



**SOUTH COAST BRITISH COLUMBIA  
TRANSPORTATION AUTHORITY  
POLICE SERVICE**

## **TELECONFERENCE - COURT**

Effective Date: June 5, 2006

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### **POLICY**

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) may use the teleconference process for Traffic Court hearings where established teleconferencing criteria have been met.
2. SCBCTAPS and its Members' use of the teleconference hearing process will be in compliance with provisions of the Offence Act, including the established Criteria for Teleconferencing as provided below:

#### **Criteria for Teleconferencing**

1. Tickets with evidence of only one police officer (one officer tickets).
2. No civilian or police witnesses to be called.
3. Driver license photo identification was produced at time of ticket issue (*or officer is satisfied of identity*).
4. No exhibits to be entered (driving record may be read into the record).
5. No accident cases.
6. No Violation Tickets involving a Registered Owner or intersection safety cameras (these types of offences require production of documents for proof in Court and thus excluded).

### **REASONS FOR POLICY**

3. The use of the teleconference hearing process will provide operational flexibility to SCBCTAPS and Members as it allows Members to appear and prosecute over the phone, thereby reducing commuting time and time spent in court and increasing time available for policing activities.
4. To outline a Member's responsibility when utilizing the teleconference process for Traffic Court.

### **PROCEDURES**

#### **Criteria Identifier**

5. When a Member issues a Violation Ticket and it meets the Criteria for Teleconferencing as set for above, a "TC" must be identified in the top right corner of the ticket (above the violation ticket number).

6. If a ticket is disputed and sent to the Court Registry for a date, this “TC” identifier indicates to the Registry staff that this matter is suitable for police officer attendance by telephone.
7. Members will receive the Law Enforcement Notice (LEN) according to provisions of SCBCTAPS policy chapter AB360 – Court Notification.

### **Courtroom Process**

8. Members will follow the established teleconference process:
  1. the Member will provide to Court Registry the designated phone number at least thirty minutes prior to the hearing time,
  2. the Member must be available approximately 5 minutes before the hearing time,
  3. Court Registry will contact the Member through the designated contact number just prior (approximately 5 minutes) to Court commencing,
  4. the room the Member will use to give evidence from must be quiet with no interruptions,
  5. once the Member is on the line, the Judicial Justice of the Peace (JJP) will open Court.
  6. a bible must be present for the Member to be sworn in (unless affirmation is chosen),
  7. the Member must speak clearly and concisely and give evidence as if he or she is physically appearing before the Court,
  8. adjournments may be requested by telephone as long as normal procedures are followed (i.e. the Member has notified the disputant of their adjournment request in advance, and they do not oppose),
  9. If the designated contact number is contacted 5 minutes prior to the hearing and there is no answer, Court will try again 3 minutes prior. If there is no answer on the second attempt at the designated contact number, then the Member is considered a “no show”.

## Following Court Appearance

9. After the teleconference appearance, the Member must complete a narrative on the reverse of their Notice of Hearing listing:

1. appearance,
2. duty hours,
3. evidence given/not given,
4. trial disposition, if known,

and provide it through their Supervisor to the Court Liaison Officer. Court Liaison will create an Administration file for the Notices.

10. If the teleconference appearance requires overtime, the Member will complete an overtime slip and attach a copy of the subpoena, and submit it to their Supervisor for processing.

1. Overtime will be paid in accordance with the Collective Agreement.

**[See also: AB360 – Court Notification, OJ090 – Violation Tickets]**