



**Amendment to Policy and Procedures Manual**

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**PUBLIC**

To: South Coast British Columbia Transportation Authority Police Service Designated Policing Unit Board (Police Board)

From: Chief Officer Dave Jones  
South Coast British Columbia Transportation Authority Police Service Designated Policing Unit (Transit Police)

Date: March 29, 2023

**Subject: Amendment to Policy and Procedures Manual [Board Report No. 2023-14]**

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*Recommendation:*

- A. THAT the South Coast British Columbia Transportation Authority Police Service Designated Policing Unit Board approve amendment to Transit Police policy chapter AC150 – Uniform, Insignia and Dress Standards.
  - B. THAT the South Coast British Columbia Transportation Authority Police Service Designated Policing Unit Board requests the Transit Police to post the revised policy chapter to the Transit Police website.
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**PURPOSE**

To add and update Transit Police policy chapters to reflect current operational processes, changing technologies and new/amended provincial and federal policing directives and standards, and the law.

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**BACKGROUND/DISCUSSION**

**General**

Pursuant to s. 4.2(2)(c)(v) of the *Police Act*, the Police Board has a duty to make rules consistent with the *Police Act*, the regulations and the director's standards with respect to:

- The standards, guidelines and policies for the administration of the designated policing unit;
- The prevention of neglect and abuse by the designated constables; and



- The efficient discharge of duties and functions by the designated policing unit and the designated constables.

The Police Board requires the Chief Officer to submit any proposed policy and policy amendments to the Police Board, via the Governance Committee, for review and approval. Effective July 14, 2014, the Police Board adopted a new approval process, whereby only policy sections within a policy chapter are submitted for approval of the Police Board, unless identified on the High Risk Policy list. When on the High Risk Policy List, the policy chapter is submitted in its entirety (including procedures). The Chief Officer has delegated authority to amend procedures within a chapter if not on the High Risk Policy list.

### **Public Access to Policies**

Where possible, Transit Police will submit new/amended policy submissions to the public agenda. However, in some cases, the Transit Police may submit a new/amended policy In Camera to the Police Board to allow for: fulsome review/discussion of all policy content, including provisions that may be considered confidential and withheld pursuant to the *Freedom of Information and Protection of Privacy Act (FOIPPA)*; and sharing of legal advice or other confidential labour relations/financial/law enforcement information related to the policy amendment. For In Camera submitted policies, once the new/amended policy is approved by the Police Board, it is then vetted and any necessary information redacted in accordance with *FOIPPA* provisions, following which it is posted (as soon as is practicable) to the Transit Police website for ongoing electronic access by the public. Further, the policy approval will be referenced in the next public agenda of the Police Board.

### **Background**

On June 10, 2022, the Police Board received and considered [\*Board Report No. 2022-27: 'Thin Blue Line' Symbol: Historical Context and Existing Policy re Service or Policy Complaint OPCC File No. 2022-21156\*](#). The Service or Policy complaint related to a Transit Police Officer who wore a grey and black emblem with a blue line on their uniform.

At the time of complaint in December 2021, the wearing of this emblem was consistent with Transit Police policy. In the report, it was acknowledged that the continued wearing of Thin Blue Line symbol by police officers remains a matter of debate within the public discourse and that a similar complaint had also been received by the Vancouver Police Board. Arising from the Board Report No. 2022-27, both the Police Board and Transit Police staff have continued to monitor the conversation on this issue occurring regionally and across the country, including concerns from Indigenous and racialized communities.

At the February 10, 2023 Police Board Meeting, the Police Board received a copy of a Vancouver Police Department's report provided to the Vancouver Police Board regarding a Service or Policy Complaint in regards to a thin blue line patch. At the February meeting, the Police Board and



Chief Officer shared comments and considered policy differences. As well, Acting Inspector Hansen provided a brief overview of how police officers who die in the line of duty are honoured. Our Police Board determined that it would like to have further discussion in the presence of Police Board Members Levy and Palmer (who were absent at the meeting). The matter was referred to the Governance Committee for further review and to bring a recommendation to the Police Board.

Further deliberation of the issue occurred at the Governance Committee meeting on March 27, 2023 and the following motion was passed:

*“THAT the South Coast British Columbia Transportation Authority Police Service Designated Policing Unit Governance Committee recommends that Transit Police Policy AC150: Uniforms, Insignia & Dress Standards amend section 55 to remove ‘and National Emblem (in either full colour or grey/black with a blue line)’ and add sub section ‘55(1) Thin Blue Line insignia is prohibited from being worn on uniforms.’”*

Accordingly, the Strategic Services Section has prepared the proposed amendment to section 55 of the policy and it is attached as **Appendix “A”** for the consideration of the Police Board.

