



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

POLICE VEHICLES

Effective Date: September 12, 2005

Revised Date: October 31, 2005, June 5, 2006, May 7, 2007, May 26, 2011

Reviewed Date:

Review Frequency: 2 Years

Office of Primary Responsibility: Inspector Support Services

POLICY

Definitions

Nil

Authority

1. As a policing agency in British Columbia, the South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will use its police vehicles in accordance with the Emergency Vehicle Driving Regulation (EDVR) and the Motor Vehicle Act (MVA).

General

2. The SCBCTAPS will have a fleet plan to guide management of the SCBCTAPS police vehicles, including fleet procurement.
3. The SCBCTAPS vehicles, trailers and equipment will be:
 1. maintained in a safe and operational condition; and
 2. regularly inspected and inspection results documented.
4. Marked police vehicles will be equipped with the following equipment:
 1. a red/blue emergency light and a siren;
 2. a mobile radio transceiver (Member will carry portable radio);
 3. designated emergency equipment (including fire extinguisher, flares, first aid kit, traffic cones, barrier tape, blanket and rubber gloves); and
 4. prisoner cage (where operationally feasible).
5. The Deputy Chief Officer Support Services or designate will direct which un-marked police vehicles (non-emergency vehicles) will be equipped with emergency lights and siren, a mobile radio transceiver, designated emergency equipment (as listed in s. 4 above) and any other equipment deemed suitable/necessary.

- 6. The police trailer will be equipped with the following equipment:
 - 1. FIPPA s. 15 - Harm to Law Enforcement [redacted]
 - 2. FIPPA s. 15 - Harm to Law Enforcement [redacted]
 - 3. FIPPA s. 15 - Harm to Law Enforcement [redacted]
 - 4. FIPPA s. 15 - Harm to Law Enforcement [redacted]
- 7. FIPPA s. 15 - Harm to Law Enforcement [redacted]
- 8. In the course of duties, only SCBCTAPS police officers (Members) may employ the red/blue emergency lights and a siren in a police vehicle.
- 9. When exiting a police vehicle for extended periods, Members will lock down the vehicle lap-top computer to prevent unauthorized access, and secure the vehicle as required by SCBCTAPS policy.

PROCEDURES

Use of Police Vehicles

- 10. SCBCTAPS vehicles will only be used when assigned for execution of specific duties.
- 11. Members will be responsible to ensure that any vehicle they are assigned is operated in a safe and professional manner.
- 12. Only Members are permitted to drive marked vehicles. Travel in SCBCTAPS marked vehicles by non-Members will not be permitted unless approved in writing by the Watch Commander.
 - 1. The exception to this rule will be the Fleet Coordinator or designate.
 - a. The Fleet Coordinator will ensure proper coverage of emergency equipment when ferrying a marked police vehicle.
- 13. Members will use police vehicles for **police related business only**.
 - 1. Private use of a police vehicle is a violation of policy. Liability for damages or injury may result in a demand for recovery against the SCBCTAPS staff person. Any deviation from a route or delay for other than duty-related purposes could result in a ruling that the SCBCTAPS staff person was not acting within the scope of his/her duties.
 - 2. The exception to s. 13.1 above is those SCBCTAPS exempt officers authorized by specific contract provisions and SCBCTAPS personnel assigned vehicles for their duties (e.g. Dog Handlers).

14. Prior to using a vehicle, a Member will:

1. obtain approval for vehicle use from their Supervisor (not applicable to personnel identified in s. 13.2);
2. ensure that all Members, their vehicle, portable radio and assignment are logged with the Operations Communication Centre (OCC),
3. inspect the vehicle for damage/deficiencies and report any damage/deficiencies in writing to their immediate Supervisor;
4. check the vehicle and ensure it is equipped with the standard emergency equipment; and
5. ensure the vehicle is clean and does not contain any foreign items.

15. After using a vehicle, a Member will:

1. ensure the vehicle has not less than half a tank of fuel;
2. replace any equipment used during their use of the vehicle (e.g., first aid kit, flares) or inform the Fleet Coordinator of any missing or damaged equipment;
3. ensure the vehicle is left in a clean condition, and that all foreign items are removed and, if necessary, documented;
4. note any maintenance problems or any concern as to the safety of a vehicle (including occurring as a result of the use to which the vehicle was put – i.e. after being driven at a high speed) and submit a written report to their immediate Supervisor;
5. ensure the vehicle status board in the Watch Commander's office reflects any maintenance concerns; and
6. log off with the OCC, including vehicle and signed out radio.

16. Smoking is not permitted in vehicles.

17. A Member will not make or cause to be made any modification to, or customizing of, a vehicle without the authority and consent of the Deputy Chief Officer Support Services or designate.

18. When a Member is involved in a motor vehicle accident involving a police vehicle, the Member will report it, as soon as practicable, to their Supervisor. SCBCTAPS personnel will follow reporting and investigation procedures outlined in SCBCTAPS policy chapter OJ140 - Motor Vehicle Accidents.

[See also: OJ140 – Motor Vehicle Accidents]

Taking Home and Overnight Custody of a Police Vehicle

19. The Watch Commander or Member of a higher rank may authorize a SCBCTAPS staff person (with the exception of those personnel identified in s. 13.2) to take home a police vehicle in special circumstances, such as:

1. specific duty after regular hours or early morning duty departure when the distance involved proves impractical or uneconomical for picking up or dropping off the police vehicle;
2. voluntary or mandatory standby of a Member or special unit where need for a police vehicle is clearly demonstrated; and

- 3. emergency storage if the normal storage area is unavailable because of an emergency or security problem.
- 20. Members will not take SCBCTAPS vehicles outside of the Province of British Columbia without written authorization of either the Deputy Chief Officer Operations or the Deputy Chief Officer Support Services.
- 21. Members will use SCBCTAPS Form AZ760 to obtain authorization to take home a police vehicle or take a police vehicle out of province. Authorization is intended to be unequivocally duty related.

