



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

RECORDS ADMINISTRATION

Effective Date: September 12, 2005

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will establish and maintain a central records function that will:
 1. specify the forms to be used in reporting,
 2. establish and maintain a standard process for the completion, classification, retention, indexing, accessibility and disposition of information, including:
 - a. the establishment of a consistent process for:
 - report completion,
 - report review,
 - report control,
 - report maintenance, and
 - report retrieval,
 - b. the establishment and maintenance of a case status control system that will:
 - identify the case information to be recorded in reports, and
 - require reports to be statused as "open", "inactive pending further information", or "closed",
 - c. the reporting of every incident in the following categories if the incident is alleged to have occurred in the SCBCTAPS service area:
 - reports of crimes,
 - citizen complaints,
 - citizen requests for services when an officer is dispatched,
 - criminal and non-criminal cases initiated by police, and
 - incidents involving arrests or prosecutions,
 3. establish and maintain a supervisory review process for all field reports,
 4. establish and maintain traffic ticket records,
 5. establish and maintain records that relate to arrests, including:
 - a. preparing reports,
 - b. fingerprinting, and
 - c. photographing,
 6. maintain records on the disposition of all cases where charges were laid,
 7. be administered under the authority of the Chief Officer and the responsibility of the Deputy Chief Officer, and

8. be conducted using appropriately selected and trained personnel and the appropriate equipment and techniques.
2. The retention, indexing and destruction of records will be conducted in accordance with the policies and procedures of the South Coast British Columbia Transportation Authority (SCBCTA) unless otherwise specifically required by law based on the nature or content of the record.

REASON FOR POLICY

3. To provide and maintain consistent standards and processes for the completion, classification, retention, indexing and disposition of records.
4. To recognize that SCBCTAPS, as a designated policing unit within SCBCTA, is part of SCBCTA and subject to SCBCTA's corporate policies and procedures.

PROCEDURES

[See also: OD200 – Report to Crown Counsel]

PRIME will be rolled in SCBCTAPS in the Fall and there are reporting procedures and electronic forms contained within PRIME, thus development of procedures will be deferred until PRIME rolls out. Amendment to above policy as framed by earlier Police Service in standards may also require revision as a result of PRIME.

Other procedures to be developed by each function or component.

Standardized forms

5. *Where appropriate, standardized forms will be adopted to facilitate reporting and ensure that basic information is recorded for all crimes and incidents.*

Indexing

6. *An indexing system will be maintained for all files that should enable cross-reference to all files by name, incident type and location.*

Supervisory Review

7. *Forms should be designed for the signature of the reviewing supervisor.*
8. *Supervisory review is intended to ensure that the assignment has been satisfactorily completed and reported.*

Traffic tickets

Copies of tickets should be filed in department records.

Arrest Records

Specify those offenses for which fingerprints and photographs are required.