



TRANSIT POLICE

AVAILABILITY FOR DUTY

Effective Date: September 12, 2005

Revised Date: June 21, 2013

Reviewed Date:

Review Frequency: As Required

Office of Primary Responsibility: Deputy Chief Officer Support Services

POLICY

[See also: AB360 – Court Notification, AC150 – Dress, Uniforms & Insignia and AC120 – Personal Appearance]

Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

Member – A Designated Constable, the Chief Officer or a Deputy Chief Officer of the Transit Police.

NCO – A Non-Commissioned Officer, which is a term being used in this policy to collectively identify police supervisors at the rank of Sergeant and Staff Sergeant.

OCC – The Transit Police Operations Communication Centre.

Police Act – The BC Police Act, RSBC 1996, c. 367, and the regulations thereto, including the Transit Police Operations Regulation, all as amended from time to time.

Transit Police – The South Coast British Columbia Transportation Authority Police Service.

Transit Police Personnel – Sworn police officers and civilians who work for the Transit Police.

Authority

1. The Transit Police and its Members must comply with requirements of the *Police Act*.

General

2. Members will be available for their assigned regular shifts.
3. Supervisors will conduct regular inspections of uniforms and equipment of Members under their authority.
4. Members will comply with Transit Police designated absent reporting process when they will be absent from duties (e.g., illness or injury, or exigent circumstances). The absent reporting process will be as set forth in this policy or as otherwise so determined by the Chief Officer.


5. Supervisors will access the Transit Police intranet (CuffLink) and review relevant new information so that accurate and timely information can be provided to Members in relation to their duties. Such information will usually be provided via the shift briefing mechanism.
6. Transit Police Personnel will be expected to regularly access CuffLink to review new operational information to help ensure that they are aware of operational changes or information that may change their duties. Where practicable, this will be done at the beginning of shift, and no less than once each block.



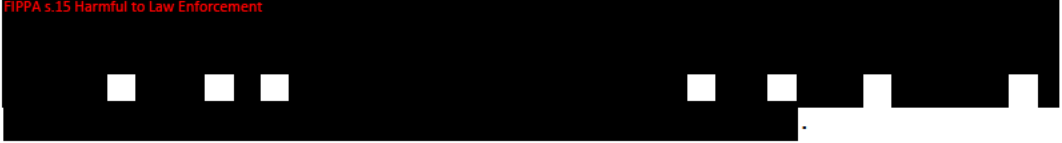
PROCEDURES

Shift Briefing

7. Oncoming patrol Members will be present and in uniform in the briefing room at the commencement of their patrol shift to be briefed.
8. Non-patrol Members or civilian personnel (e.g., specialty unit, crime analyst, and OCC operator) will report for briefing as so instructed by their Supervisor.
9. The Watch Commander (or designate) role during a briefing includes:
 1. checking the state of the Member's uniform, appearance and equipment;
 2. advising of any new policy and procedure updates or changes;
 3. providing information on recent complaints or investigations;
 4. assigning new files or follow-ups;
 5. informing of operational priorities and assignment in support of those priorities;
 6. conducting training.

Absent Reporting Procedures

10. Transit Police Personnel will be required to comply with the following absent reporting procedures:
 1. FIPPA s.15 Harmful to Law Enforcement

 2. Civilian staff are required to call their immediate Supervisor (or delegate) prior to their duty start time to advise of their inability to attend duty due to illness/injury.
 3. OCC staff will complete the Form AZ250 - Absence Report Log, canvassing the Member for the required information on the form.

- 4. FIPPA s.15 Harmful to Law Enforcement

- 5. FIPPA s.15 Harmful to Law Enforcement

- 6. The respective NCO/civilian manager will ensure they are adequately staffed and follow up with Transit Police Personnel off for more than two shifts.
- 7. FIPPA s.15 Harmful to Law Enforcement

- 8. The Transit Police Human Resources Section is responsible for tracking and monitoring Transit Police Personnel absences and for providing assistance to personnel for successful return to work.
- 10. Transit Police Personnel will be required to provide medical documentation on the return to work/modified duties TP Form AZ1120 (M186) in the following circumstances: absence due to illness/injury exceeds five working days; absence due to illness/injury exceeds 30 continuous calendar days; or, absenteeism deemed excessive.

Key References