Operation of Police Vehicles

- 22. Members will wear seat belts at all times when operating or riding in a police vehicle.
 - 1. Exemptions under the MVA Regulations, as listed below, may be applied only when necessary:
 - a. when transporting a person in the Member's custody or care;
 - b. when there are reasonable and probable grounds to believe the use of a seat belt assembly would obstruct the performance of duties.
- 23. All vehicles will be locked upon exiting a police vehicle.
- 24. When parking a vehicle in a manner other than parallel or angle, the vehicle will be backed into the space with the wheels in straight alignment for a safe and easy exit.
- 25. The Member will be held personally responsible for any violation tickets resulting from the Member's use of the police vehicle (e.g., red light cameras, parking).
 - 1. For exemption from s. 25, the Member will be required to submit a request (via the Confidential Assistant Operations) to the Inspector Operations. The submission to include the ticket, explanation of the circumstances, and comments/support of their immediate Supervisor.

Emergency Vehicles

- 26. Unmarked vehicles may be used in police emergency situations; however, the Member will be required to activate emergency equipment contained within the vehicle. When lights and siren are present in the vehicle, both will be used pursuant to the EVDR.

FIPPA s. 15 - Harm to Law

27. FIPPA s. 15 - Harm to Law Enforcement

28. FIPPA s. 15 - Harm to Law Enforcement

29. FIPPA s. 15 - Harm to Law Enforcement

30. FIPPA s. 15 - Harm to Law Enforcement

[Redacted]

- 1. FIPPA s. 15 - Harm to Law Enforcement
- 2. FIPPA s. 15 - Harm to Law Enforcement
- 3. FIPPA s. 15 - Harm to Law Enforcement
- 4. FIPPA s. 15 - Harm to Law Enforcement

NOTE: FIPPA s. 15 - Harm to Law Enforcement

[Redacted]

Ride – Along

- 31. SCBCTAPS will require all individuals participating in a ride-along in a SCBCTAPS police vehicle to be assessed for eligibility and security screened, and to complete all necessary waivers (e.g. SCBCTAPS Ride-Along Request Form AZ220) or other requirements. Members will refer to OM100 – Ride-Along for specific requirements and procedures. This includes authorization needed from the Watch Commander (or designate).
- 32. Members are not permitted to have unauthorized persons in a SCBCTAPS vehicle, with the exception of vehicles authorized by contract with exempt officers (see s. 13.2).
- 33. The Member responsible for the ride-along will ensure that the ride-along participant wears a seatbelt at all times while the police vehicle is being operated (no exceptions).

Storage of Police Trailers

34. When not in use, the trailers will be stored in the secure police compound adjacent to 307 Columbia Street Police Building or other secure police compound as determined by the Deputy Chief Officer Support Services. When overnight custody of a trailer is required during its use, it is to remain securely fastened to the towing vehicle to prevent any unauthorized use and, if possible, be inside locked gates or a garage.

Use of Police Trailers

- 35. SCBCTAPS personnel are only authorized to utilize the police trailers for the transportation of SCBCTAPS property for work related purposes. Any use of the SCBCTAPS trailer by other police or non-police agencies will be done only with the approval of the Deputy Chief Officer Support Services.
- 36. SCBCTAPS personnel utilizing the police trailers will adhere to the following use of vehicle requirements:

1. ensure that the towing vehicle has proper/adequate hitch and electrical wire harness as well as adequate GVW so that maximum vehicle weight/towing capacity is not exceeded;
 - a. when possible, the towing vehicle is to be a SCBCTAPS transport vehicle, but in exceptional cases, a Member may utilize a private towing vehicle upon prior approval from the Chief Officer or designate;
2. FIPPA s. 15 - Harm to Law Enforcement
[Redacted]
3. FIPPA s. 15 - Harm to Law Enforcement
[Redacted]
4. FIPPA s. 15 - Harm to Law Enforcement
[Redacted]

Repairs and Maintenance

37. All vehicles and equipment will be maintained in good working order. Defective equipment will be repaired or replaced as soon as possible.
38. The Watch Commander will be responsible for ensuring that the Weekly Vehicle Check Form AZ320 (Form AZ320) are completed for all police vehicles (with the exception of the pool vehicles and executive fleet) and forwarded to the Fleet Coordinator.
 1. The Fleet Coordinator will be responsible for completion of the Form AZ320s for the SCBCTAPS pool vehicles and executive fleet, as appropriate.
39. The Fleet Coordinator will be responsible for:
 1. arranging for regular maintenance of vehicles;
 2. arranging for vehicle repairs;
 3. reporting vehicle damage to the Watch Commander, who will notify the South Coast British Columbia Transportation Authority claims department;
 4. maintaining a vehicle maintenance file for each vehicle (which will include vehicle information, weekly vehicle check forms, records of any damage/repairs /maintenance, and any other pertinent information); and
 5. maintaining accurate electronic records on designated vehicle management software.
40. Where a safety issue is raised, the issue must first be resolved and/or examined by qualified service personnel before placing the vehicle back into service.

Decontamination of Vehicles

41. Where a vehicle's interior has been contaminated by body fluids or other items, a Member will report the contamination to their immediate Supervisor for decontamination.
42. The Fleet Coordinator (or Watch Commander during off-duty hours) is responsible for arranging for the decontamination of the vehicle before being used again for regular duty.

[See also: OG040 – Communicable Diseases]

Key References

Emergency Vehicle Driving Regulation [BC Reg 133/98]
Motor Vehicle Act [RSBC 1996, Chapter 318]