' Guide

How the Register's work is done — each office, each form, each step, and who does it. With the standards behind it, worked scenarios, and good work beside work that is not.

One of four books: I, The Constitution of Offices · II, The Officers' Guide · III, The Forms · IV, Rebuilding the Register.

First edition · October 2026

The Officers' Guide

Book XV of the Register's books

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BEFORE YOU BEGIN

How to use this guide

Each section opens on a page in its office's colour, so the guide falls open at the right place. Within a section you will find, in this order: **who's who** — the ranks and what each may file and approve; **the procedures**, step by step, with who does each step and a drawing of the process; **the forms**; **scenarios** that walk through real work from start to finish; and **good work beside work that is not**, with the reason why.

Four kinds of note break up the text. Read them: they are where the guide is most exact.

RULE	A requirement of the Register. The Register enforces most of them itself — it will refuse a form that breaks one — but some rest with you.
WHY	The reason behind a rule. Officers who know why make fewer mistakes than officers who only know what.
WATCH FOR	A mistake officers make, and how to avoid it.
TIP	A quicker or better way to do something.

Plain words

This guide, and every form, is written to ISO 24495-1, the international standard for plain language: so that you can find what you need, understand it the first time, and use it. If anything in it is unclear, it is the guide's fault, not yours — tell the Secretariat, and it will be rewritten.

Why the Nation keeps these offices

The UN Declaration on the Rights of Indigenous Peoples recognises the right of Indigenous peoples to maintain and strengthen their own institutions (Article 5), and to maintain their own institutional structures, procedures and practices, and their own juridical systems, in accordance with international human rights standards (Article 34). The offices in this guide are such institutions; the standards named throughout are the human rights standards they keep. Book VI sets out every office; Book XIV holds every form on paper; Book XVII explains how to restore the Register if it were lost.

SECTION 0

Common rules

The rules every officer follows, in every office. They are what make the Register’s records trustworthy — to the Nation, to a court, to anyone who relies on them.

For every officer of the Secretariat.

Its colour: **Cover tan**

COMMON RULES

One identifier: the Record Code

Every record the Register makes has one identifier, the Record Code, in three blocks: its family, the date it was made, and its number that day — **RGF001-261026-000001** is the first Registry form made on 26 October 2026. There is no second numbering scheme of any kind: no file numbers, no case numbers, no form numbers beside it.

RULE Quote the Record Code whenever you refer to a record — in a form, a letter, a conversation. Never invent a number of your own.

WHY One identifier means a record can never be confused with another, and anyone holding the code can find it, check it and see its history.

Names in their parts

Every name is entered in its parts: **First name**, **Middle name(s)** where there are more given names than one, and **LAST NAME**, which the Register shows in capitals. Never type a whole name into one box.

Entering a name

GOOD	NOT LIKE THIS
· First name: Aiyana · LAST NAME: Hill — shown as Aiyana HILL · Middle names in their own box: Mary · Catherine · Hill	· "aiyana hill" in a single box · "Hill, Aiyana" — surname first · A nickname instead of the name the person goes by on record

Why: The parts let the Register sort, match and search names reliably, and let a record be read the same way by another system.

Never your own approval

Where a form needs approving, it is approved by someone else, at the rank the form calls for. The Register does not offer the Approve button to the person who filed it. Serious steps need two officers — a referral to the Court, for instance, is asked by one senior officer and confirmed by a different one.

WHY A second pair of eyes catches what the first missed, and protects the officer who filed: no one can say the work went unchecked.

Need-to-know

You see what your work needs, and no more. Statements, interviews, victims' records, financial referrals and investigation notes are seen only by those who may see their case. Every opening of a case file is logged, and the Inspection Division can see the log.

WATCH FOR Do not ask a colleague to open a record for you that you cannot open yourself. The log shows who opened it — and why they could.

The Ledger

Every step — a form filed, approved, returned, a hand-over of evidence, an export — is recorded on the Nation's Ledger as a fingerprint. The fingerprint holds no names and no content, so it exposes no one; but it proves, for ever, that the record was not changed afterwards. The Ledger is anchored each day in the Bitcoin blockchain.

Standards

Each form follows the recognised standards for its work, and names them — on the form as you fill it in, and on the printed form. They are listed in Appendix A. They are why another country's court or police service can rely on what the Nation's officers record.

The printed form

Every form prints on the Nation's Page sheet with its lock-up, as the Brand Guide sets it: the horizontal lock-up, in its own colours, never smaller than 20 mm tall, with clear space around it; the department and the form named beside it — never added to the lock-up as a line.

RULE Only the Secretariat applies the emblem to an official act. Never copy the lock-up onto a document of your own making.

How each record is handled

Class	Who may see it	Examples
Public	Anyone	The Gazette; published judgments; the Order of Offices
Internal	Officers whose work needs it	Most forms; appointments
Restricted	Those who may see its case or matter	Statements, interviews, victims' records, matters from referrals
Compartmented	Its own members, the leadership, and Inspection	Cases marked so when opened

Service standards

Each form has its time, from filing to approval. The Register shows when each is due, and marks it overdue once the time has passed. These are proposed, for the Nation to adopt by its Gazette.

Form	Within
Occurrence report	2 days
Arrest report	24 hours
Use of force report	3 days
Vehicle stop	2 days
Search record	24 hours
Trespass notice	2 days
Missing person report	at once — within the hour
Shift log	24 hours
Witness statement	3 days
Interview record	3 days
Cyber incident intake	24 hours
Financial crime referral	5 days
Environmental incident	2 days

Form	Within
Custody log	12 hours
Prisoner property receipt	24 hours
Restorative circle agreement	3 days
Major incident command log	24 hours
The Registry: Change of address	3 days
The Registry: Correction of a record	10 days
The Registry: Registration of a birth	5 days
The Registry: Registration of a death	5 days
The Registry: Registration of a marriage	5 days
The Registry: Change of name	10 days
The Registry: Adoption into the Nation	10 days
The Registry: Request for a certified copy	5 days
The Registry: Request for access to records	30 days
Lands and Territory: Site inspection report	5 days
Lands and Territory: Request for a survey	10 days
Lands and Territory: Encroachment report	3 days
Lands and Territory: Application for land use	30 days
Lands and Territory: Boundary dispute	10 days
Lands and Territory: Water use notice	10 days
Lands and Territory: Permit to harvest	10 days
The Secretariat: An officer joins	3 days
The Secretariat: An officer leaves	24 hours
The Secretariat: Information breach report	24 hours
The Secretariat: Legal hold	24 hours
The Secretariat: Certificate of disposal	10 days
The Secretariat: Continuity exercise	10 days
The Treasury and the Bank: Cash count	24 hours
The Treasury and the Bank: Deposit receipt	24 hours
The Treasury and the Bank: Large cash transaction record	24 hours
The Treasury and the Bank: Reconciliation sign-off	24 hours
The Treasury and the Bank: Disbursement voucher	5 days
The Treasury and the Bank: Budget transfer	10 days
The Treasury and the Bank: Loan hardship arrangement	5 days
The Treasury and the Bank: Complaint about the bank	10 days
The Treasury and the Bank: Account freeze or release	4 hours

Form	Within
The Treasury and the Bank: Account closure	5 days
The Court of the Nation: Statement of claim (intake)	3 days
The Court of the Nation: Summons	2 days
The Court of the Nation: Notice of hearing	2 days
The Court of the Nation: Adjournment	24 hours
The Court of the Nation: Referral to a restorative circle	3 days
The Court of the Nation: Order of the Court	3 days
The Court of the Nation: Registration of a judgment	3 days

How long records are kept

Proposed, for the Nation to adopt by its Gazette. A legal hold stops any record being destroyed while it is needed; a record is destroyed only with a certificate of disposal, witnessed, approved by the Secretary-General.