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**Chief Officer Dave Jones**

Author: Beth Nielsen, Senior Policy and Planning Advisor

Submitting Senior Executive Member: Chief Officer Dave Jones

## Uniforms, Insignia &amp; Dress Standards

AC150

**TRANSIT POLICE****UNIFORMS, INSIGNIA & DRESS STANDARDS**

Effective Date: September 12, 2005

Revised Date: November 26, 2012, October 21, 2014, April 2, 2020, Proposed to Police Board –March 29, 2023

Reviewed Date:

Review Frequency:

Office of Primary Responsibility: Inspector Administrative Support

Commented [NB1]: Updated to current title throughout

**POLICY****Summary**

The professional appearance and deportment of Transit Police Personnel impacts public confidence, community support and thereby, Member safety. The Transit Police entrusts its Personnel with the responsibility for maintaining a high standard of dress and deportment. Accordingly, Transit Police Personnel will wear the uniform and equipment issued for their position or, where no uniform is required, appropriate business attire or attire consistent with the nature of the work performed and work environment. Members will wear and display medals and insignia, consistent with Transit Police policy. Further, Members will carry identification and provide such identification upon request, consistent with this policy, the *Police Act* and associated regulations.

**Definitions**

BCPPS – British Columbia Provincial Policing Standards, as amended from time to time.

Executive Officers – Chief Officer and Deputy Chief Officers of the Transit Police.

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

Police Act – British Columbia *Police Act*, as amended from time to time.

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

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

Senior Officers – Inspectors, Deputy Chief Officers and Chief Officer of the Transit Police.

Transit Police Personnel – All sworn police officers, peace officers and civilian staff (whether unionized or exempt) who work for the Transit Police.

**General**

1. The Transit Police and its Members will comply with the uniform standard of the *Police (Uniforms) Regulations* of the *Police Act*.

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2. Uniform dress for Members will be of a pattern authorized by the Transit Police Board, consistent with the *Police (Uniforms) Regulation*.
3. Members will only wear issue uniform while on shift, except as authorized otherwise by the Chief Officer.

#### Civilian/Business Dress

4. Transit Police Personnel will comply with TSML business attire guidelines, as adapted for Transit Police and set forth in this chapter.

*NOTE: The TSML traditional and casual business attire guideline is meant to foster a professional image of the organization, meet the requirements of a specific work place, and encourage a healthy environment that will ensure compatibility with work colleagues, customers, shareholders and the business community.*

#### Service Colours

5. The official colours of the Transit Police are blue, white and gold.

#### Badges

6. Transit Police will adopt the following versions of cap and pocket badges as official issue equipment.
  - (1) **Pocket Badge** – Gold colour, approximately 4.2 centimetres (“cm”) wide, 7 cm high with red crown, royal blue scroll, white dogwood with green leaves and gold, blue and white Shield of Arms, encircled by the Transit Police motto in royal blue.
  - (2) **Cap Badge** – Silver colour, approximately 4.2 cm wide, 6.5 cm high with red crown, royal blue scroll, white dogwood with green leaves and gold, blue and white Shield of Arms, encircled by the Transit Police motto in royal blue.

#### Medals and Decorations

7. Members entitled to medals or decorations may wear the appropriate ribbons while in Duty Uniform and may wear the full-sized medals while in any order of Full Dress Uniform.
8. Members entitled to medals or decorations may wear the appropriate miniature medals while in Mess Dress.
9. Members other than Senior Officers may wear service stars, one for each five years of Transit Police service, on their Dress Uniform.

#### Authorized Equipment

10. Members will carry only Transit Police issued or authorized equipment.

## Identification

11. As a law enforcement officer, while on duty, Members are required to carry their issue identification card and badge, and in an easily accessible place.

## PROCEDURES

12. Upon hire, new Transit Police Personnel will be provided with a copy of Transit Police policy chapter AC150 - Uniforms, Insignia & Dress Standards. The Human Resources Section will be responsible for this task and make a record of its completion for each new hire.

