



SOUTH COAST BRITISH COLUMBIA  
TRANSPORTATION AUTHORITY  
POLICE SERVICE

## **PATROL RESPONSIBILITIES**

Effective Date: May 9, 2005

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### **POLICY**

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will provide designated policing services and patrol coverage, on a continuous basis, including:
  1. preventive patrol,
  2. enforcement of Criminal Code and other Federal and Provincial statutes,
  3. response services,
  4. investigations,
  5. crime prevention activities,
  6. traffic control,
  7. maintenance of public order,
  8. provision of emergency services,
  9. development of relationships between citizens and the SCBCTAPS,
  10. reporting information to the appropriate organizational components,
  11. problem solving, and
  12. regulation compliance.

### **REASON FOR POLICY**

2. To describe the roles and responsibilities of the patrol component.
3. To recognize the interdependence and shared responsibility of the police and the community to identify and resolve problems of crime and disorder.

### **PROCEDURES**

#### **INCIDENT RESPONSE**

4. Members will acknowledge all requests for assistance, and provide assistance as may be required.
  1. Response to major injury incidents included.
5. Members will prepare a report of all requests for police attendance. If the Member is unable to respond or attend, the Patrol Supervisor must be notified.
6. When responding to incidents, Members will prioritize their response as follows:

1. to protect and save lives,
  2. to prevent and detect crime,
  3. enforce the law, and
  4. protect property.
7. To accomplish these priorities, Members will:
1. assume control of the incident where appropriate,
  2. provide immediate emergency first aid assistance,
  3. assist transit employees or other emergency response agencies and coordinate where appropriate, and
  4. investigate the incident.

## **INVESTIGATION**

8. When the Jurisdictional Police Department (JPD) assumes responsibility for an investigation, the SCBCTAPS will support and assist the JPD as requested, and liaise with the JPD until the case is concluded.
9. In some cases, the SCBCTAPS may be the sole investigating agency for incidents involving TransLink operations. All investigative responsibilities must be carried out according to SCBCTAPS policies, legislative requirements, and agreements.

**[See also: OD210 – Fare Enforcement, OJ090 – Violation Tickets]**

## **First Member On Scene**

10. The first Member on the scene of any incident assumes responsibility as the investigating SCBCTAPS Member. The investigating Member will conduct the investigation until the Patrol Supervisor designates an assigned investigator.
11. In addition to the above responsibilities, the first Member on the scene is responsible for:
  1. identifying and detaining suspects,
  2. identifying and interviewing witnesses,
  3. preserving and gathering evidence,
  4. notifying the JPD and Patrol Supervisor to attend the scene, if required,
  5. briefing JPD investigators, if called, and
  6. accepting designation as the investigating Member unless otherwise advised by the Patrol Supervisor.

## **FIRST PATROL SUPERVISOR ON SCENE**

### **JPD Not Present**

12. Where there is not a need for the JPD to attend, the Patrol Supervisor will:
  1. coordinate the SCBCTAPS investigation, and
  2. designate the assigned investigator.

**JPD Present**

13. If the JPD is in attendance, those members from that department hold authority and control over the scene and investigation, but may leave that responsibility with the SCBCTAPS. In addition, the SCBCTAPS Patrol Supervisor on scene will:
1. locate the senior JPD member and offer assistance,
  2. designate an investigator to assist and liaise with the JPD during the course of the investigation, and
  3. ensure that all SCBCTAPS responsibilities are met.

**Investigational Aids (Evidence)**

14. The SCBCTAPS is responsible for collecting, handling, preserving and disposing of evidence in compliance with legal requirements and without compromising its admissibility and value. SCBCTAPS Members will:
1. seize evidence that may be otherwise lost or destroyed,
  2. remove all suspects or witnesses from the scene to prevent contamination or interference with evidence,
  3. identify witnesses for later interviews, and
  4. record all conversation with suspects.
15. Legal requirements and standards for handling evidence must be followed to ensure that the evidence meets the requirements for investigating and prosecuting the case.

**[See also: OD030 – Crime Scene, OF010 – Evidence, OF020 – Exhibit/Property Control]**

**Investigation Report**

16. The investigating Member will complete and submit a detailed investigation report before the end of shift. Any overtime required to complete reports, including Reports to Crown Counsel (RTCC), must be authorized by the Patrol Supervisor. The investigation report will include, when available:
1. accurate timetable of events,
  2. names of all persons involved,
  3. names of all persons entering scene,
  4. original statements from all witnesses interviewed by the Member,
  5. exhibit reports listing all evidence identified and/or seized,
  6. findings of JPD investigation, if involved, and
  7. photographs (in cases where they have been taken).

**[See also: OD020 – General Criminal Investigations]**