Family	Kept
RGF001	Permanently (vital events, names and adoptions); other Registry forms 10 years
LDF001	Permanently
CRF001	Orders and judgments permanently; other filings 25 years after the matter closes
SCF001	Joining and leaving: 7 years after the officer leaves; breaches, holds and disposals: permanently
RPT001	Use of force and custody: 25 years; other forms: 10 years after the case closes
CAS001	Referred cases: 75 years; others: 10 years after closing
EVI001	Until the matter and any appeal are finished; then returned or destroyed, with a certificate of disposal
MAT001	Permanently
TGF001	Financial and customer records: at least 7 years after the account closes; budgets and reconciliations permanently
BKA001	At least 7 years after the account closes
BTX001	At least 7 years; the daily Merkle roots permanently, on the Ledger
LON001	At least 7 years after the loan is repaid
AMC001	At least 5 years after the case closes (FATF Recommendation 11)
STR001	At least 5 years (FATF Recommendation 11)
RSV001	Permanently

SECTION 1

The Public Safety Service

A national service organised by function, with a uniformed Operations Command beside it. Its forms follow the UN’s principles on the use of force, on interviewing and on victims, and the international standards for evidence.

The Chief of Police heads the Service; the Deputy Chief runs operations; the Director of Public Safety, its administration. The Inspection Division answers to the Inspector General.

Its colour: **Clay red**

THE PUBLIC SAFETY SERVICE

Who's who

The Code of Conduct

Every officer of the Service keeps the eight duties of the UN Code of Conduct for Law Enforcement Officials (1979):

	The duty
1	To serve the community and protect everyone from unlawful acts, as the office requires
2	To respect and protect human dignity and the human rights of every person
3	To use force only when strictly necessary, and only as much as the duty requires
4	To keep confidential what comes to them in their work, unless duty or justice requires otherwise
5	Never to inflict, instigate or tolerate torture or cruel, inhuman or degrading treatment
6	To protect the health of everyone in their custody, and to get medical care whenever it is needed
7	Never to commit any act of corruption, and to oppose and resist it
8	To respect the law and this Code, to prevent and oppose any breach of them, and to report it

Rank	Side	Level	Files	Approves
Constable · Special Constable	Operations	1	Reports, arrests, use of force, vehicle stops, searches, trespass notices, missing persons	—
Sergeant	Operations	2	As a Constable	Occurrence and arrest reports; vehicle stops; searches; trespass; missing persons
Staff Sergeant	Operations	3	As above	Shift logs, and all a Sergeant approves
Inspector · Superintendent · Commander	Operations	4–6	As above	Use of force reports, and all below
Investigator	Investigations	1	Case files (for approval); statements; cyber, environmental and other forms	—
Senior Investigator	Investigations	2	As above	Witness statements
Supervisory Investigator	Investigations	3	As above	New case files; interviews; cyber incidents; financial referrals
Investigator in Charge · Assistant Director	Investigations	4–5	As above	Asks for referral to the Court; confirms another's; use of force
Professional staff	Staff	1	Victim contacts, call cards, missing persons, cyber intakes	—
Inspection Division	Independent	—	—	Audits everything; sees every use of force

Procedure 1 — an occurrence report

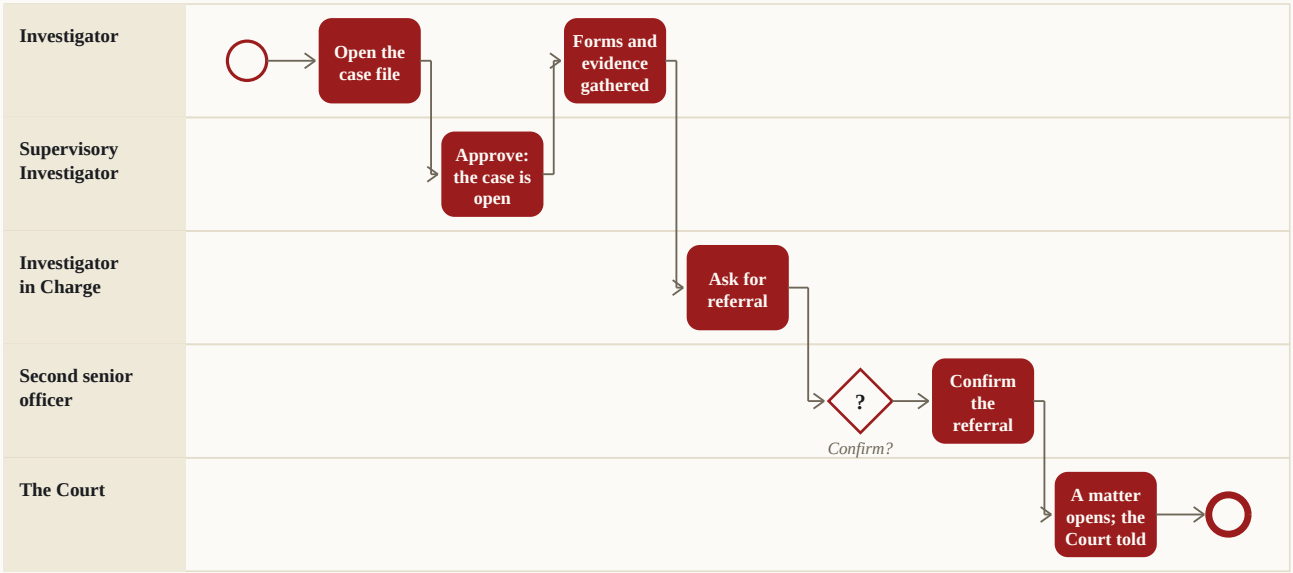
How to read the diagram: follow the steps left to right — constable files the report; it waits in My work; sergeant reads it; approves — or returns with the reason; on the Ledger. Beneath each step is who does it.



Step	What happens	Who
1	Courts › Public Safety › Occurrence reports › File a form › Occurrence report. Give when (picked, not typed), where, the exact location if you have it ("Use my location"), the ICCS classification, and what happened.	Constable
2	The Register gives it a Record Code (RPT001) and puts it in the approving Sergeant's My work.	—
3	The Sergeant reads it in full. If it is complete and clear, Approve. If not, Return it, saying exactly what is missing.	Sergeant
4	A returned report is corrected and filed again.	Constable

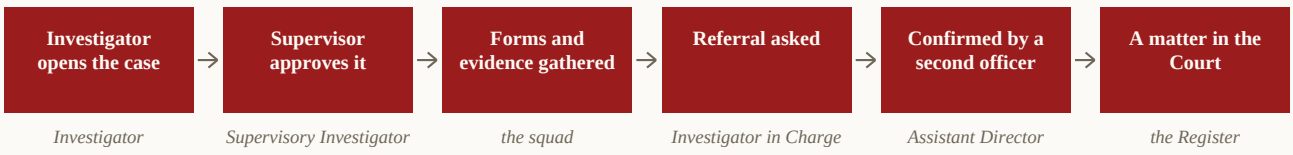
Procedure 2 — a case, from opening to the Court

How to read the diagram: each row is one party — Investigator, Supervisory Investigator, Investigator in Charge, Second senior officer and The Court. Follow the steps left to right, from the start to the end. A diamond marks a decision — Confirm? — and the path that follows each answer.



