



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

MAKING RECORDS PRIVATE OR INVISIBLE

Effective Date: May 7, 2007

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) utilizes the Police Records Information Management Environment (PRIME) and that system affords SCBCTAPS users the opportunity of making either parts of a report or the entire report "Private" or "Invisible". Both these features are powerful tools to control access to sensitive information. Inappropriate use, however, can have serious consequences to the functioning of SCBCTAPS by hampering information sharing and the collection of statistics.
2. Members will meet the requirements stipulated in this policy before making a General Occurrence (GO) report, Flag Records, or Street Check "Private" or "Invisible".
3. SCBCTAPS Members will refrain from making entire GO reports "Private" or "Invisible" if the objective can be met by making only select parts of the report "Private" or "Invisible".

REASON FOR POLICY

4. To ensure that SCBCTAPS personnel only make those PRIME records or portion thereof "Private" or "Invisible" that meet established criteria and as authorized.
5. To support the principle of information sharing within SCBCTAPS and PRIME partners, where possible.

PROCEDURES

Making An Entire Report Or a Portion thereof "Private"

6. SCBCTAPS Supervisors and Readers (with authorization from the Informatics Manager or Staff Sergeant and higher rank) are authorized to make an entire report or portion thereof "Private."
7. SCBCTAPS Members wishing to utilize this feature will submit a request to their Supervisor to approve the use of this feature and to make a report or portion thereof "Private".

8. Before making an entire report or portion thereof “Private”, the Supervisor must ensure that the report meets the following criteria:
 1. information being “privatized” is hold back evidence,
 2. report contains sensitive or confidential information,
 3. report contains low or mild level intelligence information, or
 4. a major crime investigation is involved.
9. The person making the report “Private” or “Invisible” will add the investigating Member as the (R) Responsible User.
10. Unless otherwise instructed by the Chief Officer or Deputy Chief Officer, once an entire report or portion thereof is “Private”, only the following individuals will have access to the “Private” Information,:
 1. Member who “privatized” the report,
 2. Member’s Supervisor,
 3. Person/s designated by the Member or Supervisor,
 4. “Private” default group consisting of Officers of Inspector rank or higher, Informatics Manager and Readers (HPRIVATE),
 5. where the report is requesting charges, the default group consisting of Court Liaison.

Making An Entire Report Or a Portion thereof “Invisible”

11. Only Officers of the rank of Inspector or above may authorize the making of a report or a portion of the report “Invisible.”
12. Before making an entire report or portion thereof “Invisible”, the requesting Member and the approving Officer must ensure that the report meets the following criteria:
 1. an investigation involving a SCBCTAPS staff member,
 2. confidential or source information, which if compromised may endanger a person’s life, or
 3. extremely sensitive intelligence information.
13. Any other report/information may be made “Invisible” if approved by the Deputy Chief Officer or Chief Officer.
14. Unless otherwise determined by the Deputy Chief Officer or Chief Officer, once an entire report of portion thereof is made “Invisible” only the following individuals will have access to the information:
 1. requesting Member,
 2. Member’s Supervisor,
 3. approving Officer, and
 4. “Invisible” default group authorized by the Deputy Chief Officer and/or Chief Officer, and
 5. any other person/s considered necessary by the Officer approving the request.

NOTE: *Be aware that a report that has been made “Invisible” in its entirety does not “exist” on RMS except for the people who have been given access to it. Readers will not be able to transcribe any supplementary information to a record that has been made “Invisible” in its entirety. Considerations should be given to submitting supplementary reports only through DRE by Members who have been permitted access to the “Invisible” file, thus eliminating the transcription queue.*

15. Whenever an entire report or portion thereof is made “Invisible”, the privatizing Member will notify the PRIME Coordinator of the fact by providing the following information:
 1. GO number of report being made “Invisible”,
 2. investigating Member, and
 3. name of approving Officer.
16. The PRIME Coordinator will review the “Private Case List” in PRIME of all files containing “Invisible” entries.
17. The PRIME Coordinator will issue a request every three months to the approving Officer who will review the file to determine the need to maintain the “Invisible” status.
18. The approving Officer may grant the SCBCTAPS Information and Privacy designate access to a “Private” or “Invisible” file, as deemed necessary to enable SCBCTAPS to comply with the requirements of the Freedom of Information and Protection of Privacy Act.
19. If only a portion of a report is made “Invisible,” the report will be accessible by all Members except for the part of the report that was made “Invisible.”

Review of File Status

20. If the investigator assigned to a file is transferred, retires, or is otherwise relieved of the file responsibility, the Member assuming responsibility for the file will review the information in the file to ensure that it still meets the requirements for being “Private” or “Invisible”. The file must be updated to show the new investigating Member by updating the “Private” or “Invisible” status to show the “Responsible User” as the new Member.
21. Before a file is closed, the investigator will ensure that the criteria to classify the file “Private” or “Invisible” still exist. If the criteria are not longer valid, the file will be unclassified.
22. The PRIME Coordinator will issue an annual request to the assigned investigator directing that any inactive or closed file be reviewed to determine the need to maintain the file’s “Private” or “Invisible” status.
23. Before charges are forwarded to Crown Counsel, the file will be reviewed to determine the need to maintain the classification.

1. Investigators should be aware that with the electronic transfer of the Report to Crown Counsel (RTCC), the “Private” or “Invisible” portions of a report would not be available to Crown Counsel.
24. For Private or Invisible files, Court Liaison will be given access so that they may process the RTCC. Once the RTCC submission to JUSTIN is complete, the investigating Member may determine to remove Court Liaison from the Private List.
1. When the RTCC moves to JUSTIN the information becomes available to JUSTIN viewers. Court Liaison will need to limit the number of viewers in JUSTIN if the file is sensitive.