



March 1, 2021

Ms. Kasari Govender
Human Rights Commissioner
British Columbia's Office of the Human Rights Commissioner
536-999 Canada Place
Vancouver, British Columbia V6C 3E1

Via Email: commissioner@bchumanrights.ca

Dear Commissioner Govender,

Re: Request for demographic data collection practices for various policing activities and outcomes

This letter and the attached spreadsheet are in response to your request in your letter dated January 29, 2021. We wish to provide in this letter additional information to offer important context regarding our organization and the environment we operate in as a police agency.

The South Coast British Columbia Transportation Authority Police Service operates under the branding name of "Metro Vancouver Transit Police" ("MVTP").

MVTP is a Designated Policing Unit ("DPU") established under section 4.1 of the Police Act. MVTP has a mandate, within the Transportation Service Region, to preserve and maintain the public peace, prevent crime and offences against the law, aid in the administration of justice and enforce the laws of British Columbia. The Transportation Service Region covers 22 communities in the Lower Mainland and all modes of public transit operated by the South Coast British Columbia Transportation Authority ("TransLink") and its operating subsidiaries.

MVTP provides policing and law enforcement "supplemental" to jurisdictional police. This means that in order to perform its policing mandate, MVTP coordinates with 17 independent police forces or RCMP detachments. MVTP has established a Memorandum of Understanding relating to operational protocols with police in whose jurisdictions MVTP operates.

Transit Police Officers have the full powers vested in any police officer in the province, together with additional powers to uphold transit regulations and bylaws as established pursuant to the *South Coast British Columbia Transportation Authority Act*. MVTP's full mandate and authorities are set out by

legislation (BC *Police Act*, SCBCTAPS Regulation and SCBCTAPS Complaints and Operations Regulation) and the DPU is under the oversight of the Ministry of Public Safety and Solicitor General. MVTP is also accountable to the South Coast British Columbia Transportation Authority Police Board (“Police Board”) as established and appointed by the Ministry of Public Safety and Solicitor General.

As a regional police agency that provides services to 22 different communities, Transit Police recognizes that our officers and civilian staff interact with people of all ages, backgrounds, ethnicities, genders and sexual orientations in our day-to-day operations. Our agency is committed to supporting diversity amongst our employees and providing appropriate services to vulnerable groups we encounter in and around the transit system. Our current strategic plan is based on a community-focused Service Delivery Model, which in 2016 established six Neighbourhood Police Officers and two Client Services Officers. These officers work to develop relationships and shared understanding between our police service and the diverse communities we serve. Most recently, our Police Board accepted and approved the Strengthening Transit Police Support for Indigenous Peoples Report, which resulted in a variety of current initiatives such as the creation of our first Indigenous Relations Officer position.

Regarding your request, the attached spreadsheet shows whether we collect the demographic and personal characteristics you identified for the types of incidents you requested. In reviewing this information, bear in mind that there are two important authorities that govern and constrain how police collects information. First, and in response to your specific query regarding which databases or data management software we use, as a police agency established and governed by the *Police Act* and its regulations, MVTP is required to use the provincially mandated PRIME (Police Records Information Management Environment) system. This is the information management system police across British Columbia use to collect and access data and other law enforcement information. It is a multi-jurisdictional police records system. The information we have provided in our spreadsheet in response to your request reflects the manner in which PRIME categorizes and classifies information, which is in accordance with a provincial standard. It is important to note that in some cases PRIME limits the available descriptors for specific categories of personal information (e.g. “sex”). Accordingly, where necessary, we have provided examples of the selection options currently available in PRIME.

Second, it is no less crucial to establish that MVTP is listed as a public body under the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c. 165 (“FOIPPA”) and is subject to its legal requirements. As you are likely aware, in terms of collection of information, Section 26(b) of FOIPPA authorizes the collection of personal information for the purposes of law enforcement. “Law enforcement” is defined in Schedule 1 of FOIPPA as:

- (a) Policing, including criminal intelligence operations;
- (b) Investigations that lead or could lead to a penalty or sanction being imposed; or
- (c) Proceedings that lead or could lead to a penalty or sanction being imposed.