The same procedure, by who holds it at each step (after BPMN 2.0: a thin circle starts it, a thick one ends it, a diamond is a decision).

How to read the diagram: follow the steps left to right — investigator opens the case; supervisor approves it; forms and evidence gathered; referral asked; confirmed by a second officer; a matter in the Court. Beneath each step is who does it.



A case file is opened by an Investigator in a division, with a lead and a squad, and marked compartmented if it must be. It takes effect once a Supervisory Investigator or above approves it. Forms are filed from the case file

itself — its page offers the forms that belong to it, with the case already filled in. When the case is ready, an Investigator in Charge or above asks for its referral to the Court; a different senior officer confirms it; and the case arrives in the Court of the Nation as a matter, its Registrar and Magistrates told.

RULE A referral needs two senior officers. The officer who asks cannot confirm.

Procedure 3 — evidence and its chain of custody

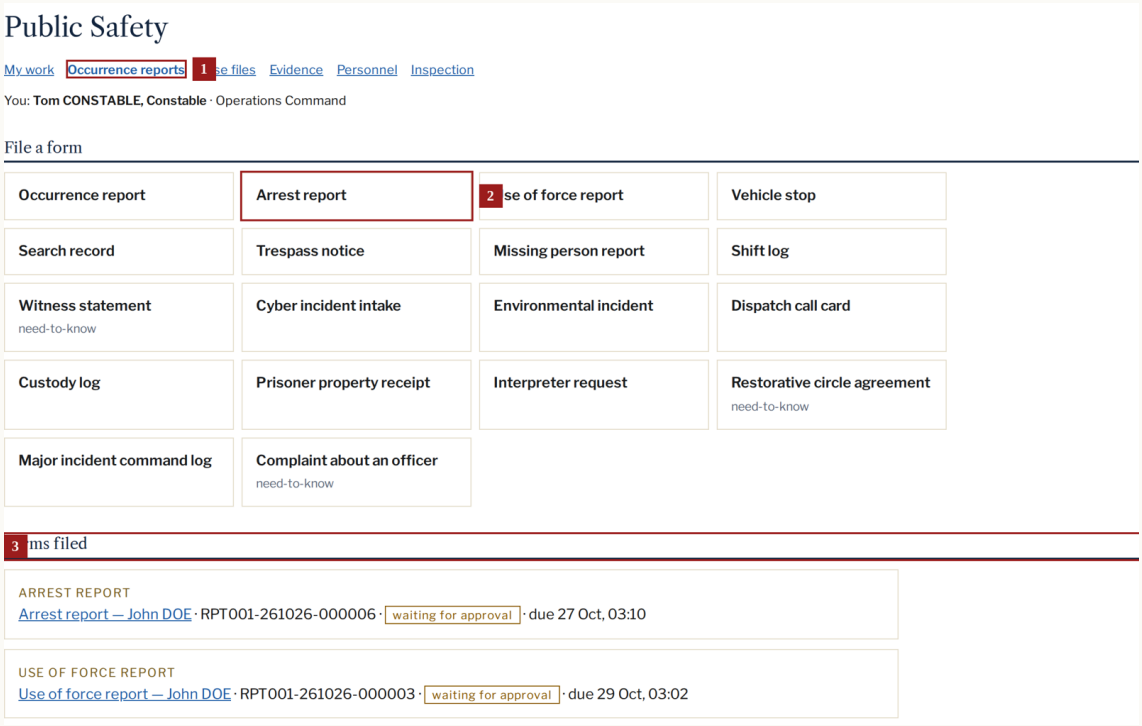
Log each item from its case file. Say whether it is a physical item or digital evidence; give its seal number and its condition when taken. For digital evidence, give the SHA-256 fingerprint of the copy taken, how it was acquired and with what tool — the Register refuses digital evidence without its fingerprint. Every hand-over is recorded by the officer holding the item, and the record is on the Ledger.

WHY A court will ask who held the evidence at every moment from its seizure to the trial. The chain of custody is the answer, and the Ledger proves it was not rewritten.