## UNIFORMS

### Duty Uniform – Members

13. Members will be issued a duty uniform, which includes but is not limited to:
  - (1) Issue or authorized boots or shoes,
  - (2) Shirts (long and/or short sleeve),
  - (3) T-shirts (long and/or short sleeve),
  - (4) Pants (cargo pants),
  - (5) Patrol jacket & fleece liner,
  - (6) Forage cap, hat badge and rain cap cover,
  - (7) Tie and tie tack,
  - (8) Body armour and carrier, and
  - (9) Gloves.
14. Members may also be issued with a Transit Police toque and ball cap, which will be worn as appropriate to the work environment and duties to be performed.
15. Members will be issued duty equipment, which includes but is not limited to:
  - (1) Belt(s) and belt keepers,
  - (2) Firearm and ammunition,
  - (3) Firearm holster and magazine pouches,
  - (4) Handcuffs, handcuff key and double handcuff holder,
  - (5) Radio pouch and lapel microphone holder,
  - (6) Flashlight and flashlight holder,
  - (7) Baton and swivel holder,
  - (8) OC spray and holder,
  - (9) Silent key carrier,
  - (10) Ticket book carrier and cover,
  - (11) Notebook and notebook cover,
  - (12) Tourniquet and Rescue-Gerber Knife,
  - (13) Any other equipment necessary or appropriate for the patrol function (e.g., high 'vis' vest, police sashes and/or police raid jackets).

### Shoulder Flashes

16. Shoulder flashes are worn on uniform shirts and jackets by all Members in Duty Uniform, and all Senior Officers in Dress Order #1, #1A, and #2. At the discretion of the Chief Officer, shoulder flashes may be worn by Constables, Sergeants and Staff-Sergeants in Dress Order #1 and #1A.
17. Shoulder flashes worn on the Duty Uniform by Sergeants and Staff Sergeants have a black or LAPD blue border, and white lettering. Shoulder flashes worn by Inspectors have a silver border and lettering. Shoulder flashes worn by the Deputy Chief Officers and Chief Officer have a gold border and lettering.

### Equipment and Insignia on External Body-Armour Carrier

18. For Members (or any other Transit Police sworn peace officer) wearing the issued external body-armour carrier, the normal complement of equipment allowed to be mounted on the carrier will be two pieces of issue equipment (in addition to a pocket-mounted flashlight) on the front of the vest, provided that:
  - (1) The equipment so mounted does not impede access to force options tools; and
  - (2) The equipment is housed within approved black pouches/carriers.
19. Any exception to s. 18 above, will require authorization by the Inspector Administrative Support.
20. Members will not mount force options equipment, including magazines, on the front of the external body-armour carrier (except carbine carrying Members who may also carry a carbine magazine on the body-armour carrier). Handcuffs may be mounted on the front of the external body-armour carrier, provided they are fully enclosed within an approved pouch. Concealed knives/rescue tools are permitted.
21. Insignia and equipment on the external body-armour carrier will be as detailed in **Appendix "A"** to this policy.

### Plain Clothes Dress

22. For plain clothes duties, Members will refer to [Transit Police SOP76 – Patrol Plain Clothes Deployment](#) regarding dress and deployment requirements.

### Special Duty Uniforms

23. The Chief Officer or designate may authorize Members to wear special duty uniforms as operational circumstances dictate. **Appendix "B"** to this policy details the currently authorized Special Duty Uniforms (i.e., Dog Handlers and Tactical Troop Members).

**Seconded Member Uniform and Equipment Standards**

24. Members seconded to units and agencies outside the Transit Police are authorized to be uniformed and equipped in keeping with the standards of the unit or agency to which they are seconded.
25. Members seconded to units and agencies outside the Transit Police will wear only Transit Police issued uniform, and only carry issued equipment, while performing call-out or similar duties during which they are deployed as a Transit Police asset.

**Formal Dress Uniform**

26. Formal dress order of the Transit Police is as follows:

**(1) Dress Order #1 (Ceremonial Dress) – All Ranks:**

- a. Forage Cap,
- b. Dark blue dress tunic, with royal blue piping,
  - i. Chief Officer and Deputy Chief Officers – fully embroidered shoulder flashes with gold lettering and border,
  - ii. Inspectors – fully embroidered shoulder flashes with silver lettering and border,
- c. Dark blue cloth belt, with blue piping – silver MVTP buckle,
  - i. Chief Officer and Deputy Chief Officers – dark blue cloth belt, with blue piping – gold Transit Police buckle,
- d. Silver MVTP shoulder bars and collar dogs (gold for Chief Officer and Deputy Chief Officers),
- e. Formal pants (wide blue stripe) and suspenders,
- f. Plain black oxfords or issued boots,
- g. White gloves (black gloves – for funerals, memorials and similar events),
- h. Full size medals – worn as outlined in this policy,
  - i. Medals will be worn at parades, formal ceremonies or functions,
- i. White shoulder lanyard (gold lanyard for Chief Officer and Deputy Chief Officers) around left shoulder, and
- j. Rank insignia.