Under FOIPPA, the general rule is that information must be collected directly from the individual that the information is about. However, section 27(1)(c)(iv) of FOIPPA authorizes the indirect collection of personal information for the purpose of law enforcement. This is necessary for police to be able to investigate criminal activity and collect the necessary evidence to prosecute offenders.

Yet, the right to collect information for law enforcement purposes is not limitless. As a police agency, we are well aware of how these and other provisions of FOIPPA have been interpreted and restricted by the Privacy Commissioner and in many cases brought for adjudication involving police agencies. We are also acutely aware of the public perception that too much information about individuals is already collected by police for law enforcement purposes. We have therefore adopted practices to limit collecting extraneous personal information or characteristics that are not legally justifiable and may amount to breaches of privacy. As you will see in our spreadsheet, in many cases, the collection of personal characteristics depends on the particular situation and whether this is relevant to the case being investigated or prosecuted. The police is also governed by the *Charter of Rights and Freedoms* and our collection practices are also aligned with ensuring Charter rights of the individuals we deal with are not infringed.

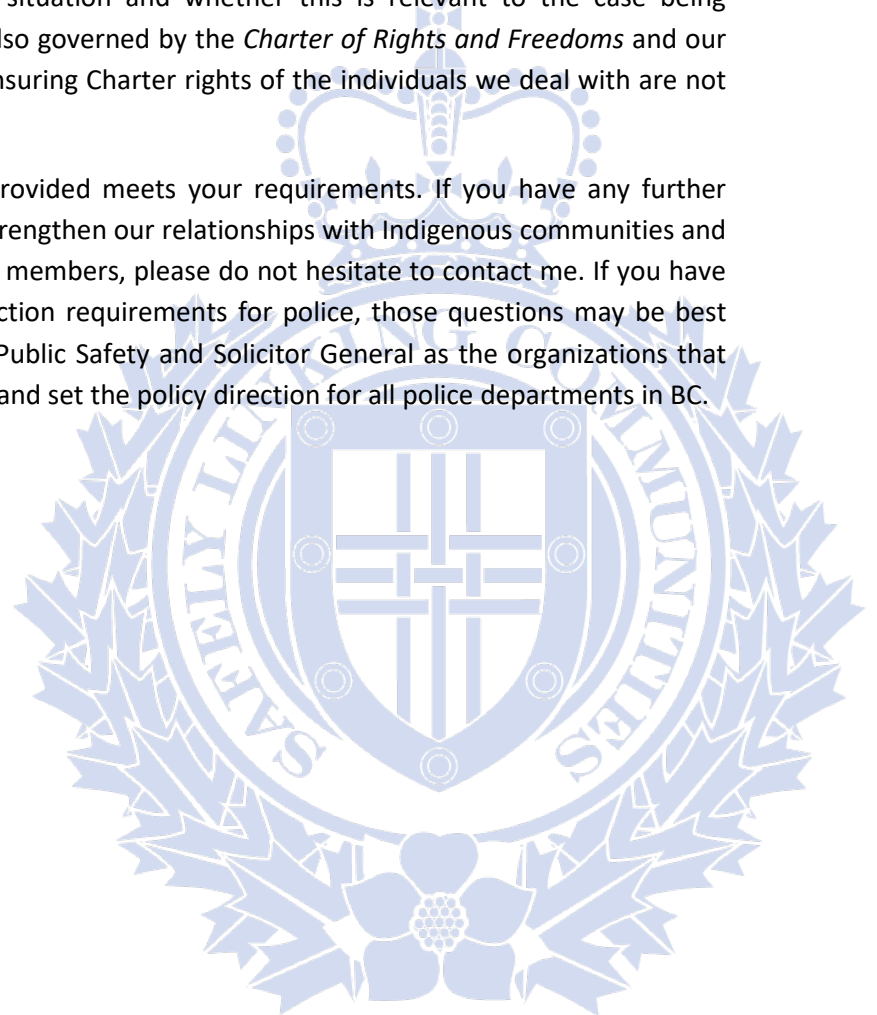
We hope that the information we have provided meets your requirements. If you have any further questions about MVTP's ongoing work to strengthen our relationships with Indigenous communities and to support our most vulnerable community members, please do not hesitate to contact me. If you have any further questions regarding data collection requirements for police, those questions may be best directed to PRIME-BC and the Ministry of Public Safety and Solicitor General as the organizations that provide oversight for records management and set the policy direction for all police departments in BC.