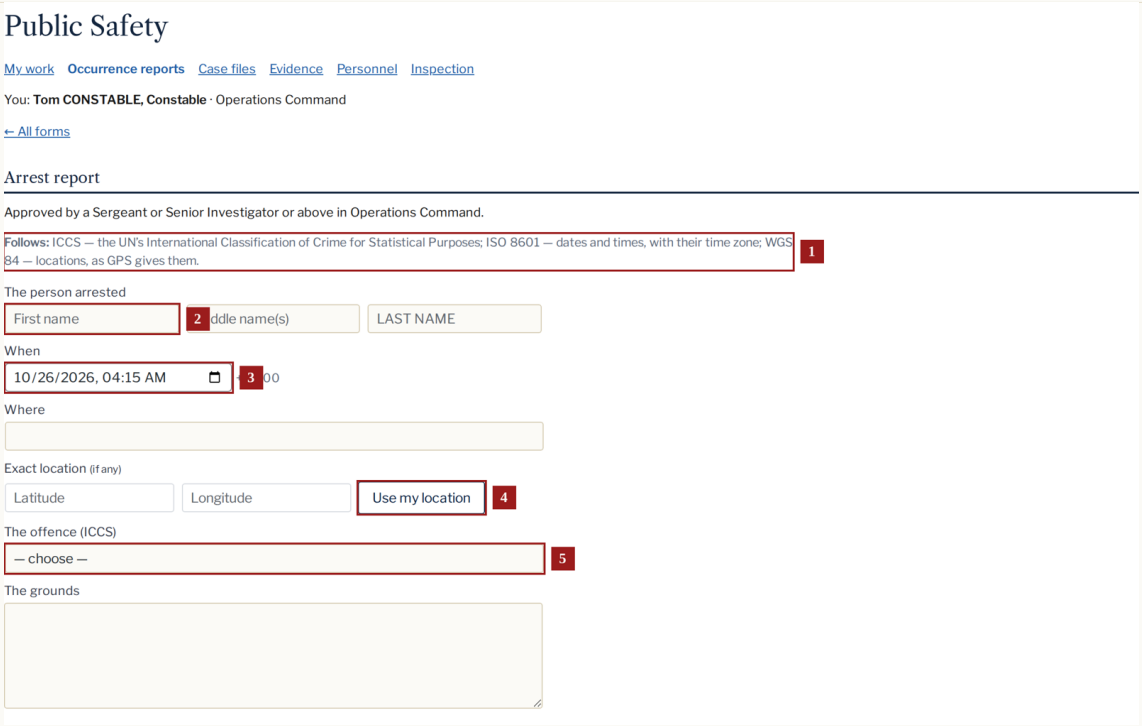
The forms

Form	Filed by	Approved by	Follows
Occurrence report	Operations, investigators	Sergeant	ICCS, ISO 8601, WGS 84
Arrest report	Operations, investigators	Sergeant	ICCS, ISO 8601, WGS 84
Use of force report	Operations, investigators	Inspector or above; Inspection sees all	UN Basic Principles (1990)
Vehicle stop	Operations	Sergeant	ISO 8601, WGS 84, ISO 3779
Search record	Operations, investigators	Sergeant or Senior Investigator	ISO 8601, WGS 84
Trespass notice	Operations, investigators	Sergeant or Senior Investigator	ISO 8601, WGS 84
Missing person report	Anyone in the Service	Sergeant or Senior Investigator	Calls for Justice (MMIWG)
Shift log	Operations	Staff Sergeant	ISO 8601
Witness statement	Investigators, operations	Senior Investigator	Méndez Principles
Interview record	Investigators	Supervisory Investigator	Méndez Principles
Investigation notes	Investigators	Recorded at once	ISO 8601
Cyber incident intake	Anyone in the Service	Supervisory Investigator	ICCS, ISO/IEC 27037
Financial crime referral	Investigators, staff	Supervisory Investigator	ICCS
Environmental incident	Operations, investigators	Sergeant or Senior Investigator	ICCS, WGS 84
Victim contact record	Victim Specialists, investigators	Recorded at once	UN Declaration for Victims (1985)
Dispatch call card	Dispatchers, operations	Recorded at once	ISO 8601, WGS 84

On the screen

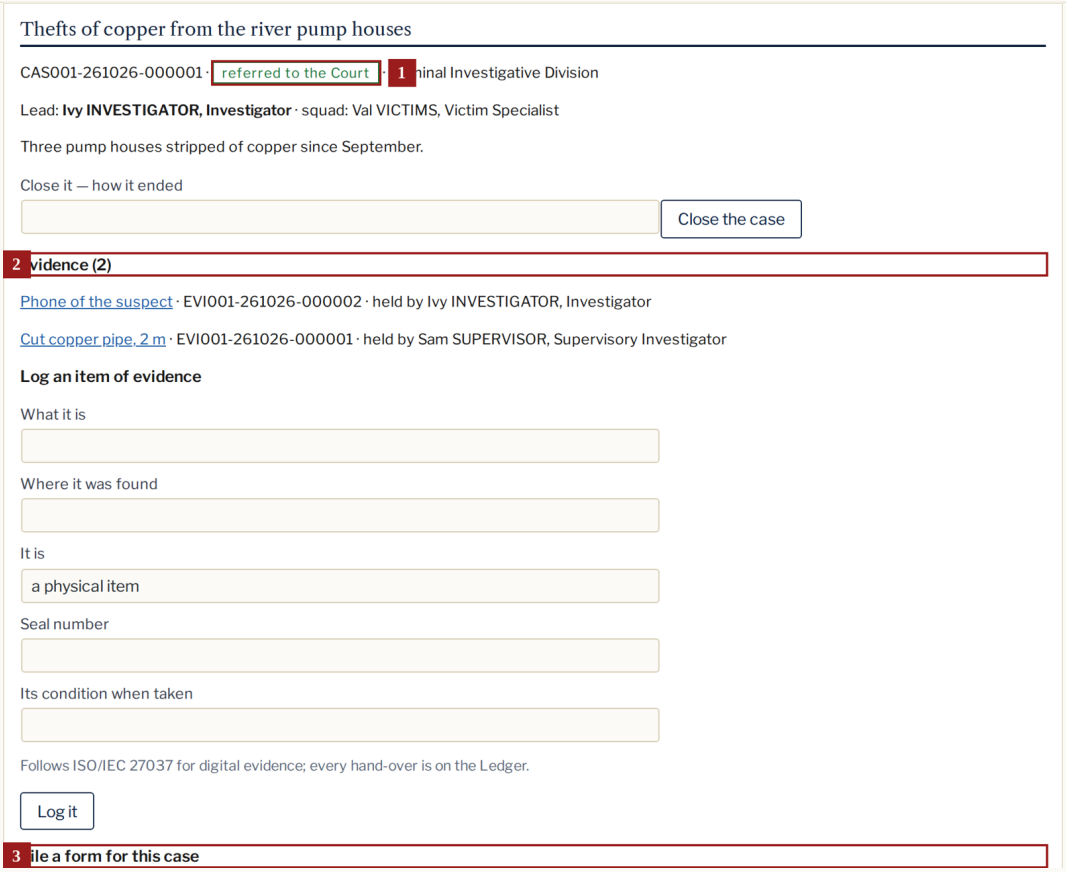


	What it is
1	Occurrence reports: every form your rank may file
2	Choose the form for the job
3	What you have filed, and its standing



	What it is
1	The standards this form follows
2	The name in its parts
3	Pick the date and time; never type them

	What it is
4	The exact location, from your phone
5	The offence, by the UN's classification



	What it is
1	Its standing
2	Its evidence, each with its own Record Code
3	Forms for this case, the case filled in
4	Export for another service or a court — signed, and logged

Deciding

How to read the tree: start at the question — "Is it a report, or a case?" — and follow the first branch that applies. Each branch ends in what to do.

Is it a report, or a case?

- **One event, dealt with** → An occurrence report (or the form for the job). A Sergeant approves it.
- **Will need investigating** → Tell an Investigator, who opens a case file; file your report on it.
- **Someone is held** → An arrest report, a custody log, a property receipt — all three.

How to read the tree: start at the question — "Was force used?" — and follow the first branch that applies. Each branch ends in what to do.

Was force used?

- **None** → Nothing more: say so in your report.
- **Any force at all** → A use of force report, by the end of your shift. An Inspector or above approves it; Inspection sees every one.
- **A firearm drawn** → The same report — and tell your supervisor at once.

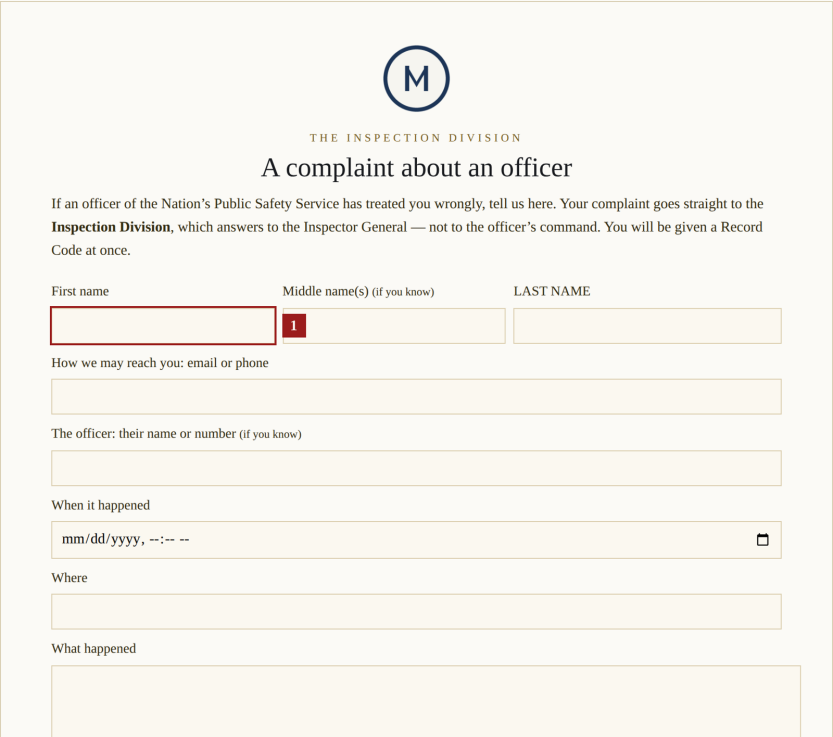
Custody

Anyone held is held to the Nelson Mandela Rules, the UN's minimum standards for everyone in custody. Open a custody log when they arrive, and keep it until they leave: their health on arrival, medical care called whenever needed, checks every fifteen minutes, food, water and rest, and the calls they make — a lawyer, their family. Their property is listed on a receipt they sign, and given back the same way.

