



TRANSIT POLICE

PORTABLE RADIOS

Effective Date: May 9, 2005

Revised Date: Oct. 26, 2017

Reviewed Date:

Review Frequency: As Required

Office of Primary Responsibility: Manager Operations Communication Centre

POLICY

Definitions

Member – Designated Constable, Chief Officer or a Deputy Chief Officer of the Transit Police.

Transit Police – The South Coast British Columbia Transportation Authority Police Service.

General

1. Every South Coast British Columbia Transportation Authority Police Service (SCBCTAPS) Member engaged in a field assignment will be issued a portable radio transceiver.

REASON FOR POLICY

2. To ensure that Members have the means to remain in constant radio communication.

PROCEDURES

Storage of Portable Radios (Radios)

3. Radios will be securely stored at both Transit Police Headquarters (HQ) and the Bridgeport Reporting Office (BPO) in the equipment rooms at each location, and the radio batteries will be re-charged when not in use. (Spare batteries are also available at both locations in the event needed during a shift.)

Assignment of Portable Radios (Radios)

4. Radios will be signed out by Members (on a daily basis) prior to shift. Members will log the radio "Licence Identification" (LID) number into the ACCESS database (database). The database is available on the inventory control computer situated inside the equipment room at both HQ and BPO.
5. Members will ensure that they sign back in their radios on the database before the end of shift.

6. Radios must be turned in at the end of shift to the radio storage room (e.g. not left in a locker or police vehicle, or taken home). Any exceptions to this direction requires approval from the Member's Supervisor in exigent circumstances).

Repairs

7. If a Member identifies that the assigned radio is malfunctioning/defective or identifies another issue arising with the radio, the Member will:
 - (1) Promptly notify their Supervisor and the Operations Communication Centre (OCC) of the situation, and take such measures necessary for officer safety;
 - (2) Return to HQ or BPO and log into the database, and type a short narrative explaining the issue(s) found;
 - (3) Fill in a "Repair Tag" (tags located in the equipment room at both HQ and BPO) and attach to the radio;
 - (4) Place the defective radio in the box labelled "Defective Units for Repair" (in equipment room);
 - (5) Sign-out another radio to complete the Member's shift, where required; and
 - (6) Upon request of the Supervisor and where deemed necessary, the Member to submit a memo to their Supervisor providing additional information on the problem encountered with the radio.
8. Daily, the Transit Police Facility and Asset Manager (or designate) will check the database for repair reports and the repair boxes for deposit of defective radios.
9. The Transit Police Facility and Asset Manager will facilitate arrangements for radio repairs as well as maintain a repair tracking database (including repair costs, equipment repair frequency and equipment downtime).

Reporting Lost/Stolen Radios and Requesting Radio Deactivation/Reactivation

10. If a radio is lost or stolen, the Member will promptly notify their Supervisor and then submit a report on the circumstances. The radio's LID is to be retrieved from the database in whichever way is practicable to enable follow-up action.

[Refer also to AG010 – Property Management]

11. The Supervisor will notify the OCC when a radio is lost/stolen and arrange for prompt contact with E-Comm to make a radio deactivation request, as follows:
 - (1) Supervisor (or the OCC Operator if assigned) will contact the E-Comm Help Desk at [REDACTED] and advise E-Comm of the radio's LID; and

Note: E-Comm date stamps the LID and time, and sends a follow-up email to their technicians to deactivate the radio.

(2) State the urgency of the deactivation request.

Note: E-Comm Technicians work 0530 - 1500, Monday to Friday and deactivation can be done within 10 minutes if "Very Urgent"; however, if after hours, please stress if "Very Urgent", as deactivation may take up to one hour.

Radio Reactivation

- 12. If a lost/stolen radio is recovered, the reactivation of the radio can be requested to E-Comm following the deactivation request process outline above.

[Redacted]

- 13. [Redacted]

[Refer also: OO010 – Communications: Operations]

Please be aware that some information has been withheld under s. 15(1) of the Freedom of Information and Protection of Privacy Act.