Sincerely,



Dave Jones, O.O.M., LL.M.
Chief Officer
Metro Vancouver Transit Police

cc: Sara Levine, Police Board Chair



Metro Vancouver Transit Police (MVP)																											
Database / Form	Description	Comments on Data Scope and Quality	Topic	DCR / Age	Gender	Identity	Indigeneity	Disability Type	Mental Disability	Mental Health Status	Race, Ethnicity, Skin	Sex	Sexual Orientation	Location of Incident (i.e. Data Type / Format)	Residential Location (i.e. Data Type / Format)	Substance Use/Intoxication	Comment										
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Street Checks	If provided by subject	Entry Page	If Relevant to Case	Field or text or entry page	If provided by subject or from observation	Entry Page	If Relevant to Case and as volunteered by subject	Free Text	Mandatory (perception of officer and only as volunteered by subject)	Study Flag	Mandatory (based on observation or as volunteered by subject)	Entry Page	Mandatory (based on observation or as volunteered by subject)	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case and as volunteered by subject	Entry Page	If Relevant to Case based on observations by officer	Detail Page	The subject is not arrested or detained and is not compelled to provide any personal information. The officer may record identifying information from their own observations in the report or as part of their notes. Where the subject voluntarily provides a name and information, the officer cannot compel the individual to provide any proof of this information.	
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Witness Checks	If provided by subject	Entry Page	If Relevant to Case	Field or text or entry page	If provided by subject or from observation	Entry Page	If Relevant to Case and as volunteered by subject	Free Text	Mandatory (perception of officer and only as volunteered by subject)	Study Flag	Mandatory (based on observation or as volunteered by subject)	Entry Page	Mandatory (based on observation or as volunteered by subject)	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case and as volunteered by subject	Entry Page	If Relevant to Case based on observations by officer	Detail Page	The subject is not arrested or detained and is not compelled to provide any personal information. The officer may record identifying information from their own observations in the report or as part of their notes. Where the check is being conducted at the request of a third party, they may provide a name if it is known. Officers cannot compel or demand confirmation of the information provided.	
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Traffic Stops, citations, and notices	Mandatory	Entry Page	Not mandatory	Field or text	Not mandatory	Field or text	Not mandatory	Field or text	Mandatory (if GO is created)	Study Flag	Not mandatory	Field or text	Not mandatory	Field or text	Not mandatory	Free text	Mandatory	Standard Court Template	Mandatory	Standard Court Template	If Relevant to Case	Detail Page	There are standard fields on the ticket and the officer may interview, witness, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	General Occurrence Reports	Mandatory	Entry Page	If Relevant to Case	Free Text	Mandatory (Victim & Accused Only)	Entry Page	If Relevant to Case	Free Text	Mandatory	Study Flag	Mandatory (Victim & Accused Only)	Entry Page	Mandatory	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case	Entry Page	If Relevant to Case	Detail Page	The type of offence being recorded will determine what types of personal information is gathered and whether the information is mandatory or voluntary.	
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Shop Searches	Mandatory	Entry Page	If Relevant to Case	Free Text	Mandatory (Victim & Accused Only)	Entry Page	If Relevant to Case	Free Text	Mandatory	Study Flag	Mandatory (Victim & Accused Only)	Entry Page	Mandatory	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case	Entry Page	If Relevant to Case	Detail Page		
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Injury Reports	Mandatory	Templated Text	If Relevant to Case	Free Text	If Relevant to Case	Free Text	If Relevant to Case	Free Text	Mandatory	Templated Text	If Relevant to Case	Free Text	If Relevant to Case	Templated Text	If Relevant to Case	Free Text	Mandatory	Templated Text	If Relevant to Case	Free Text	If Relevant to Case	Templated Text	Injuries associated to a use of force would be recorded as per the incident report. Other injuries would be reported as part of the GO protocols.	
PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Arrests and/or Charges	Mandatory	Entry Page	If Relevant to Case	Free Text	Mandatory (Victim & Accused Only)	Entry Page	If Relevant to Case	Free Text	Mandatory	Study Flag	Mandatory (Victim & Accused Only)	Entry Page	Mandatory	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case	Entry Page	If Relevant to Case	Detail Page		
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PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Post Arrest Dispositions (PTA/UTS/ Statements; Release/Contact)	Mandatory	Entry Page	If Relevant to Case	Free Text	Mandatory (Victim & Accused Only)	Entry Page	If Relevant to Case	Free Text	Mandatory	Study Flag	Mandatory (Victim & Accused Only)	Entry Page	Mandatory	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case	Entry Page	If Relevant to Case	Detail Page		
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PRIME RMS (Records Management System)	Managed by PRIME-BC for all police in BC. This system uses the Versatium RMS system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Victims	Mandatory	Entry Page	If Relevant to Case	Free Text	Mandatory (Victim & Accused Only)	Entry Page	If Relevant to Case	Free Text	Mandatory	Study Flag	Mandatory (Victim & Accused Only)	Entry Page	Mandatory	Entry Page	If Relevant to Case	Detail Page	Mandatory	Standard Court Template	If Relevant to Case	Entry Page	If Relevant to Case	Detail Page	Victims Services may collect other personal information as required - Police may not have access to this information.	
SBOR (Subject Behaviour / Officer Response)	SBOR reporting is mandated by Police Services using a template on PRIME. It is a standard method to record and explain the intervention strategies that an officer chose to manage an incident. The data from this template is provided to Police Services for analysis.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Use of Force Incidents, Police Dog Handler Report	Mandatory	Templated Text	If Relevant to Case	Free Text	If Relevant to Case	Free Text	If Relevant to Case	Free Text	Mandatory	Templated Text	If Relevant to Case	Free Text	Mandatory	Templated Text	If Relevant to Case	Free Text	Mandatory	Templated Text	If Relevant to Case	Free Text	Mandatory	Templated Text		
PRIME CAD (Computer Aided Dispatch)	Managed by PRIME-BC for all police in BC. This system uses the Versatium CAD system (Versatium) and is divided into four server areas (Vancouver Island, Lower Mainland, the Interior of BC, and CFBSU). This is the primary records management system for all police in BC. PRIME is the primary for management and data collection management system used by police in BC.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Call for Service (Emergency and Non-Emergency Calls 5-1-1 / Request)	If Relevant to Case	Entry Page	If Relevant to Case and as volunteered by the caller	Free Text	If Relevant to Case and as volunteered by the caller	Entry Page	If Relevant to Case and as volunteered by the caller	Free Text	If Relevant to Case and as volunteered by the caller	Free Text	If Relevant to Case and as volunteered by the caller	Entry Page	If Relevant to Case and as volunteered by the caller	Entry Page	If Relevant to Case	Free Text	Mandatory	Standard Court Template	If Relevant to Case and as volunteered by the caller	Entry Page	If Relevant to Case and as volunteered by the caller	Entry Page		
CPC (Canadian Police Information Centre)	CPC is the national database for Canadian law enforcement to include the Investigation Data Bank containing: Persons, Fire, Weapons, Missing, Special Interest, court actions, orders and directions), Vehicles, Police (patrol, lost, recovered and special interest), Property File (patrol, lost, recovered) including: Firearms, and Marine File (patrol, lost, recovered and special interest). CPC also includes the National Repository of Criminal Records (containing Registered (RTD) and criminal record information), the Intelligence Data Bank, and the Auxiliary Data Bank.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Charges Pending Court Proceedings, Release Conditions, Charge Disposition, Criminal Convictions, Dismissing from Commission, Warrants for Arrest or Non-arrestment, Criminal Status (VIM), Mental Powers	Mandatory	Templated Text	If Relevant to Case	Free Text	If Relevant to Case	Templated Text	If Relevant to Case	Templated Text	Templated Text	Templated Text	Templated Text	Mandatory	Templated Text	Templated Text	If Relevant to Case	Free Text	If Relevant to Case	Templated Text	Mandatory	Templated Text	If Relevant to Case	Templated Text	Court proceedings documents are generally received from JUSTICE after the RCPCC police submission. These documents CONTAIN the WARRANT, GIVEN ONE and COB and the accused only. When adding a entry into CPC, a new record must be added with the following "Issue Status" which are mandatory: SUPREMACY, ICA, COB.	
