



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

POLICE BUILDINGS

Effective Date February, 6, 2006

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) premises will be a secure building, with restricted entry access.
2. SCBCTAPS personnel will adhere to building security requirements.
3. Specific rooms and/or areas in the police building will be restricted to certain SCBCTAPS personnel.
4. SCBCTAPS will permit guided tours of the police building for members of the general public, subject to policy requirements.

REASON FOR POLICY

5. To prevent unauthorized access to SCBCTAPS premises and restricted areas.
6. To enhance the relationship between the police and the community to improve police services.

PROCEDURES

Building Security

7. All entrances to the SCBCTAPS headquarters building will remain locked, except the front door access to the Public Service Counter (PSC) as permitted below.
 1. The front door with access to the front lobby/PSC will be unlocked 0700 hours to 1600 hours, Monday through Friday, with the exception of statutory holidays, and kept locked at all other times.
 2. The internal door leading from the front lobby into the police facility will remain closed at all times.

Visitors

8. All non-SCBCTAPS personnel are classified as visitors for the purpose of building security. This includes the general public, repair/maintenance personnel, family

members and friends, transit employees, police from other agencies, all associate agency personnel, and former SCBCTAPS personnel.

9. All persons wishing entrance to the building will report to the PSC. Depending on their stated business, the visitor may be issued a visitor pass indicating the visitor requires an escort while in the building (red pass for non-police visitors and blue pass for police officers).
 1. The visitor will sign the visitor's log kept at the front counter and, when leaving the police building, return any issued visitor pass and sign the log indicating time out.
 2. Police Members from other agencies and not in uniform can wear a blue visitor pass with their identification card bearing their photograph and name, or a red visitor pass without identification.
 3. If any visitor pass cannot be accounted for, the Watch Commander will be promptly advised.
10. SCBCTAPS personnel will be cognizant of police building security. Any person observed in the building that is unknown, not in uniform or not wearing an identification tag, will be immediately challenged. If this person should not be in the building, they are to be turned over to the Watch Commander for proper processing/interviewing.

Keys and Access Cards

11. Access into, and within areas of, the building is by access card and/or key. SCBCTAPS personnel will be issued an access card. Keys will be issued to personnel as appropriate to job position.

12. FIPPA s. 15 - Harm to Law Enforcement [redacted]
[redacted]
[redacted]

1. FIPPA s. 15 - Harm to Law Enforcement [redacted] Authorized personnel are, unless otherwise determined by the Chief Officer:
 - a. Chief Officer,
 - b. Deputy Chief Officer,
 - c. Operational Support Supervisor,
 - d. Office Manager, and
 - e. Executive Assistant – Chief Officer.

2. FIPPA s. 15 - Harm to Law Enforcement [redacted]
[redacted]
[redacted]

- 3. Any requests for access cards or keys which includes access to restricted access areas in the building (e.g., Operations Communication Centre, Records Room, Exhibit Room and Server Room) will require confirmation from the Supervisor responsible for that area or an Executive Officer prior to card/key issuance.
 - 4. Copy of request/issuance documents to be retained on personnel file at SCBCTAPS.
13. SCBCTAPS personnel are responsible for the security of any key or access card issued to them or otherwise entrusted to their care by the SCBCTAPS. SCBCTAPS personnel will promptly report loss or theft of any access card or key to their Supervisor, FIPPA s. 15 - Harm to Law Enforcement
- 1. Under no circumstances should any of the access keys or control cards to secure, restricted access areas be left unattended or in a position where unauthorized persons may use them to enter the restricted area.
14. Upon retirement or termination of a SCBCTAPS staff person, the Supervisor will retrieve any issued access card or keys FIPPA s. 15 -

FIPPA

- 15. FIPPA s.15 - Harm to Law will only be issued to SCBCTAPS personnel authorized by the Chief Officer.
- 16. SCBCTAPS personnel issued FIPPA s.15 - will not relinquish personal control of FIPP
- 17. In the event of an emergency in the building, FIPPA s.15 - Harm to Law the Watch Commander will be notified and take appropriate action.
 - 1. FIPPA s. 15 - Harm to Law Enforcement

Operations Communication Centre

[See also: 00010 – Communications: Operations]

- 18. The OCC is a secure, restricted access area and the access door to the OCC will be kept closed and secured at all times. Only persons authorized to enter the OCC will be provided control keys or access cards.
 - 1. Technicians, repair personnel, or other police agency personnel may be permitted access (under supervision) to the OCC, upon approval of the Operational Support Supervisor or Watch Commander.

