



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

# **GENERAL CRIMINAL INVESTIGATIONS**

Effective Date: May 9, 2005

---

## **POLICY**

1. Pursuant to the Memorandum of Understanding between the South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) and Jurisdictional Police:
  1. while responsibility of Jurisdictional Police for policing the Transportation Service Region remains intact, SCBCTAPS will assume primary responsibility over SCBCTAPS Matters. SCBCTAPS Matters are:
    - a. offences committed under British Columbia provincial statutes,
    - b. Criminal Code of Canada (CCC) summary conviction offences, and
    - c. CCC hybrid offences,
  2. Jurisdictional Police will continue to respond to and provide appropriate assistance for SCBCTAPS Matters, and to SCBCTAPS, as circumstances require,
  3. in exigent and emergency situations, the policing agency in the most favourable position to provide the initial response will take the necessary and appropriate tactical response pending the arrival of the responsible agency, and
  4. if a determination cannot be made as to whether the matter should be handled by SCBCTAPS or Jurisdictional Police, the Jurisdictional Police will be responsible.
2. Criminal investigations will be:
  1. undertaken in full compliance with the legal requirements of investigations,
  2. classified into the categories of "open", "inactive pending further investigations", or "closed" with the status of each case being determined by set criteria,
  3. carried out under a case management system for serious or complex criminal investigations,
  4. conducted and facilitated through checklists, where required, corresponding to each type of investigation, and
  5. conducted in a manner that provides for second contact with principals involved in a case requiring follow-up investigation.

## **REASON FOR POLICY**

3. To ensure that the legal requirements involved in a criminal investigation are met.

4. To assign responsibility for case management and to establish investigative continuity.

**[See also: OC010 – Patrol Responsibilities]**

## **PROCEDURES - GENERAL**

5. All criminal investigations will be undertaken in full compliance with the requirements of investigations as outlined in procedures for OD080 – Arrests, OD120 – Search, OD130 – Seizure and OD140 – Statements.
6. Case status will fall into one of the following categories:
  1. open, still under investigation,
  2. inactive pending further information, or
  3. closed
7. Criteria for suspending, or closing investigative files will be:
  1. lack of further leads or solvability factor,
  2. absence of witnesses, evidence, or documentation, or
  3. supervisory discretion.

### **Initial Investigation**

8. The investigator will complete a preliminary investigation of assigned incidents, which, subject to the nature of the particular incident, should include general information and actions regarding:
  1. **Location:**
    - a. source of incident,
    - b. witnesses,
    - c. suspects,
  2. **Isolation:**
    - a. scene preservation,
    - b. isolation of witnesses,
    - c. containment of suspects,
  3. **Evacuation:**
    - a. medical,
    - b. non involved parties (public and Police),
    - c. witnesses,
    - d. suspects,
  4. **Negotiation:**
    - a. assess situation,
    - b. assess support requirements,
    - c. adduce what has happened,
    - d. detail tasks notifications,

- e. request assistance,
  - f. relinquish control,
5. Reporting the incident fully and accurately.
  9. Interview of suspects involved in serious crimes will be a function best conducted by Members specifically trained in advanced interview techniques.
  10. Patrol Members attending the scene of serious crimes, particularly homicide, will not actively pursue interview of suspects. The assigned member from the Jurisdictional Police Department (JPD) will conduct the interview.
  11. Should an accused make an admission or other statement without prompting, the Member will make detailed notes.

### **Investigative Responsibility**

12. Any Member receiving or possessing facts or information relative to a suspected criminal offence must:
  1. take prompt action if the circumstances require, or
  2. make such information available either to the immediate Supervisor or to the JPD without delay.
13. Patrol Members will conduct the initial investigation of criminal incidents. In the event of an indictable offence, the JPD will be advised. Unless the JPD assumes responsibility for the investigation, the Supervisor will assign a Member to conduct the follow up investigation.
14. In order to ensure a system of timely follow-up investigations, all investigative files will be assigned diary dates. Any request for extensions will include an explanation of the investigative leads still being pursued.

### **Investigation/Supervisor Checklist**

15. To ensure that all basic elements of an investigation have been thoroughly and completely reviewed, the following checklist should be referred to when conducting initial and follow-up investigations:
  1. ensure that all elements of the charge are fully satisfied,
  2. ensure that all seized evidence is properly marked for identification,
  3. ensure that a technical examination is conducted where warranted,
  4. obtain written statements from accused/complainant, witnesses,
  5. consider provision for Charter of Rights,
  6. review and pursue all sources of information,
  7. ensure reports contain all the essential elements and are complete.

## **CASE MANAGEMENT**

### **Accountability for Conducting Preliminary and Follow-up Investigations**

16. With respect to preliminary investigation:

1. the original Member assigned to the case will be responsible for the preliminary investigation, and
2. the preliminary investigator's Supervisor may re-assign the file to a new investigator in consultation with that Member or their supervisor.

17. With respect to follow-up investigation:

1. the preliminary investigator assigned to the file will be responsible for the file to its conclusion, unless the file is reassigned to another investigator within the SCBCTAPS or the JPD,
2. when a patrol Member is assigned to an investigation requiring extensive follow-up, they should consult with their Watch Commander to assess whether the file should be re-assigned to the JPD, and
3. requests for follow-up will be forwarded to the supervisor of the JPD. Until such time as the file is re-assigned the initial Member will be responsible for the file. A file is not officially re-assigned until such time as the JPD supervisor accepts responsibility for the investigation.

**Major Crime Case Management**

18. Serious or complex investigations will be referred to the JPD for investigation.

**[See also: OC010 – Patrol Responsibilities]**

**PROCEDURES - INCIDENT SPECIFIC**

**Private Investigators and Security Agencies Act**

19. When a person being prosecuted for a criminal offence is licensed under the Private Investigators and Security Agencies Act, the investigating Member will request that a copy of the applicable case report be sent to:

Ministry of Public Safety and Solicitor General,  
Security Programs Division  
Registrar, Private Investigators and Security Agencies Act  
#405 - 815 Hornby Street  
Vancouver, BC V6Z 2E6