IntellBook (Book C13 (Prisoner Report)	Several booking systems are currently in use by police in BC as we transition to the IntellBook (Book C13) system. Managed by PRIME-BC for all police in BC as a central "plug-and-play" repository and interface with the various booking systems. The information (RTD) sent to the IntellBook (Book C13) system is directly subject to the RTD centre, the other Computer Aided Booking System (CABS) which is a central booking system in some agencies, and manual C13 paper forms still used in some agencies to book inmates.	This section refers to information relevant to a Suspect, or in the case of Custom Reporting, a Victim. Mandatories related to the section indicated for Book only. Note that CABS is an officer booking program that is being phased out and the information is related to individual computers and is not easily searchable. Information collected on C13s would be considered Free text as they are completed by hand.	Arrests, Charges, Criminal Proceedings, Charge Disposition, Criminal Convictions, Dismissing from Commission, Warrants for Arrest or Non-arrestment, Criminal Status (VIM), Mental Powers	Mandatory	Subject Tab	Not Specifically Collected	Not Applicable	If Relevant to Case	Physical Tab	Not Specifically Collected	Not Applicable	If Relevant to Case	Prisoner Screening Tab	If Relevant to Case	Physical Tab	Mandatory	Physical Tab	Not Specifically Collected	Not Applicable	If Relevant to Case	Physical Tab	Mandatory	Subject Tab	If Relevant to Case	Prisoner Screening Tab		
VCLAS (Violent Crime Linkage System)	Developed by the RCMP, VCLAS is a Canada-wide computer system that assists specially trained investigators to identify serial crimes and criminals by focusing on the linkage (victim/suspect) that exist among crimes by the same offender.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Serialized Offences	Mandatory (where the information can be determined)	Templated Text	If Relevant to Case	Templated Text	If Relevant to Case	Templated Text	If Relevant to Case	Templated Text	Templated Text	Templated Text	Templated Text	Templated Text	Templated Text	Templated Text	If Relevant to Case	Templated Text	If Relevant to Case	Templated Text	Templated Text	Templated Text	Templated Text	Templated Text		
Police Complaints	Personal information related to Public Complaint is stored separately from police records (i.e. PRIME RMS) and is not subject to the same retention and access policies as police records. It is stored in a separate system and is not subject to the same retention and access policies as police records.	This section refers to information relevant to a Suspect but note that demographic information may or may not also be collected from witnesses, victims, or other parties. Ethnicity is only considered mandatory for a Victim or Accused. Generally, Indigeneity would be included under Ethnicity. For further specifics about Indigeneity, information might be included in Free text relevant to the case. In all cases, demographic data may be included as Free text, even where there is capacity via a details or entry page for this purpose.	Complaints made directly to police (not through the complaint system), Confidential, made directly to the police (not through the complaint system)	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text	Voluntary	Free Text		
Note:			Other investigative SA (step and account), SOG (step question and account), SOG (step question and account), SOG (step question and account)																						These are not unique events but for the purposes of this report would be associated to Street Checks, Witness Checks or Intelligence File.		
			PN (Personal Identification Number)																						Not all persons receive a PIN. The current protocol would be the "Known Offender" number. This is an agency specific identifier applied to persons charged. The assignment of the ID number is hierarchical when the information of the offender is added to CPC. CPC creates an "Agency Person Identifier" (API) number that the agency controls. It is a 10 digit information associated to the ID number would be the same as that captured for the offence to which it is applied.		

