



South Coast British Columbia Transportation Authority Police Service

Designated Policing Unit

Policy Manual Amendment

May 27, 2024, Page 1 of 3

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

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

Date: May 27, 2024

**Subject: Amendments to Transit Police Policy Chapter AG090 – Police Vehicles
[Board Report No. 2024-32]**

Recommendation:

- A. THAT the South Coast British Columbia Transportation Authority Police Board approves amendments to Transit Police policy chapter AG090 – Police Vehicles; and
 - B. THAT the South Coast British Columbia Transportation Authority Police Board requests the Transit Police to post the amended policy chapters to the Transit Police website, once the policies are vetted pursuant to the *Freedom of Information and Protection of Privacy Act*.
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PURPOSE

To amend Transit Police policy chapter AG090 – Police Vehicles in order to to reflect updated best practices as well as the deployment of Community Safety Officers (“CSOs”).

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 new policy and policy section amendments to the Police Board, via the Governance Committee, for review and approval.



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 and Review

Transit Police policy chapter AG090 – Police Vehicles began review in July 2023, led by Policy and Planning Advisor - Emmett Choi. Since then, a number of Transit Police staff were involved in development, review, and/or consultation. The list of those involved is attached as “[Appendix A](#)”.

The key changes to the policy sections of policy chapter OD120 are summarized below and the new policy is attached as “[Appendix B](#)”.

- (1) A number of definitions were added or amended, including:
 - a. “Chief Officer”;
 - b. “CSO”;
 - c. “Member”;
 - d. “Metro Vancouver Transit Police (Transit Police)”;
 - e. “Police Vehicle”; and
 - f. “Transit Police Personnel”.
- (2) Under the “Authority” heading, section 1 was amended to reflect the unique authorities of Designated Constables versus Designated Law Enforcement Officers.
- (3) Under the “General” heading, section 4 was amended to allow for the Chief Officer or designate to more easily make decisions as to which specific equipment is or is not necessary to be included in marked police vehicles.
- (4) Under the “General” heading, section 5 was added, stating that some marked police vehicles may have gun racks (for long guns) but that Police Dog Service (“PDS”) vehicles may have other forms of secure gun storage. This reflects the fact that some PDS vehicles have a secure box in the rear of the vehicle where long guns can be stored.



- (5) Under the “General” heading, section 6 was added to state that marked CSO vehicles may have similar equipment to marked police vehicles, consistent with the *Emergency Vehicle Driving Regulation* and the *Motor Vehicle Act*. This reflects the fact that CSO vehicles, despite appearing superficially similar to marked police vehicles, lack some key police vehicle equipment such as gun racks, a siren, and prisoner cages.
- (6) Under the “General” heading, section 7 was amended to reflect the updated title of the Deputy Chief Officer Administrative Services (formerly Support Services).
- (7) Under the “General” heading, section 8 was amended to reflect CSOs’ authority to only activate red/blue lights on a CSO vehicle or police vehicle when directed to do so by a Designated Constable.

Policy Approval

The Police Board’s review and approval of the policy sections only of policy AG090 – Police Vehicles are requested. The proposed edits for these policy sections were reviewed and endorsed by the Executive in May 2024. *Note: Under Chief’s authority, the Chief Officer has already approved the procedural sections within this policy chapter (text is grayed out).*

Chief Officer Suzanne Muir

Author: Emmett Choi, Policy and Planning Advisor

Submitting Senior Management Team Member: Stephen Crosby, Senior Manager
Strategic Services



TRANSIT POLICE

**POLICY AND PROCEDURES MANUAL AMENDMENT
– REVIEW SUMMARY**

POLICY CHAPTER: AG090 – Police Vehicles		DATE: May 27, 2024
Prior to submission of Policy Manual amendment to the Police Board, the following persons reviewed or were consulted on the new or amended Policy Chapter		
Endorsed by:		Supported
1.	Chief Officer	Yes
2.	Deputy Chief Officer Operations	Yes
3.	Deputy Chief Officer Administrative Services	Yes
Others Consulted: <i>(as applicable to the policy content/Executive direction)</i>		
<ul style="list-style-type: none"> • Inspector Patrol Section • Inspector Investigation Section • Inspector Administrative Support Section • Inspector Operations Support Section • Senior Legal Counsel • Senior Manager Risk and Analytics • Senior Manager Strategic Services • Staff Sergeant Patrol Section • Staff Sergeant Administrative Support Section • Staff Sergeant Community Safety Officer Program • Sergeant Community Safety Officer Program • Acting Sergeant Crime Suppression Team • Acting Team Leader Operations Communication Centre • Fleet Coordinator • Senior Policy and Planning Advisor • Policy and Planning Advisor (<i>Review Lead</i>) 		



TRANSIT POLICE

POLICE VEHICLES

Effective Date: September 12, 2005

Revised Date: October 31, 2005, June 5, 2006, May 7, 2007, May 26, 2011, June 14, 2024

Reviewed Date:

Review Frequency: 2 Years

Office of Primary Responsibility: Inspector Administrative Support Section

POLICY

Definitions

Chief Officer – The Transit Police Chief Officer or delegate.