RULE Never hold anyone without a custody log. A Staff Sergeant approves it, within twelve hours.

Complaints about officers

Anyone may complain about an officer — on the Register's public complaint page, or by telling any officer, who records it as a Complaint about an officer. A complaint goes straight to the Inspection Division, which answers to the Inspector General and not to the officer's command, and is read by no one else. The person complaining is given its Record Code at once.



	What it is
1	Anyone may complain; names in their parts
2	A Record Code is given at once

WATCH FOR Never discourage a complaint, and never ask the officer complained of to take it.

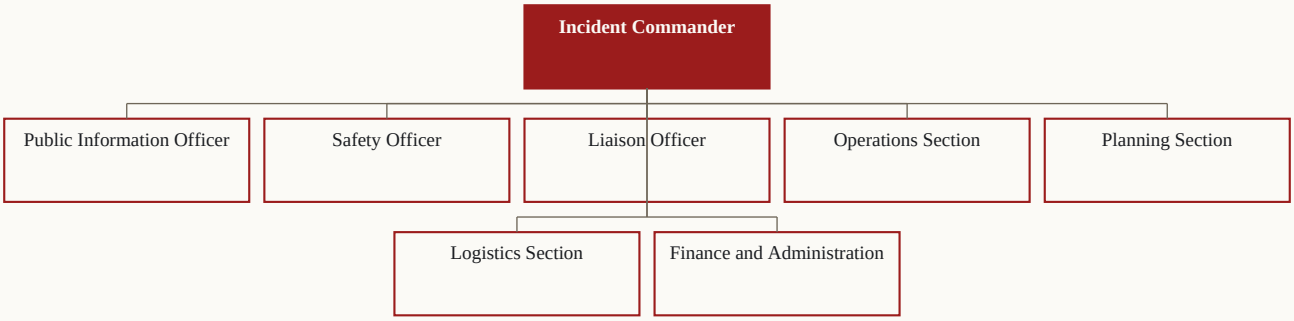
Restorative circles

Some harms are better mended in a circle than tried in a court, in keeping with the Nation's own ways of resolving harm and the UN Basic Principles on Restorative Justice (2002). A circle needs the free consent of everyone in it; anyone may withdraw at any time; taking part is not an admission of guilt; and what is said there stays there. The circle keeper records what was agreed, and the agreement is followed up.

Major incidents

When something large happens — a fire, a flood, a search for a missing child — command is set up on the Incident Command System, which emergency services across North America share, so that the Nation's officers can work alongside others without confusion. One Incident Commander; three command staff; four sections. Open a Major incident command log, and record every decision with its time and who made it.

The chart below shows the offices by their lines of report: the head at the top, and each office beneath joined to the one it answers to.



Scenarios

The broken window at the community hall

Tom CONSTABLE is called to the community hall at 02:10. He files an Occurrence report: when, where, the exact location from his phone, ICCS 05 (acts against property only), and what he found. It becomes RPT001-261026-000001 and appears in Sara SERGEANT's My work. She reads it, finds it complete, and approves it. Both steps are on the Ledger.

The copper thefts — from report to Court

Ivy INVESTIGATOR opens a case in the Criminal Investigative Division: three pump houses stripped of copper since September. It waits for approval as CAS001-261026-000001; Sam SUPERVISOR approves it. Cy CYBER, a supervisor in the Cyber Division, cannot open it — need-to-know. Ivy logs a cut length of copper pipe from pump house No. 2 as evidence and hands it to Sam for the laboratory; the chain of custody records both. Tom files an arrest report for John DOE, found removing pipe — the right to a lawyer told, an interpreter not needed, someone told where he was taken. Ian INCHARGE asks for referral to the Court; he cannot confirm his own request. Ada DIRECTOR confirms it, and the case arrives in the Court as a matter, its Registrar and Magistrate told by email.

Good work, and work that is not

A use of force report

GOOD	NOT LIKE THIS
· "Told him twice to stop; stepped between him and the door; when he pushed past, held his arm until he was still." · De-escalation, the warning, the force and why no less would do — each in its own box · Medical aid offered, and when; family told where anyone was hurt	· "Used necessary force to effect the arrest." · No account of what was tried first · "N/A" for injuries without having asked

Why: The UN Basic Principles require force to be necessary and proportionate, and accounted for. A phrase that could describe any arrest accounts for none.

A witness statement

GOOD	NOT LIKE THIS
· In the witness's own words: "I saw a grey van at the pump house at one in the morning." · The language it was taken in; the witness read it and confirmed it is true	· The officer's summary: "Witness observed suspicious vehicle." · Leading the witness: "You saw the van, didn't you?"

Why: The Méndez Principles ask for open questions and the witness's own account. A court weighs the words a witness used, not an officer's gloss on them.

Digital evidence

GOOD	NOT LIKE THIS
· A full forensic image of the phone; its SHA-256 fingerprint recorded; the tool named; sealed S-00417 · The phone kept powered off until imaged	· Browsing the phone to "have a look" before imaging it · A screenshot with no fingerprint and no record of how it was taken

Why: ISO/IEC 27037: the copy must be provably identical to what was seized. Looking first changes it; a fingerprint proves it was not changed.

Exports and the Inspection Division

Any form or case file can be exported for another service or a court, in the NIEM format their systems read, signed by the Register. Export only what is needed, for a lawful purpose: every export is logged on the record and on the Ledger, and the Inspection Division sees who sent what out.

SECTION 2

The Registry

The Nation’s record of its people: their births, marriages and deaths, their names and addresses, their adoption into the Nation, and the copies and declarations that rest on them.

The Registrar General heads the Registry, with the Deputy Registrar, the Registrar of Titles, the Commissioner of Records, the Notaries and Commissioners for Oaths, the Registry Officers and Clerks.