Metro Vancouver Transit Police (MVTP) - Demographic Data Samples

Topic	Standard List of Options	Comment
Age	Month/Day/Year or number	The age may be indicated as a date of birth or the stated/estimated age of the subject at the time of the event/incident (eg. a witness may estimate the age of a subject; Officers may also estimate an age in circumstances where they cannot compel the subject to provide their date of birth such as during a street check).
Gender Identity	Gender Diverse	Gender Identity is not a unique field in the standard reporting templates. Where applicable, more detailed information is captured as free text within reports or notes.
Indigeneity	Indigenous	There is no unique standardized field for this category. Within the 'Ethnicity' field of standardized reports, 'indigenous' is one of the options. Where applicable, specific information related to indigeneity is captured as free text within reports or notes.
Mental disability	Mental Disability/Senile Possibly Suicidal Drug/Alcohol Addiction None Known Other	The standardized list is grouped within the 'Dependency/Disability' category. This is not a mandatory field. Where applicable, specific information related to an individual's mental status is captured as free text within reports or notes.
Mental health status	Mental Health Related' 'Mental Health Not Related'	There is a "Mental Health Template" which is a mandatory page for all General Occurrence (GO) Reports. The mental health template is answered based on the officer's assessment and circumstances of whether or not mental health was a factor in the specific police incident. The assessment of the officer is both subjectively and objectively based on the circumstances of the incident and it is not a diagnosis of mental illness or the type of mental illness. The assessment is based on the specific incident, not the subject's history. Example: A subject has a history of mental health related interactions with police, however on a specific occasion, the individual's mental health did not play a role in the event, the template would be marked as 'Mental Health Not Related'.
Race, ethnicity, skin colour	Ethnicity: Indigenous Caucasian South Asian Black Asian Middle Eastern Hispanic Unknown Other	There is no unique category for 'Race', however there is a standard field for 'Ethnicity' This is not a mandatory field
	Complexion: Dark Light/Fair Sallow Ruddy Freckled Moles Pimples/Pockmarked Medium Olive Other Unknown	There is no unique category for 'skin colour', however there is a standard field for 'Complexion' This is not a mandatory field
Sex	Female Male Unknown Gender Diverse	The 'Unknown' category is used when the sex has not been determined (eg. a witness may estimate the age of a subject). 'Gender Diverse' is a general category: where applicable, specific information is captured as free text within reports or notes.
Sexual orientation	N/A	There is no unique standardized field for this category. Where applicable, specific information is captured as free text within reports or notes.
Location of incident (address, postal code or x-y coordinates)	Street Address Common Place Name	Where the location can be determined (eg. there are occasions where an anonymous caller cannot tell police where the incident occurred), this is a mandatory field. Within the PRIME and CAD records system, street addresses and Common Place Names are converted to X/Y coordinates so that they can be plotted on a map for dispatchers, in-car monitors and crime analysis.
Residential location of accused (address, postal code or x-y coordinates)	Street Address	Within the PRIME and CAD records system, street addresses are converted to X/Y coordinates so that they can be plotted on a map for dispatchers, in-car monitors and crime analysis.
Substance use/intoxication (alcohol and/or drugs).	General Occurrence Report: 'Yes' 'No'	There is a standardized field in the General Occurrence Report to indicate whether drugs and/or alcohol were a contributing factor to the event. Where applicable, specific information is captured as free text within reports or notes.
	Personal Information: Medical Dependency Drug/Alcohol Addiction None Known Other	The standardized list is grouped within the 'Dependency/Disability' category. This is not a mandatory field. Where applicable, specific information is captured as free text within reports or notes.
Marks, Scars and Tattoos	Amputated Break (Deform/Amps) Deformity Foreign Substance Mark Peculiarity Scar Tattoo	This is not a mandatory field in all situations. This information is related to unique visual attributes that may be collected as another means of identifying individuals. Further detail (eg. location on body, type of insignia, or style of tattoo) are captured as standardized lists or free text description.
Citizenship	African American Asian Canadian Central/South America European Landed Immigrant Middle Eastern Refugee	This is not a mandatory field. Enquiries related to citizenship are only made in situations where citizenship is an element of the investigation. Where applicable, specific information is captured as free text within reports or notes.