Records Room

19. The Records Room is a secure, restricted access area and the access door to the Records Room will be kept closed and locked at all times, unless otherwise permitted by policy. Only persons authorized to enter the Records Room will be provided control keys or access cards.

- 1. The door to the Records Room may be left open when occupied by Records Service Section (RSS) personnel, or other personnel authorized by the Operations Support Supervisor or designate.

20. When no SCBCTAPS personnel are available in the RSS to assist a Member requiring access to information maintained in the Records Room, the Member will contact the Watch Commander. The Watch Commander will determine when immediate access is required and supervise any retrieval of information.

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- 1. The Watch Commanders have authorized access to the Records Room for this purpose.

Property/Exhibit Rooms

21. All rooms assigned to property services for the purpose of exhibit and property storage are secure, restricted access areas and will be kept closed and locked at all times, unless otherwise permitted by policy. Only authorized personnel will be provided a control key or access card to enter the Exhibit Room and Temporary Exhibit Room

- 1. The door to the Exhibit Room and/or Temporary Exhibit Room may be left open when occupied by authorized personnel.
- 2. The Exhibit Room is secured by FIPPA s.15 - Harm to Law Enforcement and may only be accessed by authorized personnel. Authorized personnel includes:
 - a. Exhibit Custodian/Court Liaison Officer(s),
 - b. personnel assigned during the absence of the Exhibit Custodian/Court Liaison Officer(s) to carry out selected responsibilities of the Exhibit Custodian/Court Liaison Officer(s), and
 - c. Deputy Chief Officer.

Closed Circuit Television (CCTV)

22. FIPPA s. 15 - Harm to Law Enforcement
FIPPA s. 15 - are monitored and recorded via a 24-hour per day Digital Video Recording System (DVR). FIPPA s.15 - Harm to Law Enforcement
The master video recording system is in the custody and control of SCBCTAPS.

- 23. Requests to access a video recording will be forwarded to the Watch Commander for processing, as appropriate.
- 24. DVR video clips seized as evidence will be processed as exhibits in accordance with established policy and procedure.

Daily Inspection

25. The Watch Commander on duty for the last shift of the day will, prior to shift end, physically inspect the perimeter of the building to ensure all entrances are secure.

Alarms

26. FIPPA s. 15 - Harm to Law Enforcement [redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

Fire Protection and Inspections

27. The police building has a fire alarm and monitoring system, sprinklers and fire extinguishers. Fire equipment and alarms will be regularly inspected in accordance with fire regulations and the requirements established by the Fire Rescue Services.

- 1. The Office Manager will act as liaison with the SCBCTA Fire Prevention Section.

Note: Currently, the fire alarm system and equipment is inspected monthly and serviced annually by the SCBCTA Fire Prevention Section.

28. Any SCBCTAPS staff person who detects a fire will:

- 1. activate the nearest fire alarm,
- 2. advise the OCC, who will immediately contact Fire Rescue Services by radio and, if required, Emergency Health Services,
 - a. an emergency first aid kit is available in the bullpen area as well as in police vehicles,
- 3. contact the Watch Commander who will:
 - a. ensure all personnel in the building are notified and evacuated, if necessary, and
 - b. contact TS, as appropriate.

29. All fires within the police building will be subject to an investigation.

Guided Building Tours

30. Guided tours of the police building may be arranged for individuals or groups upon their application through the community police liaison officer.

- 1. The hosting Member will notify the Watch Commander prior to commencing the building tour.

2. Members conducting tours will be responsible for ensuring that no member of the tour is allowed to view any computer screens or display boards on which confidential information is visible. This includes, but is not limited to, CPIC, JUSTIN and PRIME terminals. It also includes the "Police Only" information boards, which should be covered before the tour begins.
3. The OCC will be viewed through the window, with no entry being made into the room.