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

PRIME – FLAG RECORDS

Effective Date: May 11, 2009
Revised:

POLICY

1. As a participating agency of the Police Records Information Management Environment (PRIME), the South Coast British Columbia Transportation Authority Police Service (SCBTAPS) will comply with the PRIME-BC (corporate entity) user policy regarding Flag Records (Chapter 7.8).

2. SCBCTAPS will establish specific policy for identifying the appropriate circumstances for the use and maintenance of Flag Record Event Type. To safeguard against misuse of Flag Records, SCBCTAPS will restrict this function to a limited number of users within SCBCTAPS.

3. SCBCTAPS will review its Flag Records at least once every twelve months to ensure accuracy of information. It is detrimental and potentially dangerous to all users of PRIME if Flag Records are not maintained correctly, as users may act on information which is outdated or inaccurate.

REASON FOR POLICY

4. To enable SCBCTAPS to comply with PRIME-BC Operational Policy and Procedures.

5. To ensure SCBCTAPS personnel maintain consistent standards and processes for the creation, completion and maintenance of Flag Records

PROCEDURES

General

6. The Flag Record allows police personnel to attach an alert to any person, vehicle, institution, or address. The Flag Record has two main uses: it provides a consistent warning mechanism for all members of a police agency; and it provides a tracking mechanism for individuals of special interest to a police agency. No official incident need have occurred to create a Flag Record.

7. Flag Records are a flexible and valuable tool for police agencies. Some specific examples of uses for the Flag Record are:

1. flagging a potentially dangerous address, person, or vehicle,
2. flagging an individual as a suspect in an offence,
3. tracking gang members,
4. flagging an informant to track his/her activities,
5. identifying released or probable sex offenders,
6. monitoring conditional or new releases from penitentiaries, including tracking parolees who must report in,
7. alerting police personnel that an address is under surveillance,
8. advising when a subject of interest is checked by an officer, and
9. requesting to be advised if a subject is sighted.

8. Adding a Flag Records requires three separate procedures:

   1. adding the flag information to the Flag Record, and configuring various system-generated functions,
   2. indexing the entity (person, vehicle, institution) SCBCATPS wants to flag to the Flag Records [the exception is flagged locations – which are not indexed separately, but are entered directly into the Flag Record screen], and
   3. adding a text page to detail the reason for the flag.

9. At the time a Flag Record is created, a diary date of twelve months or less will be assigned, including a handle or recipient responsible for ensuring the Flag Record remains valid. Flag Records will be reviewed by the Informatics Manager (or assigned to another Designated Authority to review) at least once every twelve months or less, at which time they must be checked for accuracy.

10. All Flag Records will be linked (Related Events) to a General Occurrence (GO) report that contains the same information as in the Flag Record including justification for the Flag. When a Flag Record is deleted or updated upon review, that information will be reflected in the GO. This will prevent the permanent loss of historical data, should a need arise to provide information regarding its existence for future court cases, public inquiries, coroner's inquests, etc.

    1. Exception - S.9 does not apply in instances where SCBCTAPS determines that there is no practical need or legal obligation to have historical data for a particular use of the Flag Record. For example, use of Flag Records to serve subpoenas/summons.

11. Police Computer Aided Dispatch (CAD) permits hazard entries for addresses only. If a hazard entry is made in CAD, it must be linked (Related Events) to a duplicate Flag Record that is linked to a supporting GO in the Records Management System (RMS) that contains justification for the hazard and any updates upon review. Since CAD entries do not have diary dates, the associated GO will be assigned a diary date of no more than twelve months for a review of the hazard. In order to ensure consistency of date entry/deletion, both CAD and RMS Flagged Records need to be deleted / updated at the same time. [Refer to Section 3 - Hazard Records/Chapter 2.1 Computer Aided Dispatch in PRIME Operational Policy and Procedures Manual].

Authorization

12. The Informatics Manager, PRIME Sergeant, and Inspector Operations are appointed as a "Designated Authority" for Flag Records.

13. The Chief Officer has the authority to appoint additional Designated Authorities for Flag Records as required.

14. SCBCTAPS personnel (PRIME user) who are not authorized to create a Flag Record will submit a written request to a SCBCTAPS Designated Authority justifying the need for a Flag Record. Once approved, the Flag Record will be created for the PRIME user by the Designated Authority.

Private and Invisible Flags

15. As with other event types, PRIME users with the proper security profile can choose to make a Flag Record private or invisible (in accordance with SCBCTAPS Policy Chapter AF130 – Making Records Private or Invisible). This feature is especially important with the Flag Record.

16. The information contained in a <u>private</u> Flag Record is only accessible by the originator of the Flag Record, and users the originator designates. This feature can be extremely useful for sensitive investigations in which identities and operations are susceptible to compromise.

    1. RMS users can see that a private Flag Record exists, but they cannot retrieve any of the associated information.

17. <u>Invisible</u> Flag Records are totally hidden from other RMS users (i.e., other users are not even aware that the invisible Flag Record exists on the system). With an invisible Flag Record that has automatic V-Mail notification enabled, the originator is advised any time a member of the police agency checks the flagged entity, even though the police agency member may have received a 'no-hit' response.

[See also AF130 – Making Records Private or Invisible, AF150 – PRIME-Street Check]