CSO – Community Safety Officer, also known as a Designated Law Enforcement Officer.

Member – For the purpose of this policy, includes a Designated Constable (all ranks), the Chief Officer or a Deputy Chief Officer and, as authorized by the Chief Officer, a 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 (Designated Policing Unit and Designated Law Enforcement Unit).

Police Vehicle – Any vehicle owned, leased, or rented by, or otherwise under the control of Transit Police, whether marked, unmarked, or covert, and motorized or non-motorized.

Transit Police Personnel (“Personnel”) – Members and civilian professionals who work for the Transit Police.

Authority

1. As a Designated Policing Unit and Designated Law Enforcement Unit in British Columbia, the Metro Vancouver Transit Police (“Transit Police”) will use its police vehicles in accordance with the *Emergency Vehicle Driving Regulation* (“EVDR”), the *Motor Vehicle Act* (“MVA”), and/or any other applicable law, regulation, or policy, in accordance with the separate and distinct roles and responsibilities of Designated Constables and Designated Law Enforcement Officers.

General

2. Transit Police will have a fleet plan to guide management of its police vehicles, including fleet procurement.
3. Transit Police vehicles, trailers, and equipment will be:
 - (1) Maintained in a safe and operational condition; and
 - (2) Regularly inspected and inspection results documented.

4. Marked police vehicles (driven by Designated Constables) will be equipped with the following equipment:
 - (1) A red/blue emergency light and a siren;
 - (2) A mobile radio transceiver (Member will carry portable radio);
 - (3) Designated emergency equipment (including, but not limited to, fire extinguisher, flares, first aid kit, traffic cones, barrier tape, blanket and rubber gloves);
 - (4) Prisoner cage (where operationally feasible); and
 - (5) Other required operational equipment as deemed necessary by the Chief Officer or designate.
5. Some marked police vehicles may also have gun racks (excluding Police Dog Service vehicles which may have other forms of secure firearm storage).
6. Marked CSO vehicles may be equipped with similar equipment as marked police vehicles, consistent with the *EVDR* and *MVA*.
7. The Deputy Chief Officer Administrative Services or designate will direct which unmarked police vehicles (non-emergency vehicles) will be equipped with emergency lights and siren, a mobile radio transceiver, designated emergency equipment (as listed in s. 4 above) and any other equipment deemed suitable/necessary.
8. In the course of duties, only Transit Police Members may employ the red/blue emergency lights and siren in a police vehicle or CSO vehicle.
9. When exiting a police vehicle for extended periods, Members will lock down the vehicle laptop computer to prevent unauthorized access, and secure the vehicle as required by Transit Police policy.

PROCEDURES

Use of Police Vehicles

10. Members will be responsible to ensure that any vehicle they are assigned is operated in a safe and professional manner.
11. Only Members are permitted to drive marked police or CSO vehicles (as permitted within parameters of this policy). Travel in Transit Police marked police or CSO vehicles by non-Members will not be permitted unless approved in writing by the Watch Commander.
 - (1) The exception to this rule will be the Fleet Coordinator or designate.
 - a. The Fleet Coordinator will ensure proper coverage of emergency equipment when ferrying a marked police vehicle.

