



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

**EVIDENTIARY RECORDINGS**

Effective Date: May 9, 2005  
Revised: September 12, 2005

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**POLICY**

1. The use of photography, video and audio taping and computer storage systems pursuant to the collection and preservation of evidence will:
  1. be undertaken in full compliance with legal requirements,
  2. be implemented where the circumstances of the investigation warrant it,
  3. have the required approval within the South Coast British Columbia Transportation Authority Police Service (SCBCTAPS), and
  4. be conducted using the applicable general criteria required for all investigations and established criteria for the particular type of crime being addressed.

**REASON FOR POLICY**

2. To ensure that the use of photography, video and audio taping and computer storage systems pursuant to the collection and preservation of evidence, as an aid to an investigation, is carried out in a manner that:
  1. complies with legal requirements, and
  2. will not compromise evidence arising from the investigation.

**PROCEDURES**

3. Members recording information will comply with the provisions of the Criminal Code of Canada and case law.
4. Prior to taking of the audio or video taped statement, the Member will have the person who is making the statement complete the designated statement form under oath and such oath will be recorded by audio tape or video tape.

**[See also: OD140 - Statements]**

**Audio Recordings**

5. Members will follow these guidelines to help ensure the proper recording of statements, and to help avoid problems for transcribing and admission to court:

1. check the recorder prior to taking a statement to make sure it is functioning properly. Speak into the recorder at different distances to make sure voices are clear,
2. use a new tape for each and every statement,
3. always start with side A (get into a routine that you use every time),
4. do not use VOX, or voice activated recording mode (there is a split second delay that can be bothersome during transcribing),
5. the recording location must be free from any other interference (other voices, street noise, persons coming and going),
6. the person making the statement must be warned the statement may be used as evidence against him/her (even if the person is only a witness),
7. start the recording at the beginning of the interview. Put a salutation on the tape, including:
  - a. THIS IS A STATEMENT OF.....AT.....ON.....BY (INCLUDE FULL NAME, DOB, ADDRESS, TIME, LOCATION AND MEMBER OWN PARTICULARS),
8. remember that you are trying to duplicate a scene by the use of the audio recording only. Events will not be recorded unless it is spoken;
  - a. if someone steps into an interview, identify that person then and state the time,
  - b. if there is a break in the interview, state the time of stopping and starting the interview, and the reason why,
9. never interview two witnesses (accused) at one sitting. Contamination of information is insurmountable for court purposes,
10. do not talk over one another. If this happened and you find yourself spoken to when talking, use correction, repeating what is said and tell the person to let you finish (consider the transcriber and court). You will have to testify on taking the statement,
11. at the end of the statement, state the time and rewind the tape,
12. put the tape, the name of the witness (accused), file number, date, time and your initials,
13. the tape will be considered key material for the master file (warned statements to be duplicated and the master is an exhibit).