



TRANSIT POLICE

PERSONNEL RECORDS

Effective Date: September 12, 2005

Revised Date: June 21, 2013

Reviewed Date:

Review Frequency: As Required

Office of Primary Responsibility: Manager Human Resources

POLICY

[See also: AB010 – Recruitment and Selection]

Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

Designated Constables – The Transit Police police officers appointed by the Police Board.

FOIPPA – The BC Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165, as amended from time to time.

SCBCTA – The South Coast British Columbia Transportation Authority commonly referred to as “TransLink”.

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.

TSML – The TransLink Security Management Limited, a subsidiary of the South Coast British Columbia Transportation Authority and legal entity/employer for the Transit Police.

Authority

1. Transit Police Personnel are employees of the TSML. The Transit Police is a Designated Policing Unit in British Columbia established pursuant to s. 4.1 of the Police Act upon application made by the SCBCTA. Pursuant to the application approval, the Transit Police is a part of the TSML and all Transit Police Personnel are employees of the TSML. The Transit Police is governed by the Police Board.
2. The Transit Police must comply with requirements of the *Police Act* and *FOIPPA* regarding personnel records.

General

3. Personnel records for Transit Police Personnel will be created and maintained in accordance with the practices, policies and procedures of the TSML and the Transit Police, and in compliance with requirements of the *Police Act* and *FOIPPA*.
4. Any disclosure of personal information of Transit Police Personnel will be in accordance with legal requirements and the Transit Police and TSML policies.

Personnel Files

5. Transit Police Personnel files are confidential and will be held in a secure location, under the custody and control of the Transit Police Manager Human Resources.
6. Designated Constable application files, including background investigation documentation, are confidential and will be held securely under the custody and control of the Transit Police Recruiting Unit.
7. Civilian application files are confidential and will be held in a secure location under the custody and control of the Transit Police Human Resources Section. Security/background investigation information for civilian applicant files are confidential and will also be held securely under the custody and control of the Transit Police Recruiting Unit.

Service Records of Discipline

8. Members' Service Record of Discipline files are confidential and will be held in a secure location under the custody and control of the Transit Police Professional Standards Unit. These records will be maintained separate from personnel files.

[Refer to: AC110 - Service Records of Discipline of Sworn Members.]

Change to Employee Information

9. Transit Police Personnel are required to provide their Supervisor and the Transit Police Human Resources Section with their current residential address. Transit Police Personnel must also provide their Supervisor with their telecommunication contact numbers where they can be contacted during off duty hours, in case of a call out or emergency fan-out.

PROCEDURES

Changes to Employee information

10. Transit Police Personnel will be required to notify their designated Payroll Clerk of all births, deaths or changes in marital status affecting their personnel record.

11. Transit Police Personnel who change their name, residential address or telephone number will, within seven days of such change, advise their Supervisor of their new name, address or telephone number.
12. The Supervisor will notify the Transit Police Human Resources Section of any name, address or telephone changes. Where a Member has changed their legal name, the Supervisor will also notify the Strategic Services Section and provide a copy of the Member's legal name change document, so that the Member's Designated Constable appointment can be amended with the Ministry of Justice.
13. The Transit Police Human Resources Section will maintain a current address and telecommunications contact list of all Transit Police Personnel. Distribution and access to the contact list information will be as so authorized by the Chief Officer.

Security of Personnel Records/Information

14. When Transit Police Personnel records/information is being held outside Transit Police premises/systems by non-law enforcement personnel (e.g., SCBCTA payroll provider), the Deputy Chief Officer Support Services will ensure that those persons having access to the records/information are appropriately security cleared and that Transit Police Personnel records/information are being accessed, stored and handled to the security level required by the Transit Police to protect its law enforcement personnel, and to maintain security requirements for a police agency.
15. The Deputy Chief Officer Support Services will ensure that periodic security audits and random spot checks of work sites are conducted to ensure compliance with security requirements and legal requirements regarding personnel records /information.
16. Transit Police Personnel will immediately notify their Supervisor in the event of loss, theft, breach or potential risk of disclosure of Transit Police Personnel records/information. The Supervisor will promptly notify the Deputy Support Services and Risk Coordinator of the incident.

[Refer also to: AF160 – IT Access Control]

Key References:

BC Police Act [RSBC 1996, Chapter 367] (As Amended November 11, 2011)

Freedom of Information and Protection of Privacy Act [RSBC 1996, Chapter 165]