



TRANSIT POLICE

REWARD FOR INFORMATION

Effective Date: June 25, 2019

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Reviewed Date:

Review Frequency: As required

Office of Primary Responsibility: Deputy Chief Officer Operations

POLICY

Summary

Members may request, through the chain of command, that the Police Board issue a financial reward as an investigative aid in a criminal investigation. The offering of a reward may lead to a witness or witnesses coming forward with critical information that results in the successful conclusion of an investigation.

Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

FOIPPA – BC Freedom of Information and Protection of Privacy Act.

Member – Designated Constable (all ranks), the Chief Officer or a Deputy Chief Officer of the Transit Police.

Metro Vancouver Transit Police (“Transit Police”) – The operating name for the South Coast British Columbia Transportation Authority Police Service.

Police Board – The South Coast British Columbia Transportation Authority Police Board.

General

1. In determining whether a case merits recommendation to issue a reward, Members will give consideration to the following:
 - (1) The nature and seriousness of the case;
 - (2) The public interest in apprehending the offender; and
 - (3) The public profile of the case.
2. If, after consideration of the above factors, it is determined that recommendation of a reward is not merited, Members may consider use of the Crime Stoppers Program as an alternative method of offering a financial incentive for information and publicizing the case.

[Refer to Transit Police policy: [OM090 – Crime Stoppers](#)]

3. If recommendation of a reward posting is merited, the Transit Police will follow the procedures set out in this policy.
4. Decisions to issue rewards and make payments to claimants will be under the authority of the Police Board.

PROCEDURE

5. A request to issue a reward will be submitted to the designated NCO i/co of the General Investigation Unit for review before being forwarded (via the chain of command) to the Chief Officer or designate. Transit Police form AZ0230 - Memorandum to be used for the request.
6. Where the Chief Officer or designate concurs with a recommendation for a reward to be posted, a report (using Transit Police form AZ1380) will be submitted by the Chief Officer to the Police Board for consideration in camera. The report will include:
 - (1) A description of the offence;
 - (2) A recommendation as to the maximum amount of the reward;
 - (3) An expiry or review date for the reward; and
 - (4) A draft copy of the proposed reward poster.
 - a. If applicable, the Deputy Chief Officer Operations will delegate to the designated NCO i/c of the General Investigation Unit for the translation of the poster into other languages including a translator's certificate of authenticity.
7. In the event that exigent circumstances merit the issuance of a reward at a time prior to a regularly scheduled Police Board meeting, the consent resolution mechanism may be used to obtain authorization for the reward from the Police Board.
8. The Police Board will consider the posting of a reward on the individual merit of the incident.
9. The Police Board will be the sole arbiter in all matters related to the reward, including the term for which the reward will be in effect, a claimant's eligibility and apportionment, and the monetary value of the reward with consideration to:
 - (1) The nature and seriousness of the case;
 - (2) The public interest in apprehending the offender; and
 - (3) The public profile of the case.

10. Upon the authorization for a reward, the Police Board will provide written notification to the Chief Officer, who will then notify the Transit Police Finance Manager and Deputy Chief Officer Operations.
11. The Inspector Operations, in coordination with the Manager Strategic Services, will be responsible for:
 - (1) The accuracy, any printing, and distribution of reward posters;
 - (2) Any media releases; and
 - (3) Posting to the Transit Police website.

Claiming a Reward

12. A claimant must apply for the reward, in writing (hard copy or electronic), to the Chief Officer. A claim must be made:
 - (1) Prior to the expiry date printed on the reward poster; or
 - (2) Prior to the cancellation of the reward; or
 - (3) Prior to any amended expiry date of the reward; and
 - (4) The information must lead to the arrest and conviction of a person or persons responsible for the crime which is the subject of the reward poster.
13. Upon receiving a claim, the Chief Officer or designate will:
 - (1) Direct the Deputy Chief Officer Operations to have investigated the claim and then to recommend a course of action to the Chief Officer, including providing of a recommendation of payment or non-payment of the reward.
14. Upon consideration of the Deputy Chief Officer Operations' report, the Chief Officer will provide a report to the Police Board advising of the receipt of the claim and the recommended course of action supported by the Chief Officer and proposed to the Police Board.
 - (1) The confidentiality of the claimant must be maintained to the extent afforded by law. The Chief Officer may consult with the Transit Police Legal Counsel/Privacy Officer to consider and implement the necessary confidentiality.
15. The Police Board will make the final decision with respect to the amount of or apportionment of the reward, if any, to be paid to a claimant. Any reward paid out will be in accordance with the terms of the reward poster.
16. If the Police Board approves payment of a claim, it will provide written notice (including reward amount) as soon as practicable to the Chief Officer, who will then notify the Transit Police Finance Manager and Deputy Chief Officer Operations.

Expiration or Renewal of a Reward

17. Prior to the expiration of the reward, the Deputy Chief Officer Operations will direct the review of the case file and report to the Chief Officer, in writing, on:
 - (1) The status of the investigation, including any progress that has been realized as a result of the posting of the reward;
 - (2) The existence and credibility of any claims for the reward; and
 - (2) Recommendations on whether an application should be made for a time period extension of the reward or if the reward should be permitted to expire.
18. If the Police Board cancels a reward at any time prior to the expiry date printed on the face of the poster or causes the expiry date to be amended, where practicable the public will be notified. Such changes must be communicated by the Police Board, in writing, to Chief Officer, who will then notify the Transit Police Finance Manager and Deputy Chief Officer Operations.

Records

19. The Deputy Chief Officer Operations will ensure that records related to the administration of an approved reward are securely maintained. This includes, but is not limited to: reports to the Chief Officer; confirmation of any Police Board approvals, claimant submissions, if any; and copy of the reward poster, media release(s) and other external public postings. (Police Board reports and any arising correspondence from the Police Board will also be securely retained by the Police Board Secretary.)
20. The Transit Police Finance Manager will securely retain any correspondence and financial payment information related to a reward claimant and payment, and consult with the Transit Police Privacy Officer, as appropriate.

Signing Authority

21. Authorization for payment of a reward will be in compliance with **TSML Policy No. 24 – Requisitioning Authority and Signing Officers.**