Person Role Codes

Note: There are numerous different roles that may be assigned to persons related to a police file (GO). Each assigned role may determine what personal information may be collected as 'mandatory'.
The role may be assigned to an unknown person based on the statement of a witness or victim.
In these cases, personal identifying information cannot be confirmed without further investigation.

Where collection is not mandatory or compelled, the officer may ask for the information on a voluntary basis and record what is provided. In many situations the officer cannot compel proof of the provided information.

Role Code	Definition	Collected	Comment
Applicant	A subject who is an applicant. Includes applicants for police certificates, licenses, etc.	Mandatory	Personal identifying information would be limited to that required for the investigation
Charged	An Information or a Summary Offence Ticket has been laid or issued against the subject by the unit or agency with jurisdiction.	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Child at Risk	Child 'at risk' at an incident such as a domestic situation, grow op, bawdy house, stolen car, etc. If the child is a victim or suspect in an event, then the roles of victim or suspect MUST be used as the primary UCR code. Child-Risk would then be the secondary role code.	Mandatory	Personal identifying information would be limited to that required for the investigation
Complainant	A subject requesting the services of a law enforcement body, but not necessarily the unit or agency entering the occurrence.	Voluntary	Witnesses may wish to be anonymous and cannot generally be compelled to provide personal information.
Courier	A subject suspected of moving anything in relation to a crime or the breach of a statute.	Mandatory	Personal identifying information would be limited to that required for the investigation
Cyclist	Relates to a subject operating a bicycle; generally used for MVI reports	Voluntary	Personal identifying information would be limited to that required for the investigation. If this subject is injured, the injury report would have to be completed with the relevant personal information.
Deceased	Subject of a Sudden Death report – no foul play suspected (including suicide).	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Driver	A subject operating a mechanically powered mode of transportation at the time of involvement, excluding wheelchairs.	Mandatory	Personal identifying information would be limited to that required for the investigation. Where a drivers license is available, this data would be collected
Emotionally Disturbed Person	Emotionally Disturbed Person; a subject who appears to be in a mental crisis and who might pose a threat to an investigator, him/herself or others.	Voluntary	Personal identifying information would be limited to that required for the investigation. If the person is in a state where they may cause harm to themselves or others and are arrested under Section 28 of the Mental Health Act, further details would be required/mandatory.
Exporter	A subject suspected of a crime or breach of a statute, whose normal business is exporting goods.	Mandatory	Personal identifying information would be limited to that required for the investigation
Firearms Interest to Police	A subject who, in the opinion of the investigating officer, should not possess firearms, ammunition, or explosives.	No new data is collected	Generated within CPIC for Known Offenders based on the recommendations of the investigator
Guardian	A subject who has guardianship over a youth who is a subject within a police investigation	Mandatory	Personal identifying information would be limited to that required for the investigation
Injured	Used in incidents of misadventure or industrial accidents, etc.	Mandatory	Personal identifying information would be limited to that required for the investigation
Intoxicated	A subject who is, or appears to be, under the influence of alcohol, drugs or other substances.	Mandatory in cases where intoxication leads to an offence or crime	Personal identifying information would be limited to that required for the investigation and where appropriate completion of a citation/ticket or charge
Lookout	Notice to police for a subject that is suspected of a crime or breach of a statute. Similar to CPIC Observation category.	Mandatory	Personal identifying information would be limited to that required for the investigation
Missing Person	A subject who has been reported missing.	Mandatory	Only personal identifying information relevant to identifying or searching for the person is collected.
Other	The subject cannot be properly described by any of the other codes.	Voluntary	Dependant on the the investigative requirement, but will generally be voluntary
Parole Reportee	A subject required by court order or lawful process to report to police at specific intervals.	Mandatory	Personal identifying information would be limited to that required for the investigation.
