



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

DRIVER LICENCE PHOTOGRAPHS

Effective Date: May 7, 2007

POLICY

1. South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) Members may deal directly with the Insurance Company of British Columbia (ICBC) to request release of Driver's License photographs for police investigations.
2. SCBCTAPS Members will submit requests for release of Driver's License photographs in accordance with SCBCTAPS policy and ICBC procedures.

REASON FOR POLICY

3. For SCBCTAPS Members to utilize the mechanism available with ICBC for Canadian law enforcement agencies to obtain Driver's License photographs required for police investigations.

PROCEDURES

General

4. ICBC will release Driver's License photographs depending on the circumstances and intended use of the photographs. At the request of ICBC, all law enforcement requests for photographs must be received prior to 1200 hours Monday for processing on Wednesday.
5. ICBC will provide either electronic copies of the photographs or paper copies.

Certified Driver License Photographs

6. A Production Order and Affidavit (Application for Production Order) under s. 30 of the Canada Evidence Act is required when a Driver's License photograph may be disclosed in any court proceeding.
7. Member's will prepare the Production Order and Affidavit and submit to their Supervisor for approval.
8. The Member will fax the approval Production Order and Affidavit to ICBC [Fax number is available via the electronic SCBCTAPS Contact List or the Operations Communication Centre (OCC)], and provide a copy to the Reader for the investigation file. The following guidelines are provided:

1. the Production Order can be addressed to: *“the office of ICBC Manager or the Insurance Corporation of British Columbia at 910 Government Street, Victoria, British Columbia”*,
2. the SCBCTAPS mailing address and phone number is to be provided to ICBC, and if a digital copy of the photograph is required, then provide the SCBCTAPS Member’s email address for ICBC to respond to, and
3. when the Member requires expedited courier service for the requested photograph, the Member will provide the SCBCTAPS courier account number for ICBC to use.

Non-Certified Driver License Photographs

9. All Drivers’ License photographs provided by ICBC without a Production Order will only be a color copy of the Driver’s License photograph and it will not be certified. If the Member requires a copy of a certified Driver’s License, the Member will be required to obtain a Production Order.
10. Non- certified Driver’s License photographs are provided for investigational purposes only. They MUST NOT be reproduced, tendered in any court proceedings or be viewed by anyone who is not RCMP personnel or Canadian Law Enforcement.
11. Where the foregoing criteria is met, the Member will prepare a request containing the following information:
 1. subject’s Full Name,
 2. subject’s Date of Birth,
 3. subject’s BC Driver’s License Number,
 4. PRIME file number and type of investigation (e.g., home invasion, sexual assault etc.),
 5. SCBCTAPS investigator’s name, police service and phone number, and investigator’s email address,
 6. confirmation that “the photograph will only be viewed by Canadian police personnel for investigational purposes and will not be reproduced or tendered in any court proceedings”, and
 4. whether the investigator wants a paper version or electronic version of the photograph,
 - a. ICBC sends the paper photographs by mail and should be received by SCBCTAPS within 7-14 days. If the Member requires expedited courier service, the Member will provide the SCBCTAPS courier account number for ICBC to use.
12. Submit the prepared request via E-mail to the ICBC designates or by fax to ICBC (E-Mail addresses and Fax number available via the electronic SCBCTAPS contact list or OCC), and provide a copy of the request to the Reader for the investigation file.

Note: *If needed, Members make obtain clarification on the ICBC processes by contacting ICBC at the designated ICBC phone.*

13. Once the investigation is completed, the Member will return the requested photographs to ICBC, and delete any electronic versions of the photograph supplied by ICBC.

Note: *Non-certified Driver's License photographs are stamped by ICBC with "Photo for law enforcement purposes only. To be returned to ICBC Licensing Support Services at PO Box 3750 Victoria BC V8W 3Y5."*

Urgent Requests

14. During ICBC / Motor Vehicle Branch hours (0830-1630 hours) photographs can be obtained in an emergency. Members to refer to the electronic SCBCTAPS Contact List or contact the OCC for ICBC telephone numbers to use during and after office hours.
15. Members will obtain approval by their Supervisor prior to making an urgent request to ICBC for a Driver's License Photograph.
16. The following criteria deems a request to be an emergency:
 1. threat of a homicide,
 2. abduction, or
 3. hostage taking.