



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

FARE ENFORCEMENT

Effective Date: May 9, 2005

Revised: May 7, 2007

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will assist with SCBCTA fare enforcement initiatives subject to availability of SCBCTAPS Members.

REASON FOR POLICY

2. To provide effective fare enforcement in accordance with the South Coast British Columbia Transportation Authority Act.

PROCEDURES

Fare Enforcement Initiatives

3. Member involvement with fare enforcement initiatives will be at the discretion and direction of the Patrol Supervisor and upon the availability of Members.
4. Members will conduct fare enforcement initiatives alone or with teams of other Members and BC Rapid Transit Company (BCRTC) employees, as directed. If there is only one SkyTrain Attendant (STA), a team of Members may work with that STA.
5. Members are responsible for fare enforcement, not fare inspection. During blitzes, Members will enforce the Transit Tariff by exercising their authority under legislated statutes.

On-Board Fare Checks

6. SkyTrain on-board fare checks may be conducted by teams consisting of one Member and one or more SkyTrain attendants (STAs) or, by Members only, normally working as a team on same or adjacent joining cars. Teams will board adjacent SkyTrain vehicles, never be more than one vehicle apart.
7. Upon receiving a STA report of a fare evader, the Member will approach the passenger and deal with the fare payment issue in the appropriate manner.

Point Of Entry Checks

8. Members will normally conduct point-of-entry checks inside the Fare Paid Zone at SkyTrain, SeaBus, and West Coast Express stations.

Investigation and Enforcement

9. To ensure the safety of all parties involved:
 1. all fare payment investigations should be conducted at a station, not on a moving train,
 2. the number of offenders waiting must be continually monitored. When the number becomes excessive, the initiative should be temporarily suspended.
10. A Violation Ticket (VT) will normally be issued when a person has been directed to a Member and a violation has been confirmed. Discretion may be exercised in the form of a written warning, by writing "CANCELLED" diagonally across the complete face of the VT prior to serving it.
 1. The Member will make a notation on the back of the VT with the reason for issuing the cancelled VT.
 2. The cancelled VT will be entered on PRIME by data entry personnel, but no copy submitted to ICBC.
11. Persons found in violation of the appropriate fare will be dealt with in the following manner, regardless of whether a VT or cancelled VT is issued, or any other alternative method of dealing with the violator is considered. The Member will:
 1. ask the violator if funds are available to purchase a valid fare. If so, direct the violator to do so,
 2. if the violator does not have the funds to purchase a valid fare, issue a fare deferral, or request that an STA issue the fare deferral, and
 3. if necessary, refuse access.

Note: *The practice of issuing a VT and then sending the violator on their way without a fare is not acceptable, since this allows a continuation of the offence. A violator does not possess a valid fare as defined in the Transit Tariff by possessing only the VT they have been issued.*

Student Concession FareCard Monthly Pass and Concession Fare Ticket

12. If a person in possession of a Concession FareCard does not have a valid GoCard to validate the use of this fare, the Member will use police discretion in the manner the person is dealt with. The Member will:
 1. in cases where a youth behaves in a manner that warrants denial of service on the train:
 - a. ensure that the person is able to take a bus instead and has the funds to purchase a full adult fare,
 - b. call the parents and advise them of the circumstances, and that their child will be using an alternative service,

2. in cases where all access to public transit is denied, call the parents to advise them of the circumstances and allow for alternative travel plans to be arranged,

NOTE: *The Member(s) will be required to either remain with the youth until alternate travel arrives to pick the adolescent up, or make the arrangements with the parent or guardian of the youth as to where the youth can safely await the arrival of the alternate travel.*

3. determine whether the person is a student (e.g., by interviewing or contacting parents, school, or other source to confirm). (Also see note below about home-schooled students.)
4. once satisfied that the person is a student entitled to a GoCard, advise the offender that if another Member checks them and they do not have their GoCard with them, they may be issued a VT and the Concession FareCard or Concession Fare Ticket may be seized, emphasize to the offender that they are required to present proof of eligibility or entitlement to use such a fare or pass,
5. determine if the person has the funds to purchase a full adult fare to continue their journey. If not, issue a fare deferral, and
6. issue a cancelled Violation Ticket to the offender, as warranted.

Home Schooled Students

13. Home-schooled students who are undertaking full-time studies at home may be able to obtain a GoCard. The home study program must be accredited or monitored by a public school. If so, the student can obtain a GoCard by inquiring to TransLink or to the school associated with their home studies.

CareCards and HandyPasses

14. The above enforcement procedures can also be used for persons found in violation without CareCards or HandyPasses. Discretion in dealing with all enforcement is left with the Member encountering the infraction.

Seized Concession FareCards

15. When a Member seizes a Concession FareCard from a person not eligible to use a Concession FareCard and issues a VT, the Member will make a note on the VT that the charged person can attend the Fare Dealer at MetroTown to obtain an upgrade, Monday through Friday, from 0800 to 1600 hours. The Member will open a General Occurrence (GO) report on PRIME.
16. The Member will fax a copy of the VT and the Concession FareCard to the Fare Dealer along with the pre-formatted fax cover sheet, including the Member's name and the date and the name of the Accused Printed legibly.
17. This will give the Fare Dealer all the required information in case the charged person decides to come by to obtain an upgrade.

U-Pass and Government Pass

18. Where a Member is not satisfied as to the validity of the identity of the holder of a U U-Pass or Government issued pass as being the person indicated thereon, the Member will:
1. request supplementary identification from the person, in a form acceptable to the Member, for confirmation,
 2. if the Member feels that such pass is being used fraudulently or improperly, or the person refuses to produce supplementary identification, seize the pass and conduct an investigation,
 3. if warranted, issue a VT,
 4. require the person to pay the adult fare before continuing their journey.

Reporting

19. SCBCTAPS Members will submit issued VTs, with any seized media attached (e.g., Government passes, U-passes, Concession fares) to their Supervisor.
20. SCBCTAPS Members will complete a GO report on PRIME for all arrests arising from fare enforcement or fraudulent fare media incidents.

[See also: OF020 – Exhibits/Property Control]

21. Members are advised to create a GO report on PRIME where difficulties arise with passengers or others out of normal course of business in issuing VTs.

[See also: OJ090 - Violation Tickets]