



## TRANSIT POLICE

# PROPERTY MANAGEMENT

Effective Date: September 12, 2005

Revised Date: June 21, 2013

Reviewed Date:

Review Frequency: As required

Office of Responsibility: Inspector Support Services

## POLICY

### Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

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.

Transit Police Personnel – Sworn police officers and civilians who work for the Transit Police.

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.

### General

2. The Transit Police will establish and maintain a property management function that will:
  1. provide for the requisition, distribution and inventory of property used by or on behalf of the Transit Police;

2. provide for effective equipment for productivity, safety and comfort facilitated through a continuing analysis of police equipment, including:
    - a. vehicles,
    - b. emergency vehicle equipment,
    - c. weapons, including equipment to carry or retain weapons and ammunition,
    - d. uniform clothing, and
    - e. communications equipment;
  3. be administered under the authority of the Chief Officer and the responsibility of the Deputy Chief Officer Support Services or designate.
3. As a designated policing unit within the TSML, all property acquired by or on behalf of the Transit Police is an asset of and owned by the TSML and SCBCTA.

## **PROCEDURES**

### **Inventory Control**

4. An annual inventory of all property assigned to the Transit Police, including to whom any equipment was issued, will be conducted and maintained.

### **Report of Damage or Loss**

5. Transit Police Personnel damage or loss of any property, including equipment, that is owned, leased, used or the responsibility of the Transit Police will be reported promptly, both verbally and in writing to the individual's immediate Supervisor.
6. Reports of damaged or lost property will be reviewed by the section Manager for authorization of replacement or repair. The Manager will refer non-minor incidents to the attention of the divisional Deputy Chief Officer for authorization of replacement or repair, or as otherwise required by Transit Police policy.

### **Analysis of Equipment**

7. An analysis of police issue equipment will be an ongoing process involving the initiative of individual Transit Police Personnel submitting written reports outlining the effectiveness or deficiencies of currently utilized equipment, and to identify the need for new equipment.
8. The written report (using TP Form AZ230 – Memorandum or AZ240 – Business Case Guideline) will be directed to the staff person's immediate Supervisor for comment. The Supervisor will review and consider the submitted comments, add their own comments and forward the report to the divisional Deputy Chief Officer.
9. If approved by the divisional Deputy Chief Officer, the report, together with recommendations, will be forwarded to the Chief Officer for financial consideration and action, including consideration of applicable policies and procedures of the Police Board, TSML and SCBCTA.

**Use of Property**

10. Transit Police Personnel are responsible for the safe custody and use of any equipment available to them or in their possession.
11. Transit Police Personnel will examine all equipment prior to use, and immediately report any damage, poor performance or deficiency or shortage to their immediate Supervisor.
12. Equipment will not be loaned to Transit Police Personnel without the authorization of the divisional Deputy Chief Officer.

**[See also: AG090 – Police Vehicles]**

**Return of Property**

13. When Transit Police Personnel are terminated, on suspension, or otherwise on request, all equipment in the individual's possession, including police badge and identification card, must be surrendered by the individual to the Deputy Chief Officer.
14. Surrendered equipment will not be re-issued without written authorization from the divisional Deputy Chief Officer or Chief Officer as applicable.

**[Refer also to: AC100 – Relinquishment of Equipment, AC160 – Professional Standards, AD050 – Acquisition of Goods and Services, OH010 - Firearms]**

**Key References**