Its colour: **River ink**

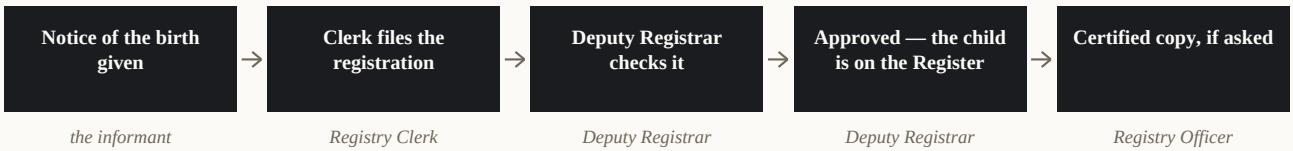
THE REGISTRY

Who’s who

Rank	Level	Files	Approves
Registry Clerk	1	Every Registry form but declarations	—
Registry Officer · Notary Public / Commissioner for Oaths	2	All forms; takes statutory declarations	Changes of address; certified copies; access to records
Deputy Registrar · Registrar of Titles · Commissioner of Records	3	All forms	Births, deaths, marriages; corrections of a record
Registrar General	4	All forms	Changes of name; adoption into the Nation; and everything below

Procedure — registering a birth

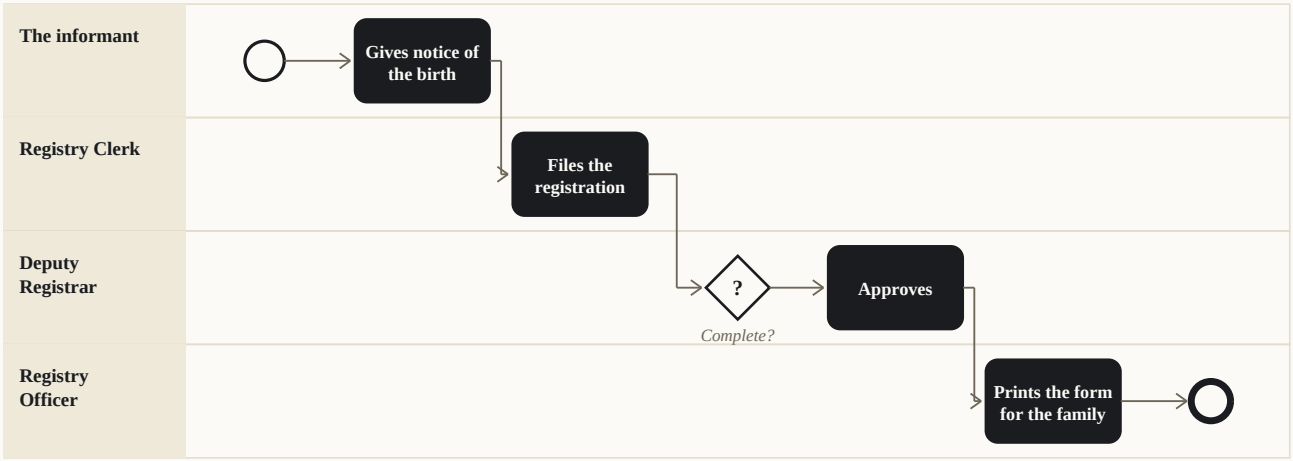
How to read the diagram: follow the steps left to right — notice of the birth given; clerk files the registration; deputy Registrar checks it; approved — the child is on the Register; certified copy, if asked. Beneath each step is who does it.



Step	What happens	Who
1	Residents › Registry forms › Registration of a birth. The child’s name in its parts; born (date and time); where; sex; the mother and father, with their Record Codes if residents; who gives notice, and their relation to the child.	Registry Clerk
2	It becomes RGF001-… and waits for a Deputy Registrar or above.	—
3	The Deputy Registrar checks it against what was produced — and approves, or returns it with the reason.	Deputy Registrar
4	The printed form, on the Page sheet with the lock-up, can be given to the family.	Registry Officer

RULE A change of name, and adoption into the Nation, are approved only by the Registrar General.

How to read the diagram: each row is one party — The informant, Registry Clerk, Deputy Registrar and Registry Officer. Follow the steps left to right, from the start to the end. A diamond marks a decision — Complete? — and the path that follows each answer.



Registering a birth, by who holds it at each step.

The printed form

MOHAWK NATION
OF GRAND RIVER
SECRETARIAT

THE REGISTRY
CHANGE OF NAME

Change of name

Record Code RGF001-261026-000002 WAITING FOR APPROVAL

By Rae CLERK, Registry Clerk

THE PARTICULARS

The resident (Record Code)	RID001-261025-000001
Former name	Mary SMOKE
New name	Mary HILL
The reason	Marriage
From	1 November 2026

STANDARDS

ISO 8601 — dates and times, with their time zone.

KEPT

Permanently (vital events, names and adoptions); other Registry forms 10 years.

SPECIMEN

A specimen: the birth registration as the Register prints it, on the Page sheet with the lock-up.

The forms

Form	Approved by	Follows
Change of address	Registry Officer	ISO 8601
Correction of a record	Deputy Registrar	ISO 15489

Form	Approved by	Follows
Registration of a birth	Deputy Registrar	UN Vital Statistics
Registration of a death	Deputy Registrar	UN Vital Statistics
Registration of a marriage	Deputy Registrar	UN Vital Statistics
Change of name	Registrar General	ISO 8601
Adoption into the Nation	Registrar General	ISO 8601
Request for a certified copy	Registry Officer	ISO 15489
Statutory declaration	Recorded at once, before a Commissioner for Oaths	ISO 8601
Request for access to records	Registry Officer	ISO 15489, ISO 8601

Scenarios

Aiyana HILL's birth

Mary HILL comes to the Secretariat to give notice of her daughter's birth. Rae CLERK files the Registration of a birth: the child, Aiyana HILL; born 20 October 2026 at 06:15, in Ohsweken; female; her mother, Mary HILL; Mary gives notice, as her mother. It becomes RGF001-261026-000001. Dan DEPUTY, the Deputy Registrar, checks it and approves it. Rae prints the form for the family.

A change of name after a marriage

Rae files a Change of name for resident RID001-261025-000001, from Mary SMOKE to Mary HILL, effective 1 November. Dan cannot approve it: a change of name is for the Registrar General. It waits in the Registrar General's list until it is approved.

Good work, and work that is not

Registering a birth

GOOD
· The time of birth, picked from the calendar and clock, kept with its time zone
· The informant named, with their relation to the child
· The parents' Record Codes where they are residents

NOT LIKE THIS
· "Born around the 20th"
· No informant — "the family called it in"
· The father's name typed into the mother's box

Why: The UN's standard for vital statistics asks for exactly these facts, so that a birth registered by the Nation is complete and can be relied on anywhere.

Correcting a record

GOOD
· As it stands, as it should be, and the evidence — a birth certificate seen, its details given
· Approved by a Deputy Registrar

NOT LIKE THIS
· Overwriting the record without a correction form
· "Fixed spelling" with no evidence

Why: A correction leaves a trail. The old record is not destroyed; the correction stands beside it, with its reason and its evidence, on the Ledger.

SECTION 3

Lands

The Nation’s knowledge of its land and water: inspections, surveys, encroachments, uses, boundaries, water and harvest — each in its exact place.

The Surveyor General heads Lands and Territory, with the Deputy Surveyor, the Directors of Lands and Territory, of Land Use and Planning, and of Riparian and Water Rights, the Land Inspectors, Officers and Clerks.

Its colour: **Forest**

LANDS AND TERRITORY

Who's who

Rank	Level	Files	Approves
Lands Clerk	1	Requests, reports, applications, notices	—
Lands Officer · Land Inspector	2	Site inspections, and all the above	—
Deputy Surveyor · the Directors	3	All forms	Every Lands form
Surveyor General	4	All forms	Everything

Procedure — an inspection

How to read the diagram: follow the steps left to right — a report or request comes in; inspector goes to the site; site inspection filed, with its location; deputy Surveyor approves; action: a notice, a survey, the Court. Beneath each step is who does it.



Every Lands form records the place by name and, where it can, by its exact location in WGS 84 — use "Use my location" at the site. Photographs are listed with their SHA-256 fingerprints, so they can be proven unaltered.