Passenger	A subject present on or in a mechanically powered mode of transportation at the time of involvement.	Voluntary	Personal identifying information would be limited to that required for the investigation
Passer	A subject who is suspected of a crime or breach of a statute that passes or utters counterfeit currency, debit and/or credit cards or other illegal documents.	Mandatory	Personal identifying information would be limited to that required for the investigation
Pedestrian	A subject on foot at the time of the involvement.	Voluntary	Personal identifying information would be limited to that required for the investigation
Person of Interest	Used to identify subjects of interest to police related to a particular investigation	Mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Printer	A subject that is involved in the printing of counterfeit currency, debit and/or credit cards or other illegal documents.	Mandatory	Personal identifying information would be limited to that required for the investigation
Property Representative	Property Representative: A subject that is either the owner of, or the owner's representative in relation to, a residence, business, or property (real or chattel).	Voluntary	Personal identifying information would be limited to that required for the investigation
Public Complaint	A police member or employee against whom a complaint has been lodged.	Mandatory	Personal identifying information would be available from employment records
Recommend Suspension	A subject for whom a pardon has been granted.	No new data is collected	This is an administrative role code
Recommended Charges	This status code is mandatory when the police agency has submitted a report to Crown Counsel recommending charges against the subject, but Crown has either not yet laid the charge(s) or has decided to not approve the laying of a charge(s).	Mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Registered Owner	Registered Owner; Subject that is the legal or apparent owner of the vehicle involved.	Mandatory	This information would be available/collected from the Registered Vehicle Owner database.
Street Check	A mandatory code for street check subjects, which indicates that the subject came to the attention of a law enforcement unit or agency as a result of a self-generated check or inspection under suspicious circumstances and not an occurrence or investigation.	Voluntary	Where information is not offered, the officer will make notes on observed identifying information they believe to be relevant
Subject of Complaint	A subject that is being complained about or a subject in relation to whom a call for service was received. This code is non-accusatory in nature.	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Suspect	A subject that is believed to be involved in the commission of a crime or statute breach but charges have not been laid.	Identifying information is mandatory	Personal identifying information is collected from witnesses, suspects and where possible directly from the subject
Suspect Chargeable	A subject for whom grounds exist to support the recommendation of a charge but police choose against this course of action.	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Victim	A subject that has suffered as a result of the commission of an offence or the breach of a statute	Voluntary	The victim may choose to remain anonymous. The officer will collect and record what information they can as well as observations.
Witness	A subject who observed or has some knowledge relating to a crime or a statute breach, or incident	Voluntary	Witnesses may wish to be anonymous and cannot generally be compelled to provide personal information.
Youth-Charged	An Information or a Summary Offence Ticket has been laid or issued against the subject by the unit or agency with jurisdiction.	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Youth-Recommended Charges	Use of this status code is mandatory when the police agency has submitted a report to Crown Counsel recommending charges against a juvenile subject, but Crown has either not yet laid the charge(s) or has decided to not approve the laying of a charge(s).	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Youth-Supect Chargeable	A subject for which grounds exist to support the recommendation of a charge but police choose against this course of action.	Identifying information is mandatory	The categories of personal information will be guided by the requirements of the investigation but would include all associated names, date of birth, residential address and sex and other mandatory fields.
Youth-Suspect	A subject that is believed to be involved in the commission of a crime or statute breach but charges have not been laid.	Identifying information is mandatory	Personal identifying information is collected from witnesses, suspects and where possible directly from the subject
Youth-Victim	A subject that has suffered as a result of the commission of an offence or the breach of a statute	Voluntary	The victim may choose to remain anonymous. The officer will collect and record what information they can as well as observations.