



TRANSIT POLICE

OUTSIDE (SECONDARY) EMPLOYMENT

Effective Date: September 12, 2005

Revised Date: June 21, 2013, August 2, 2022

Reviewed Date:

Review Frequency: As Required

Office of Primary Responsibility: Deputy Chief Officer Administrative Services

POLICY

Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

Member – For the purpose of this policy, Designated Constable (all ranks), Chief Officer, Deputy Chief Officer and Designated Law Enforcement Officer of the Transit Police.

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

Police Act – The BC Police Act, RSBC 1996, c. 367, and the regulations thereto, including the *Transit Police Complaints and Operations Regulation*, all as amended from time to time.

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

SCBCTA – The South Coast British Columbia Transportation Authority commonly referred to as “TransLink”.

Transit Police Personnel – Sworn Members and civilians who work for the Transit Police.

TSML – TransLink Security Management Limited, a subsidiary of the South Coast British Columbia Transportation Authority and legal entity/employer for the Transit Police.

Authority

1. The Transit Police is a Designated Policing Unit in British Columbia established pursuant to s. 4.1 of the *Police Act* upon application made by the SCBCTA. Pursuant to the application approval, the Transit Police is a part of the TSML and all Transit Police Personnel are employees of the TSML. The Transit Police is governed by the Police Board.

General

2. Transit Police Personnel will not hold outside office or employment that may:
 - (1) Place on them demands inconsistent with their duties;

- (2) Call into question their capacity to perform those duties in an objective manner; or
- (3) May be in conflict with the Member or civilian staff person's position and duties with the Transit Police.

PROCEDURES

3. Transit Police Personnel will not engage in other employment which the Police Board considers to be in conflict with the position and duties currently occupied by the staff person, including:
 - (1) Any employment which involves duties with any similarity to, or relationship with, a police responsibility;
 - (2) Any employment which directly or indirectly brings the Transit Police or any of its personnel into disrepute by nature of the employment or activity.

Application and Approval

4. Transit Police Personnel wishing to engage in other employment will submit through the chain of command their request, using TP Form [AZ0740 – Request to Hold Secondary/Outside Employment](#), for review and approval of the Chief Officer.
 - (1) Approvals are not indefinite but are subject to ongoing review. The Transit Police can review and request verification of secondary employment as it deems necessary. Where there are any subsequent changes to the secondary employment which are substantive, the staff person is responsible for providing updated information by submitting an updated TP Form AZ0740.

Appeal

5. If the Chief Officer denies the staff person's request regarding outside employment, the staff person may submit a request for Police Board review of the Chief Officer's decision.
 - (1) The Chief Officer will present the staff person's request to the Police Board at its next scheduled meeting and advise of the staff person within fourteen (14) days of the Police Board's decision.

Suspension of Approval While on Sick Leave

6. When a staff person has been granted approval to engage in other employment and then is off work on Sick Leave, WorkSafeBC or other form of disability, the permission to work in other employment is immediately suspended. The staff person will be required to submit a written request and obtain approval from the Chief Officer (or designate) to work in the secondary employment while on such leave.
7. Permission for the staff person to resume their other employment will be re-instated once the staff person returns to full Transit Police duties or upon the permission of

the Chief Officer (or designate). Such permission will be in writing from the Chief Officer (or designate).

[Refer also to [Transit Police policy chapter AC050 – Conflict of Interest](#) and [TSML Policy No. 001 - Director and Employee Code of Conduct](#)]