



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

LIAISON WITH OTHER AGENCIES

Effective Date: May 9, 2005

POLICY

1. The South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) will establish and maintain a liaison with other police departments and agencies having criminal investigative responsibilities.
2. The SCBCTAPS will also, as required, establish and maintain a formal liaison with other public and private agencies including, but not limited to:
 1. Local adult and youth Courts,
 2. Crown Counsel,
 3. Probation and Parole agencies,
 4. Adult and youth correctional agencies,
 5. Social Services,
 6. Fire Departments,
 7. Emergency Medical Services,
 8. Jurisdictional Police Departments (JPDs).
3. The SCBCTAPS will establish and maintain a directory of services and resources available through liaison with the respective agencies.
4. The SCBCTAPS will ensure that, where required, appropriate notifications will be sent out to non-police agencies, including:
 1. Workers' Compensation Board,
 2. Provincial Fire Commissioner,
 3. Coroners Office,
 4. Street/Highway Departments,
 5. Public Utilities, and
 6. News Media.

REASON FOR POLICY

5. To promote and facilitate assistance, and co-operation and co-ordination with, other federal, provincial and local agencies.
6. To enhance the exchange of information in criminal investigations.
7. To establish and co-ordinate joint plans for dealing with matters of common concern.

8. To share statistical and support service with other agencies.
9. To provide a list of agencies, with their respective services and resources to:
 1. ensure that any liaison that is required is not overlooked, and
 2. ensure that officers are made aware of the diverse resources at their disposal.
10. To ensure that an optimum level of service, including service provided by non-police agencies, is available and offered to persons with whom Members have contact.

PROCEDURES

SCBCTAPS Telephone Directory

11. The SCBCTAPS Telephone Directory will include listings for:

- Local Police Departments
- RCMP Detachments and Sections
- Other Law Enforcement Agencies
- Canada Customs & Revenue Agency Services
- Coroner's Services
- Hospitals
- Other agencies and services.

Sheriff Services

12. Sheriff Services are responsible for the following duties:
 1. court duties including Court Security, Court Orderlies, and escorting accused persons to and from court,
 2. escort of prisoners, including those from out of province,
 3. service of subpoena for defence counsel witnesses and some civil documents,
 4. execution of the following warrants:
 - a. Criminal Code - Warrants in Form 14, 16, 19, 20, 21, 22, 23 and 24. Sheriff Services does not execute Warrants of Committal, Form 18, for fine defaulters.
 - b. Offence Act and Provincial Statutes – Warrants in Form, 14, 19, 20, 22 and 23 Family Relations Act – Warrants issued pursuant to s. 67(2).
 - c. Motor Vehicle Act – Service of license suspension notices.
13. The Sheriff Services will attempt to execute all warrants within the Court House building only.
 1. Contact information is available in the SCBCTAPS Telephone Directory.

Interpreters/Translators

14. Interpreters may be used to assist in investigations upon authority of a Supervisor. Transportation may be provided.
15. When an interpreter is used, it is recommended that any interview is recorded and is then transcribed. The investigating or designated Member shall then furnish the translator with the transcribed notes as soon as possible after the interview and while the questions and answers are still fresh in their mind. They should then read the transcription, confirm it by their recollection, and apply their signature to the bottom of each page.
16. A report containing the pertinent details shall be submitted to the Patrol Supervisor.
 1. Certified interpreters for any language or dialect may be obtained from the Certified Legal Interpreters of British Columbia (also known as Foreign Language Services). Contact information is available in the SCBCTAPS Telephone Directory.

Canadian Security Intelligence Service (CSIS)

17. The Province of British Columbia has formal arrangements with the Canadian Security Intelligence Service. The Police Services Division, in conjunction with CSIS have made assistance arrangements and agreements. All enquiries from CSIS, or all enquiries directed to CSIS will be through the Deputy Chief Officer, or a delegated Watch Commander.
18. Should foreign nationals with political credentials present themselves wanting to defect; the above will be adhered to.

Conservation Officer Service

19. The Conservation Officer Service, with their liaison with various US Wildlife Services, keeps track of thefts of wildlife, wildlife parts or taxidermy wildlife. Any reports of this nature should be forwarded to the Conservation Officer Service.
20. Should the SCBCTAPS become involved in the investigation of any offences under the Wildlife Act, their expertise in this area should be drawn upon. Local offices/officers are maintained in this area.

Insurance Crime Prevention Bureau (ICPB)

21. The Vancouver office of this bureau will assist this department in identifying the rightful owner of unusual seized/found property. They act as a liaison between the various insurance companies and the police.
22. As well, ICPB maintains intelligence files on persons believed to be involved in insurance frauds. Should an investigator suspect/investigate a fraudulent insurance claim, ICPB is an excellent resource.

23. Should investigators require information to be disseminated to various insurance companies or adjusters, ICPB can facilitate a request of this nature.