WHY ISO 19152, the Land Administration Domain Model, is how land registries the world over describe who has what interest in which piece of land. Following it means the Nation's records of the Tract can be read beside any other land record.

The forms

Form	Approved by	Follows
Site inspection report	Deputy Surveyor or a Director	ISO 19152, WGS 84, ISO 8601
Request for a survey	Deputy Surveyor or a Director	ISO 19152, WGS 84
Encroachment report	Deputy Surveyor or a Director	ISO 19152, WGS 84
Application for land use	Deputy Surveyor or a Director	ISO 19152, WGS 84
Boundary dispute	Deputy Surveyor or a Director	ISO 19152, WGS 84
Water use notice	Deputy Surveyor or a Director	ISO 19152, WGS 84
Permit to harvest	Deputy Surveyor or a Director	ISO 19152, WGS 84

Scenario — the moved fence on river lot 14

Lee INSPECTOR inspects river lot 14 on the east bank on 25 October and finds the fence moved three metres onto the lot since the last survey. At the site she uses "Use my location" for its exact place, and files a Site inspection report: LDF001-261026-000001. Liv SURVEYOR, the Deputy Surveyor, approves it and opens an encroachment matter; a Request for a survey follows to fix the line.

A site inspection

GOOD	NOT LIKE THIS
· "Fence moved 3 m onto the lot since the 2019 survey; posts new; photographs 1–6, fingerprints listed." · Exact location taken at the site	· "Fence looks wrong." · The place given as "near the river"

Why: An inspection is evidence. Measurements, dates, places and fingerprinted photographs are what make it stand up — before the Court, or at a boundary.

SECTION 4

The Court of the Nation

The Court of the Nation: independent in its decisions, public in its hearings, fair to every party.

The Chief Magistrate heads the Court, with the Magistrates (Justices of the Peace), the Court Registrar and the Court Clerks.

Its colour: **Cover ink**

THE COURT OF THE NATION

Who's who

Rank	Level	Files	Approves
Court Clerk	1	Statements of claim, affidavits	—
Court Registrar	2	Summonses, notices of hearing, adjournments, judgments for registration	Statements of claim
Magistrate (Justice of the Peace)	3	Orders	Summonses, notices of hearing, adjournments, judgments
Chief Magistrate	4	Everything	Orders of the Court

Procedure — from referral to hearing

How to read the diagram: follow the steps left to right — a referral arrives as a matter; registrar issues the summons; magistrate approves it; notice of hearing — in public; hearing; judgment registered. Beneath each step is who does it.



When the Public Safety Service's referral is confirmed, the case arrives as a matter (MAT001), restricted, and the Court Registrar and Magistrates are told. Every Court form refers to its matter by its Record Code.

RULE A summons tells the person of the matter, of their right to a lawyer, and of an interpreter if they need one. The Register will not issue one without it.

WHY Article 14 of the International Covenant on Civil and Political Rights guarantees a fair and public hearing: notice, time to prepare, counsel, an interpreter. The UN Basic Principles guarantee the Court's independence — an Order is made by the Chief Magistrate, and no officer of the Secretariat directs it.

The values of the Court

The Court's officers hold themselves to the six values of the Bangalore Principles of Judicial Conduct (2002):

Value	What it asks
Independence	Deciding free of any influence — of the Secretariat, of the parties, of anyone
Impartiality	Without favour, bias or prejudice, in fact and in appearance
Integrity	Conduct above reproach, in the eyes of a reasonable observer
Propriety	Avoiding impropriety, and its appearance, in everything
Equality	Treating everyone equally, whoever they are
Competence and diligence	Knowing the law, doing the work, deciding without delay

Referral to a circle

The Court may refer a matter to a restorative circle, where every party consents freely. The circle reports back by a date set by the Court; if no agreement is reached, the matter returns to the Court as if the circle had not happened — nothing said in the circle is evidence.

The forms

Form	Approved by	Follows
Statement of claim (intake)	Court Registrar	ICCPR Art. 14, ISO 8601
Summons	Magistrate	ICCPR Art. 14, ISO 8601
Notice of hearing	Magistrate	ICCPR Art. 14
Affidavit	Recorded at once	ISO 8601
Adjournment	Magistrate	ISO 8601
Order of the Court	Chief Magistrate	UN Basic Principles; ICCPR Art. 14
Registration of a judgment	Magistrate	UN Basic Principles; ICCPR Art. 14

Scenario — John DOE summoned

The copper-thefts referral arrives as a matter. Cora REGISTRAR issues a Summons on it: John DOE, as a party, to appear on 26 November at 10:00 at the Court of the Nation in Ohsweken; told of the matter, his right to a lawyer, and an interpreter. It becomes CRF001-261026-000001. Cora cannot approve her own summons; Max MAGISTRATE approves it.

A notice of hearing

GOOD	NOT LIKE THIS
· Held in public — or, if in private, the reasons recorded · The date, time and place exact, with time to prepare	· A private hearing with no reason given · Notice the evening before

Why: Justice must be seen to be done. A hearing in private is the exception, and the reasons for it are part of the record.

SECTION 5

Communications

The Nation’s newsletter and its communications: one voice, under the Director of Communications, run day to day by the Editor in Chief.

The Director of Communications heads Communications, with the Editor in Chief, the Press Secretary, and the Records and FOI Officer.

Its colour: **Plum**

COMMUNICATIONS

Who's who

Who	Writes	Approves and sends
Any officer	Drafts issues and submits them	—
Editor in Chief	Everything	Approves and sends each issue; keeps the editorial calendar
Director of Communications	Everything	As the Editor in Chief, over whom they stand
Administrators	Everything	Everything

Procedure — an issue of the newsletter

How to read the diagram: follow the steps left to right — officer drafts the issue; submitted to the Editor in Chief; edited; approved; a second officer approves where needed; sent to its list. Beneath each step is who does it.



Officers write for the newsletter: they draft an issue, starting from a design if they wish, and submit it. The Editor in Chief edits, approves and sends. Where an issue needs a second officer's approval, the Register asks for it; if the audience changes after approval, it must be approved again.

WATCH FOR Save Draft keeps your issue and brings you back to it. If you ever find yourself on a bare list of posts after saving, tell the Secretariat — your draft may not have been saved.

An issue

GOOD
· One subject per issue, told plainly; a clear call to act where one is needed
· Font Awesome icons, small and inline with the text

NOT LIKE THIS
· Every subject at once, in solid colour
· Drawn or decorative icons

Why: Solid colour is kept for what matters — a decision, a deadline, a call to act — so that it still means something when it is used.

SECTION 6

The Secretariat

The Secretariat’s own work: its officers joining and leaving, keeping its information safe, keeping and disposing of records, and rehearsing for the worst.

The Secretary-General heads the Secretariat, with the Deputy Secretary-General, the Chief of Staff, and the Records and FOI Officer.