**(2) Dress Order #1A (Ceremonial Dress – Armed):**

- a. Forage Cap,
- b. Dark blue dress tunic, with royal blue piping,
- c. Black Sam Browne belt and cross-strap, with pistol, magazines and handcuffs,
- d. Silver MVTP shoulder bars and collar dogs (Gold for Chief Officer and Deputy Chief Officers),
- e. Formal pants (wide blue stripe) and suspenders,
- f. Plain black oxfords or issue boots,
- g. White gloves (black gloves – for funerals, memorials and similar events),
- h. Full-size medals – worn as outlined in this policy (Medals will be worn at parades, formal ceremonies or functions),
- i. White shoulder lanyard (gold lanyard for Chief Officer and Deputy Chief Officers) around left shoulder, and
- j. Rank insignia.



- (3) **Dress Order #2 – Executive Officers:**
  - a. Forage Cap,
  - b. Dark blue administrative tunic with matching waist belt,
  - c. White uniform shirt (worn with or without tunic),
  - d. Pants with black “maple leaf” stripe,
  - e. Plain black oxfords or issue boots,
  - f. Rank insignia, and
  - g. Ribbons.
- (4) **Dress Order #3 (Mess Dress) – Executive Officers:**
  - a. Forage Cap,
  - b. Dark blue mess jacket,
  - c. White tuxedo shirt,
  - d. Blue cummerbund,
  - e. Trousers with narrow blue stripe,
  - f. Plain black oxfords or issue boots,
  - g. Black bow tie,
  - h. White gloves, and
  - i. Miniature medals and rank insignia.

## DRESS AND DEPORTMENT

- 27. Members will:
  - (1) Maintain at their report location, and in proper order and fit, at least one complete duty uniform;
  - (2) Keep uniforms clean and in good repair; and
  - (3) Not wear a mix of uniform and civilian clothing while on duty (except where permitted by the Chief Officer for specific events, for example ‘Pink Shirt Day’).
- 28. Members will wear the forage cap:
  - (1) As required by the Chief Officer or designate;
  - (2) When Dress Uniform is worn; and
  - (3) When attending ceremonial and official functions, such as parades, funerals, ceremonies and inspections.
- 29. Members will not wear the forage cap to, or at, mess functions or similar evening events.
- 30. Members will not wear the ‘Ceremonial Dress – Armed’ uniform to, or at, mess functions or similar evening events, without the express written authorization of the Chief Officer or designate.

31. Members not in Ceremonial Dress Uniform will wear the issue tie at official functions, which includes:
  - (1) Funerals,
  - (2) Ceremonies,
  - (3) Inspections, and
  - (4) Other functions as directed by the Chief Officer.
32. While the wearing of the forage cap and tie is not mandatory for regular duties, the Transit Police, in the interest of demonstrating a professional appearance, encourages Members to wear the forage cap at all times, and forage cap and tie whenever the long-sleeved uniform shirt is worn.
33. Senior Officers (in the substantive rank of Inspector or above) will wear the issue white shirt (either long or short-sleeved) and dark blue tie (for long-sleeve white shirt) when in uniform. The duty uniform blue shirt may be worn at the discretion of the Chief Officer.
34. Uniform trouser length should be at 2.5 cm from the floor, unless there is an operational reason for variance.
35. If it is necessary to wear a scarf, it will be navy blue or black. Socks will be navy blue or black. Hosiery will be a neutral or navy blue shade.
36. Members on shift will refer to Transit Police policy chapter [AC120 – Personal Appearance](#) regarding parameters for wearing of any ornamentation (e.g., earrings and visible necklaces). Maintaining professional appearance and public confidence, and Member safety is important.
37. Members wearing any long-sleeved undershirt will wear a long-sleeved uniform shirt. T-shirt sleeves are not to protrude below the uniform sleeve (no long sleeve undershirt with a short sleeve shirt).

#### **Wearing of Dress Uniforms**

38. Dress Order #1 and #1A will be worn by Members when attending formal functions, ceremonies, participating in parades or as required at the direction of the Chief Officer.
39. Dress Order #2 and #3 will be worn only by Executive Officers, as required.

#### **Court Appearance**

40. Members may wear uniform dress or civilian dress while attending court.
41. Uniform dress for attending court will be:
  - (1) Uniform shirt (with issue tie if long-sleeved),
  - (2) Uniform pants, and

- (3) Forage cap will not be worn inside the courtroom unless assigned to court duties.
- 42. Civilian dress for Members attending court will be professional business attire, which includes but is not limited to suits, dresses, jackets/blazers, dress shirts with ties, dress pants, skirts and blouses, sweaters and closed toe dress shoes, with dress socks or appropriate hosiery.
- 43. When requested by the presiding judge or justice of the peace, Members will not wear a sidearm while giving evidence in court. Members will coordinate with Sheriffs to secure their sidearms.
- 44. Members attending court as defendants will appear in civilian dress.

### **Sunglasses**

- 45. Members may wear sunglasses while on shift. (Mirrored sunglass lenses are not permitted.)