12. Personnel will use police vehicles for police related business only.
 - (1) Private use of a police vehicle is a violation of policy. Liability for damages or injury may result in a demand for recovery against the Transit Police Personnel responsible. Any deviation from a route or delay for other than duty-related purposes could result in a ruling that the Transit Police Personnel was not acting within the scope of their duties.
 - (2) The exception to s. 12.1 above is those Transit Police exempt officers authorized by specific contract provisions and other Transit Police Personnel assigned vehicles for their duties (e.g. Dog Handlers).
13. Prior to using a vehicle, a Member will:
 - (1) Ensure that all Members, their, portable radio and assignment are logged with the Operations Communication Centre (“OCC”);
 - (2) Inspect the vehicle for damage/deficiencies and report any damage/deficiencies in writing to their immediate Supervisor;
 - (3) Check the vehicle and ensure it is equipped with the standard emergency equipment; and
 - (4) Ensure the vehicle is clean and does not contain any foreign items.
14. After using a vehicle, a Member will:
 - (1) Replace any equipment used during their use of the vehicle (e.g., first aid kit, flares) or inform the Fleet Coordinator of any missing or damaged equipment;
 - (2) Ensure the vehicle is left in a clean condition, and that all foreign items are removed and, if necessary, documented;
 - (3) Note any maintenance problems or any concern as to the safety of a vehicle (including occurring as a result of the use to which the vehicle was put – i.e. after being driven at a high speed); and notify the Fleet Coordinator;
 - (4) Log off with the OCC, including their assignment and signed out radio.
15. Smoking is not permitted in vehicles.
16. A Member will not make or cause to be made any modification to, or customizing of, a vehicle without the authority and consent of the Deputy Chief Officer Administrative Services or designate.
17. CSOs may activate the red/blue emergency lights in a CSO vehicle or police vehicle only if directed to do so by a Designated Constable.

18. When Transit Police Personnel are involved in a motor vehicle collision involving a police vehicle, the Transit Police Personnel will report it, as soon as practicable, to their Supervisor. Transit Police Personnel will follow reporting and investigation procedures outlined in Transit Police policy chapter OJ140 - Motor Vehicle Collisions.

[Refer also to Transit Police policy chapter OJ140 – Motor Vehicle Collisions]

Taking Home and Overnight Custody of a Police Vehicle

19. The Watch Commander or Member of a higher rank may authorize Transit Police Personnel (with the exception of those personnel identified in s. 12.2) to take home a police vehicle in special circumstances, such as:
- (1) Specific duty (including training) after regular hours or early morning duty departure when the distance involved proves impractical or uneconomical for picking up or dropping off the police vehicle;
 - (2) Voluntary or mandatory standby of a Member or special unit where need for a police vehicle is clearly demonstrated; and
 - (3) Emergency storage if the normal storage area is unavailable because of an emergency or security problem.
20. Members will not take Transit Police vehicles outside of the Province of British Columbia without written authorization of either the Deputy Chief Officer Operations or the Deputy Chief Officer Administrative Services.
21. Members will use Transit Police Form AZ0760 - Request/Authorization for Temporary Overnight Custody of Transit Police Vehicle to obtain authorization to take home a police vehicle or take a police vehicle out of province. Authorization is intended to be unequivocally duty related.

Operation of Police Vehicles

22. Members are required to maintain a current driver's license.
23. Members will wear seat belts at all times when operating or riding in a police vehicle.
- (1) Exemptions under the *MVA Regulations*, as listed below, may be applied only when necessary:
 - a. When transporting a person in the Member's custody and/or care;
 - b. When there are reasonable and probable grounds to believe the use of a seat belt assembly would obstruct the performance of duties.
24. All police vehicles should be locked upon exit.
25. When parking a vehicle in a manner other than parallel or angle, the vehicle should be backed into the space with the wheels in straight alignment for a safe and easy exit.

- 26. The Member will be held personally responsible for any violation tickets resulting from the Member’s use of the police vehicle (e.g., red light cameras, parking).
 - (1) For exemption from s. 26, the Member will be required to submit a request (via the Section Coordinator Operations Support) to the Inspector Operations Support. The submission to include the ticket, explanation of the circumstances, and comments/support of their immediate Supervisor.
- 27. Where operationally practicable, Members will avoid allowing a vehicle to idle for longer than five minutes, unless exceptional circumstances exist, such as extreme weather conditions or for Member safety/tactical considerations. If a vehicle must be allowed to idle, Members should, if practicable, re-position the vehicle so that emissions will not be directed towards persons, building entrances, or air intakes.

Use of Unmarked Vehicles in Police Emergency Situations

- 28. Unmarked vehicles may be used in police emergency situations; however, the Member will be required to activate emergency equipment contained within the vehicle. When lights and siren are present in the vehicle and the Member is pursuing a vehicle or responding to an incident Code 3, both will be used pursuant to the *EVDR* and Transit Police Policy OO050 – Radio Response Codes & Actions. If the unmarked vehicle is being used only for stopping and standing for the purposes of traffic control and/or scene containment, then the Member may activate lights without siren. As soon as practicable, and if feasible, the unmarked vehicle will be replaced with a marked vehicle.
- 29. Members will not respond in a priority manner to any incident in a vehicle which does not have emergency lights and siren.