Its colour: **Plum**

THE SECRETARIAT

An officer joins

	Before they start
1	Their appointment, on the Office Roll
2	Their oath of office, taken and dated
3	Their account made, its role set to their rank — and no more
4	The training their rank needs, with dates
5	Their credentials issued
6	Signing keys enrolled, if their office signs

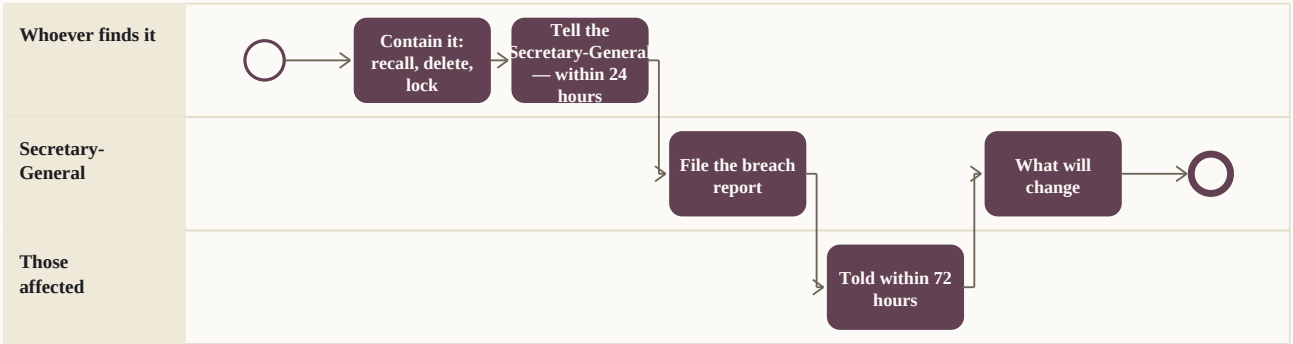
An officer leaves

	On their last day
1	Their account closed; every role taken back
2	Credentials returned or cancelled
3	Signing keys revoked
4	Their work handed over, by name
5	Any evidence they held handed over, each hand-over on the Ledger

WATCH FOR An account left open after an officer has gone is the commonest way records are misused. Close it on the last day, not later.

When information gets out

How to read the diagram: each row is one party — Whoever finds it, Secretary- General and Those affected. Follow the steps left to right, from the start to the end.



After ISO/IEC 27035: contain first, then tell, then learn.

Keeping and disposing

A legal hold stops records being destroyed while a matter needs them. When a record's time has run and no hold applies, it may be destroyed — shredded, deleted or returned — witnessed, with a certificate of disposal approved by the Secretary-General.

Rehearsing for the worst

At least once a year, rehearse: a restore of the Register from its backup; a day worked on the paper forms of Book XIV; the loss of a signing key. Record each as a Continuity exercise — how long it took, what worked, what must change — after ISO 22301.



	What it is
1	A filed form, its standing, and when it is due

SECTION A–C

Appendices

The standards the forms follow; the Record Code families; the words the guide uses.

For reference.

Its colour: **Cover tan**

APPENDIX A

The standards

Standard	Governs
ICCS — UN International Classification of Crime for Statistical Purposes	How offences are classified
ISO 8601	Dates and times, with their time zone
WGS 84	Locations, as GPS gives them
UN Basic Principles on the Use of Force and Firearms (1990)	Force: necessity, proportionality, accounting for it
The Méndez Principles (2021)	Interviewing without coercion
UN Declaration of Basic Principles of Justice for Victims (1985)	Victims' rights
Calls for Justice — National Inquiry into MMIWG (2019)	Missing persons: no waiting period
ISO/IEC 27037	Digital evidence
ISO 3779	Vehicle identification numbers
UN Principles and Recommendations for a Vital Statistics System (2014)	Births, deaths and marriages
ISO 15489	Records management
ISO 19152 — Land Administration Domain Model	Land records
UN Basic Principles on the Independence of the Judiciary (1985)	The Court's independence
ICCPR, Article 14	A fair and public hearing
NIEM (Core 5.0, Justice 7.0)	Exchanging records with other justice systems

APPENDIX B

Record Code families

Family	What it numbers
RPT001	Public Safety forms
CAS001	Case files
EVI001	Evidence
RGF001	Registry forms
LDF001	Lands forms
CRF001	Court forms
MAT001	Matters before the Court
APP001 · REM001	Appointments to offices, and their ending
RID001	Residents

APPENDIX C

Words the guide uses

Word	Meaning
Approve	Accept a form filed by someone else, at the rank the form calls for
Return	Send a form back to its author, with the reason, to be corrected
Chain of custody	The record of who held an item of evidence, from its seizure, at every moment
Compartmented	A case seen only by its own members, the leadership and Inspection
Fingerprint	A SHA-256 hash: a short code that changes completely if anything in the record changes
Ledger	The Nation’s record of every step, chained, signed and anchored each day in Bitcoin
Lock-up	The emblem beside the Nation’s name, as the Brand Guide supplies it
Need-to-know	Seeing only what one’s work needs
Record Code	The one identifier of every record, in three blocks

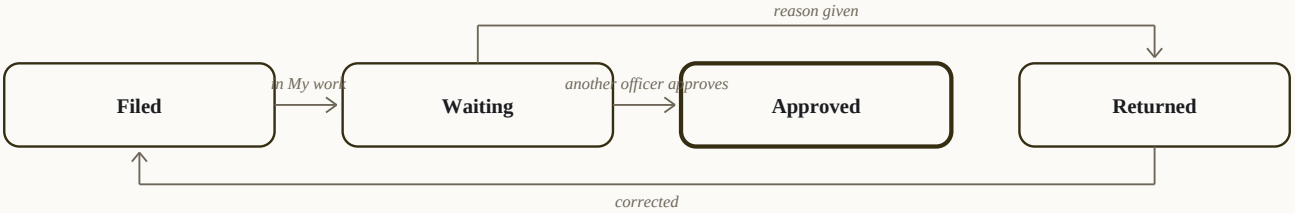
SECTION 7

How it works, and how we compare

The benchmarks the Nation measures itself against, the standards it follows, and the questions an expert or critic would ask — answered.

Its colour: **Cover tan**

How the work is checked



How we compare

Benchmark	What they do	What the Nation does
The College of Policing's Authorised Professional Practice (England and Wales)	Published national guidance for every policing task	Book II, published, with its standards named on every form
Police Scotland's use of force reporting	Every use of force recorded and reviewed	The use of force report, approved at Inspector level, seen by Inspection
Navajo Nation Peacemaking Program	Indigenous peacemaking alongside the courts, since 1982	Restorative circles, under the UN Basic Principles
The College of Policing's Code of Ethics	Standards of professional behaviour for every officer	The UN Code of Conduct, opening the Public Safety section

The standards

Standard	For
UN Code of Conduct for Law Enforcement Officials (1979)	Every officer's duties
UN Basic Principles on the Use of Force and Firearms (1990)	Force
The Méndez Principles (2021)	Interviews
The Nelson Mandela Rules (2015)	Custody
ISO/IEC 27037	Digital evidence
ICCS	Classifying offences
BPMN 2.0 (ISO/IEC 19510)	The process drawings

Questions an expert or critic would ask

Do the Nation's officers have police powers?
Within the Nation's own order, its officers act under its instruments. Outside it, no officer presents themselves as a peace officer of any other government; how officers describe themselves to the public and other agencies is set by the Nation's counsel, to protect them.

Who investigates the officers?
The Inspection Division, which answers to the Inspector General — not to the Chief of Police — sees every use of force and every complaint, and audits every opening of a case file.

Why should anyone trust these records?
Each is approved by someone other than its author, follows a named international standard, and is on the Ledger: no one can change it afterwards without it showing.