### **Maintenance, Deficiencies and Alterations**

- 46. Members will refer to the Collective Agreement (s. 5.05) for provisions related to cleaning, repair and alterations of uniforms.
- 47. Members will not make any modifications to the issue uniform, equipment and accessories.
- 48. Uniform deficiencies are to be reported to the Member's Supervisor, via the [AZ0310 – Uniform and Equipment Requisition Form](#) replacement, for repair or alteration, as soon as is practicable. Supervisors will endorse the form and forward to the Purchase and Inventory Coordinator.
  - (1) When a Member's weight or build changes so that the uniform clothing and accoutrements no longer provide a satisfactory fit, application may be made for alteration or replacement of the uniform by submitting a Kit and Clothing Requisition Form to the Member's Supervisor.
  - (2) When there are exigent circumstances, a Member may request a replacement piece of clothing/equipment directly to the Purchase and Inventory Coordinator (e.g. contaminated gloves), and then submit the formal requisition form after.

### **Discarded Uniform**

- 49. All cloth uniform items that are non-serviceable or no longer of use will be disposed of by the Member in the designated receptacles. Other issued uniform and equipment will be returned by the Member to the Purchase and Inventory Coordinator. This includes when a Member leaves employment (as sworn Member) with the Transit Police.

50. The Purchase and Inventory Coordinator will have burned all discarded uniform items, unless otherwise so determined by the Chief Officer.

#### Emblems and Trinkets

51. Members in uniform or in civilian dress may wear the following as appropriate: Remembrance Day poppy emblem and National emblem.
52. Members in uniform or in civilian dress may wear the Police Memorial Ribbons as directed by the Chief Officer or designate.
53. Approved emblems will be worn on the left chest or left lapel, as appropriate.
54. Any item that detracts from the uniform or civilian dress, or that could endanger the safety of a Member, will not be worn.
55. ~~The wearing of any item, save the Remembrance Day poppy and National emblem (in either full colour or grey/black with a blue line), not issued to a Member will be with the permission of the Chief Officer.~~

Commented [NB2]: Recommended amendment of the Governance Committee on March 27, 2023

- (1) ~~The Thin Blue Line insignia is prohibited from being worn on uniforms.~~
56. Transit Police Personnel have a personal responsibility when at work to dress appropriately and to present themselves in a professional and respectful manner. The following are factors to consider in deciding upon appropriate attire for the workplace:
- (1) Interactions: the contacts the staff person will make during the business day with clients, stakeholders, and other Transit Police Personnel;
  - (2) Condition of the clothing: cleanliness and hygiene, and state of repair;
  - (3) Workplace environment: safety or security considerations; exposure to weather conditions, and duties to perform.

#### CIVILIAN DRESS - BUSINESS ATTIRE

57. Business attire will be worn by Transit Police Personnel unless otherwise specified by management or Transit Police policy (e.g., when uniforms are to be worn). Examples of business attire include, but are not limited to: suits, jackets, dress shirts with ties, dress pants, dresses, skirts and blouses, capris, and sweaters.
58. When Members are on duty outside of police facilities and in civilian dress, sidearms and handcuffs will be worn in such a manner that they are not visible to the public.
59. Casual business attire will be optional for Transit Police Personnel on Fridays, unless otherwise indicated by management or this policy. However, on office-wide business casual days, Transit Police Personnel need to exercise discretion in determining whether business attire is required due to the work demands in their section on a particular Friday.

- (1) Some examples of acceptable casual business attire include, but are not limited to: golf shirts, khakis, casual dress pants, dressy jeans, dressy t-shirts, and dress sandals.
60. Some attire is unacceptable on any workday. Examples include, but are not limited to: shirts or jackets with lewd or offensive graphics or logos, gym shorts, cut-offs, short shorts, ripped or dirty jeans, beach or locker room sandals (i.e. flip-flops, rubber slip-ons), clothing that is too tight, revealing attire such as tank tops, crop tops or anything made of see-through material, jogging suits, sweat pants, "tear-away" pants. *(NOTE: When working out in the workplace gym, wearing of gym attire is acceptable.)*
61. While in the workplace, civilian personnel are to apply good judgment reflecting respectfulness and workplace appropriateness in the wearing of ornamentations (i.e., jewellery/body piercings) and in the display of body art/tattoos.

