



TRANSIT POLICE

ACQUISITION OF GOODS & SERVICES

Effective Date: September 12, 2005

Revised Date: May 26, 2011, June 21, 2013

Reviewed Date:

Review Frequency: As required

Office of Primary Responsibility: Manager Financial Services

POLICY

Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

Emergency Acquisition – Means the purchase or rental of equipment to adequately cover emergency, disaster or life threatening incident where time, or other pressing factors, makes it impossible to obtain prior approval, pursuant to normal procurement procedures.

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.

Police Board – The South Coast British Columbia Transportation Authority Police Board.

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

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

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. 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, a SCBCTA subsidiary. The Transit Police is governed by the Police Board.
2. Section 7(1) of the *South Coast British Columbia Transportation Authority Act* requires the SCBCTA to establish and maintain an accounting system in accordance with generally accepted accounting principles. The TSML as a SCBCTA subsidiary is included in this requirement.

3. Provincial policing standards require the SCBCTAPS to have written policy governing the acquisition of goods and services, including emergency acquisition, and handling of gifts in kind.

General

4. As a SCBCTA subsidiary, the TSML and, by extension the Transit Police, are required to comply with the SCBCTA's enterprise policies, where applicable to the TSML, subject to processes set out in joint memoranda of understanding.
5. The Transit Police will also be required to comply with the TSML policies including, but not limited to: TSML Policy No. 001 – Director and Employee Code of Conduct, TSML Policy No. 010 – Purchasing Card Requisition Policy, and TSML Policy No. 009 – Travel and Expense Claim Policy.

Goods and Services

6. Goods and services required by the Transit Police will be acquired:
 1. through established purchasing and rental procedures; and
 2. in compliance with the purchasing and rental policies and procedures of the SCBCTA, and with due consideration to existing contracts or standing offers; and
 3. any additional procurement policies and procedures determined by the Police Board and/or TSML.

[See also: SCBCTA Procurement Policy]

7. In addition to procurement requirements identified in s. 6.2, Transit Police Personnel will follow the Transit Police guidelines for submission of business cases and seeking authorization for expenditures and new initiatives. (Refer to Transit Police Forms AZ240 and Supplements A & B.)

Emergency Acquisition

8. Despite the provisions of budget approval, the Transit Police has authority, in accordance with the procurement policies and procedures of the SCBCTA, to purchase or rent equipment to adequately cover emergency, disaster or life threatening incident where time, or other pressing factors, make it impossible to obtain prior approval.

Gifts and Donations

9. Goods and services received or offered in any manner other than through the designated acquisition procedure will be reported to the Deputy Chief Officer Support Services to determine disposition.

[Refer to TSML Policy No. 001 – Director and Employee Code of Conduct]

Ownership

10. All property acquired by or on behalf of the Transit Police is an asset of and owned by the TSML and the SCBCTA.

Key References

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

BC Provincial Policing Standards [1994]

SCBCTA Requisitioning and Signing Authority Policy

SCBCTA Procurement Policy

SCBCTAPS Form AZ240 – Business Case Guidelines

SCBCTAPS Form AZ240 – Supplement A/Approval Flow Chart for Expenditures and New Initiatives

SCBCTAPS Form AZ240 – Supplement B/Business Case Template

TSML Policy No. 001 – Director and Employee Code of Conduct

TSML Policy No. 009 – Travel and Expense Claims

TSML Policy No. 010 – Purchasing Card Requisition