



SOUTH COAST BRITISH COLUMBIA
TRANSPORTATION AUTHORITY
POLICE SERVICE

PROPERTY RECORDS

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. establish and maintain a standard process for the responsibility, accountability, classification, indexing, retention and disposition of information regarding found, recovered and evidentiary property, and
 2. establish and maintain procedures to ensure that identifiable stolen property will be entered on, and removed from, the Canadian Police Information Centre (CPIC) in a timely manner.

REASON FOR POLICY

2. To provide and maintain consistent standards and processes for the completion, classification, retention, indexing and disposition of records regarding property.
3. To recognize that SCBCTAPS, as a designated policing unit within the South Coast British Columbia Transportation Authority (SCBCTA), is part of SCBCTA and subject to SCBCTA's corporate policies and procedures.

PROCEDURES

PRIME

Procedures will be developed as PRIME rolls out – has property management function.

CPIC

Further procedures to be developed at later date.

[See also: AF010 – Records Administration, AF090 Canadian Police Information Centre, Of020 – Evidence / Property Control]