#### **MANAGEMENT/SUPERVISOR RESPONSIBILITIES**

62. Managers/Supervisors are responsible for dress, appearance and deportment of all Transit Police Personnel under their supervision, consistent with maintaining a high standard throughout the organization.
  - (1) Managers/Supervisors have the responsibility to discuss and affect changes with an employee on a personal and private basis where they think an employee's attire or personal hygiene/appearance is not appropriate.
63. Managers/Supervisors may use their discretion in determining whether business or casual business attire is suitable for the job demands in their work area. Transit Police Personnel are expected to dress in a manner consistent with their Manager's determination and the nature of work performed.
64. Managers/Supervisors may authorize exceptions to the dress standards as necessary for special duty assignments.
65. Supervisors for Members may conduct stand-up parades or inspections of dress and deportment, and as otherwise so directed by the Deputy Chief Officer Operations or Chief Officer.

#### **Administration**

66. The Transit Police will maintain a Kit and Clothing Committee comprised of representatives of the union and Transit Police senior management (or designates), as agreed to by the parties.
  - (1) The Sergeant Major will be the appointed Committee Chair, unless otherwise so determined by the Chief Officer.
  - (2) The Committee will be responsible for assessing proposed uniform and kit changes and providing recommendations.

- (3) Requests to make changes to uniforms and kit will be made directly to the Kit and Clothing Committee, via the Committee Chair, for consideration.
- 67. Any major changes to kit and clothing will require the approval of the Executive.
- 68. The uniform standard of all Members will be at the discretion of the Chief Officer, guided by the *Police (Uniforms) Regulations* of the *Police Act*.

## IDENTIFICATION

- 69. A cloth badge bearing the Member's name or badge number (with silver/white lettering), as so determined by the Chief Officer, will be worn above the right breast pocket (sewn on, centered) of all uniformed Members, and will be worn by the Executive Officers on their duty uniform.
  - (1) The Member's name or badge number is also shown (cloth badge sewn on) on all Transit Police issue patrol jackets, fleece jacket and external body-armour carrier.
- 70. Inspectors and Executive Officers may wear a metal nameplate at their discretion, unless otherwise so directed by the Chief Officer.
  - (1) Metal nameplates for Inspectors will be polished silver coloured metal with MVTP crest and black lettering and nameplates for Executive Officers will be polish gold coloured metal with MVTP crest and black lettering. Nameplates are to be worn over the right breast pocket, properly centered.
- 71. Members will be issued: pocket badge (marked with MVTP crest, "POLICE" and Member's number), identification card (wallet sized), and black identification holder.
- 72. Members will use Transit Police issue business cards, unless otherwise authorized by the Chief Officer.

## Identification Cards

- 73. When a Member changes their name, they will need to obtain a new identification card and notify the Human Resources Section and Strategic Services Section.
  - (1) The Member will submit a request to the Manager of Facilities and Assets, who will be responsible for facilitating issuance of a new identification card.
  - (2) The Member is to provide a copy of the name change document to the Strategic Services Section (who handles designations). The Strategic Services Section will notify Police Services Division and JIBC of the name change, so the Designated Constable Appointment database and Police Registry can be updated. Further, the Strategic Services Section will arrange for a new Designated Constable Appointment Form to be signed by the Police Board Chair and provided to the Member.

74. A Member will obtain an updated photograph and identification card at five-year increments, or such frequency as so determined by the Chief Officer. A new identification card will also be issued upon appointment of a new Chief Officer. The Manager of Facilities and Assets will implement a process to produce the replacement identification cards.

### Identification of Members

75. It is mandatory for on-duty Members to produce identification when requested, unless doing so will interfere with officer safety. Uniform Members will not conceal their identity or hesitate to provide their surname, badge number and rank when requested.
- (1) When Members are off-duty, they are to be mindful of when it is appropriate to display their police badge/identification and to be cognizant of code of conduct provisions under the *Police Act*. (This excludes circumstances when an off-duty Member puts themselves 'on duty' or when requested to produce their police identification by other law enforcement.)
76. Plainclothes Members will, unless involved in operational duties that require concealing their identity, comply with requests to identify themselves.

### INSIGNIA

**[Refer to Appendix "C" for additional direction and illustrations.]**

#### Service Stars

77. Service Stars will be a cloth, 5-point star, and silver, not larger than 1.9 cm in size.
78. Service stars will be worn centered on the left sleeve of the Dress Uniform, with the top point 14 cm below the shoulder seam for Members 171 cm or taller, and 12.7 cm below the shoulder seam for Members under 171 cm.
79. Members wearing more than four service stars will wear them in two rows, with the top point 12.7 cm below the shoulder seam for Members 171 cm or taller, and 11.4 cm below the shoulder seam for Members under 171 cm. The upper row will be centered over the lower row.
80. When more than one service star is worn, they will be arranged so that both the side and lower points are immediately adjacent to those of the other stars, so that the row of stars forms an upward arched curve.
81. When a Member has been awarded the Police Exemplary Service Medal, the Member may continue to wear service stars.

#### Rank Badges

82. Members holding the substantive rank of Sergeant or Staff Sergeant will wear the appropriate rank badge on both sleeves of shirts and jackets, while in Duty Uniform.

The rank badges will be centered on the sleeve, and located midway between the elbow and the shoulder seam of the garment.

83. Members holding the substantive rank of Sergeant or Staff Sergeant will wear the appropriate rank badge, on the right sleeve only, while in Dress Uniform. The rank badge will be centered on the sleeve, with the top of the Sergeant's chevron 12 cm below the shoulder seam, and the top of the Staff Sergeant's chevron 14 cm below the shoulder seam. These measurements will be reduced by 1.5 cm for Members less than 171 cm tall.
84. Except with the specific authorization of the Chief Officer or designate, Members acting in the rank of Sergeant or Staff Sergeant will wear epaulette slip-ons, bearing the appropriate rank, on both shirts and jackets, of the Duty Uniform. Members who are While So Employed ("WSEs") Sergeants and Staff Sergeants will wear the uniform of rank during their WSE term. Members will not display an acting rank on their Dress Uniform.
85. The pistol qualification badges of Crossed Pistols, or Crossed Pistols with Crown, will be worn on the lower left sleeve of the Dress Uniform tunic, .5 cm above the piping (or .5 cm above the Carbine Qualification Badge, if that badge is worn).

#### **Carbine Qualification Badges**

86. Members qualified as carbine operators may wear the crossed rifles qualification badge on the lower left sleeve of the Dress Uniform tunic.

#### **Specialized Qualification Badges**

87. Members qualified to wear the Instructor, Tac-Troop or K-9 Handler Qualification badge will wear that badge on the lower right sleeve of the Dress Uniform tunic, .5 cm above the piping. Only one Specialized Qualification Badge will be worn.

#### **Sergeant-Major Appointment Badge**

88. The Sergeant-Major appointment badge will be worn centered on the lower right sleeve of the Dress Uniform tunic, .5 cm above the piping. The badge will consist of a full-colour crown centered over four inverted chevrons, with crossed sabers below.
89. Medals and decorations, when ordered, will be worn on the left breast in the order of precedence issued by the Governor General of Canada.
90. Medals will be worn on Dress Uniforms as follows:
  - (1) Single horizontal row, overlapping when necessary due to the number;
  - (2) Suspended reverse side outward by their ribbon from a detachable bar which will not be visible;
  - (3) Ribbon length will be 5 cm unless the position of clasps necessitates this being longer, and



- (4) When two or more ribbons are worn, the length of ribbons will be adjusted so that the lowest edges of all medals are in horizontal alignment.

**Medal Ribbons**

91. Medal ribbons that are 1 cm in depth will be worn in the same order of precedence as for medals, commencing with the top ribbon nearest the center of the chest.
92. Medal ribbons will also be worn on the uniform shirt mounted on a detachable ribbon bar and pinned on the left breast, centered directly above the seam of the pocket flap.
93. Ribbons will not overlap and are to be worn in a row, one above the other, as closely as possible and immediately above the left breast pocket.
94. Ribbons may not project beyond the shoulder seam and no row of ribbons is to be shorter than the one above it, with the top-most ribbon to be centered.
95. The maximum number of ribbons in a row is four on the bottom and four on the top.
96. If seven ribbons are to be worn, there will be four on the bottom and three on the top, and eight ribbons are to be worn four in each row.
97. Medals of civilian societies (such as Royal Humane Society) will be worn on the right breast.

**Departing and Retired Members**Return of Uniforms and Equipment

98. When Members leave employment with the Transit Police, they are required to turn in their issued uniform clothing and equipment. The Purchase and Inventory Coordinator will record return of such items on Transit Police [Form AZ1850](#) and have the form signed by the Member.

Police Badge

99. A retiring Member is entitled, at no cost to the Member, to having their issued police badge set in a Lucite display. Any exceptions to this provision will require a request to the Chief Officer.
100. The Lucite setting will contain the Member's issued police badge, name and last date of service.
101. The Human Resources Manager will advise the Purchase and Inventory Coordinator upon a Member retiring or resigning.

102. The Purchase and Inventory Coordinator will contact the retiring Member and ask if they wish to take option of having their police badge placed in a Lucite display; if not, then the badge must be turned in.
103. If the departing Member is hired by another police agency, they are not considered retired. If that Member wishes their issue police badge, then they must make a request in writing to the Inspector Administrative Support, including their agreement to pay the full cost. If the request is approved, the police badge will be set in Lucite.

Dress Uniform

104. A retiring Member may request to retain their Dress Uniform. Approval is dependent on the Member being in good standing when they retire (and acknowledging that they must remain in good standing during retirement). To confirm good standing, approval of the Inspector for Professional Standards Unit, the Member's Supervisor and Inspector Administrative Support is required. (A record of the acknowledgement and approval is to be completed on Form AZ1850.)

**[See also Transit Police policy chapter AC170 – Service Recognition and the Collective Agreement]**

**APPENDICES FOLLOW ON NEXT PAGE**

## APPENDIX “A”

### Approved Insignia – External Body-Armour Carrier

#### Front:

“POLICE” in silver, 3 cm high lettering, centered on the chest  
Name / badge number in silver, 1 cm high lettering, on the right chest  
Low-visibility Canadian flag, on the left chest  
Acting rank, if required, is worn on the left chest

#### Rear:

“POLICE” in silver, 6 cm high lettering, centred on the upper back  
Active Transit Police Dog Handlers wear “POLICE DOG SERVICES” in 4 cm high silver lettering, centered on the upper back, instead of the “POLICE” patch

## APPENDIX “B”

### Authorized Special Duty Uniforms

1. **Range Instructor** – Members engaged in instructional duties on a pistol or rifle range will wear a uniform consisting of the issued tactical pants, gray shirt (with full-colour shoulder flashes), and patrol boots. If wear of a ball cap is required, the Transit Police issue ball cap will be worn.
2. **Training Section** – Members engaged in administrative duties on behalf of the Training Section or instructional duties, other than on a pistol or rifle range, will wear a uniform consisting of a gray Transit Police golf shirt, issue tactical pants, and patrol boots. If wear of a ball cap is required, the Transit Police issue ball cap will be worn.
3. **‘Tac Troop’ Level 2** – Members engaged in Tactical Troop duties and directed to wear “Level 2,” will wear the standard issue Transit Police patrol uniform, with subdued shoulder flashes, and the full duty belt.
4. **‘Tac Troop’ Level 4** – Members engaged in Tactical Troop duties and directed to wear “Level 4,” will wear the standard issue Transit Police patrol uniform, with subdued shoulder flashes, helmet, tactical padding, and reduced force options as directed by the Tactical Troop Chain of Command.
5. **Transit Police Dog Handler** – Active Transit Police Dog Handlers wear the standard Transit Police patrol uniform, with all insignia in silver. In consideration of their special duties, Transit Police Dog Handlers are authorized to exceed the limitation on the number of items mounted on their external body-armour carriers, provided those items comply with the restrictions outlined in sections 18 and 19 of Transit Police Policy AC150.

## APPENDIX “C”

### Duty Uniform – All Members & Dress Order #2 – Executive Officers

1. If a Transit Police commendation is the only decoration, it is worn immediately above the left pocket, centered over the button. Only one Transit Police commendation is worn. A Member who has received more than one Transit Police commendation wears the "highest" one, i.e. if both an Inspector's and a Chief's Commendation have been received, the Chief's Commendation is worn. (Fig 1)
2. Medals are not worn in Duty Uniform. Undress ribbons are worn immediately above the left pocket. For Members who are wearing both undress ribbons and a Transit Police commendation, the Transit Police commendation is worn on the pocket flap, directly below the undress ribbons and as close as practicable to the top of the pocket. (Fig 2)
3. It is permissible to wear a commendation from another agency. That commendation is worn centered on the pleat of the pocket, 1.5 cm below the point of the pocket flap. (Fig 3)

**Fig 1**



**Fig 2**



**Fig 3****Ceremonial Dress Uniform**

4. The name-plate is worn immediately (1-2 mm spacing) above the right pocket, centered over the button. (Fig 4)
5. If a Transit Police commendation is the only decoration, it is worn immediately above the left pocket, centered over the button. Only one Transit Police commendation is worn. A Member who has received more than one Transit Police commendation wears the "highest" one (i.e., if both an Inspector's and a Chief's Commendation have been received, the Chief's Commendation is worn). (Fig 5)
6. It is permissible to wear a commendation from another agency, and in the absence of medals, that commendation is worn centered on the pleat of the pocket, 1.5 cm below the point of the pocket flap. (Fig 6)
7. Medals are worn centered on the left pocket, with the top of the ribbon approximately 1.5 cm above the top of the pocket. With few exceptions (e.g., military jump wings), nothing is worn above the medals. Members wishing to wear a decoration or device above the medals shall consult with the Departmental Sergeant-Major. (Fig 7)
8. A Transit Police commendation is worn 1 cm below the medals. (Fig 7)
9. An outside agency commendation is worn .5 cm below the Transit Police commendation or 1 cm below the medals if no Transit Police commendation is worn. (Fig 7)

**Fig 4**



**Fig 5**



**Fig 6**



**Fig 7**