FIPPA Section 15 – Disclosure harmful to law enforcement

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Ride – Along

- 34. Transit Police will require all individuals participating in a ride-along in a Transit Police vehicle to be assessed for eligibility and security screened, and to complete all necessary waivers (e.g. Transit Police Form AZ220 - Ride-Along Request) or other requirements. (There is an (A) and (B) version of the form – as applicable.) Members will refer to Transit Police Policy - OM100 – Ride-Along for specific requirements and procedures. This includes authorization needed from the Watch Commander (or designate).
- 35. Members are not permitted to have unauthorized persons in a Transit Police vehicle, with the exception of vehicles authorized by contract with exempt officers (see s. 12.2).
- 36. The Member responsible for the ride-along will ensure that the ride-along participant wears a seat belt at all times while the police vehicle is being operated.

Police Trailers

- 37. The Training Section may maintain a trailer to support specific training requirements. The trailer will be stored securely and authorized users will be determined by the Inspector Administrative Support Section or designate.
- 38. Transit Police personnel are only authorized to utilize the police trailer for the transportation of Transit Police property for work related purposes. Any use of the police trailer by other police or non-police agencies will be done only with the approval of the Deputy Chief Officer Administrative Services.
- 39. Transit Police personnel utilizing the police trailer will adhere to the following use of vehicle requirements:
 - (1) Ensure that the towing vehicle has proper/adequate hitch and electrical wire harness as well as adequate gross vehicle weight so that maximum vehicle weight/towing capacity is not exceeded;
 - a. When possible, the towing vehicle is to be a Transit Police transport vehicle, but in exceptional cases, a Member may utilize a private towing vehicle upon prior approval from the Chief Officer or designate;

FIPPA Section 15 – Disclosure harmful to law enforcement

FIPPA Section 15 – Disclosure harmful to law enforcement

Use of Child Seat in a Police Vehicle

40. In exigent circumstances where an infant/young child needs to be transported and it is not practicable for Members to utilize the services of the applicable Jurisdictional Police Department youth car or after-hours Ministry of Children and Family Development contact, Transit Police does have some child seats available for use from Headquarters or Bridgeport.
- (1) Members will seek approval from their Supervisor for use of the child seat and will ensure proper installation of the child seat so that safety and regulatory compliance is ensured (to the best of their ability).
 - (2) The Fleet Coordinator will be responsible for maintaining and replacing child seats.

Repairs and Maintenance

41. All vehicles and equipment will be maintained in good working order. Defective equipment will be repaired or replaced as soon as possible.
42. The Watch Commander will be responsible for ensuring that Transit Police Form AZ0320 - Day 1 Vehicle Check Record Form is completed for all police vehicles (with the exception of the pool vehicles and executive fleet) and forwarded to the Fleet Coordinator.
- (1) The Fleet Coordinator will be responsible for completion of TP Form AZ0320 for Transit Police pool vehicles and executive fleet, as appropriate.
 - (2) The Fleet Coordinator will be responsible for:
 - (3) Arranging for regular maintenance of vehicles;
 - (4) Arranging for vehicle repairs;
 - (5) Reporting vehicle damage to the TransLink claims department;
 - (6) Maintaining a vehicle maintenance file for each vehicle (which will include vehicle information, weekly vehicle check forms, records of any damage/repairs /maintenance, and any other pertinent information); and
 - (7) Maintaining accurate electronic records on designated vehicle management software.
43. Where a safety issue is raised, the issue must first be resolved and/or examined by qualified service personnel before placing the vehicle back into service.

Decontamination of Vehicles

44. Where a vehicle's interior has been contaminated by bodily fluids or other potentially hazardous materials, a Member will report the contamination to their immediate Supervisor for decontamination.
45. The Watch Commander is responsible for arranging for the decontamination of the vehicle before being used again for regular duty. If necessary, the Fleet Coordinator will assist the Watch Commander.

[Refer also to Transit Police policy chapter OG040 – Communicable Diseases]

Decommission of Vehicles

46. Upon permanent removal (decommission) from Transit Police service, police vehicles may be sold at auction or destroyed. If a decommissioned police vehicle fails to be sold at auction, it will be destroyed.
47. Prior to being made available for auction, a decommissioned police vehicle will have all police equipment and police-identifying features removed (including but not limited to the equipment listed in section 4 of this policy).

References:

Emergency Vehicle Driving Regulation [BC Reg 133/98]

Motor Vehicle Act [RSBC 1996, Chapter 318] and Motor Vehicle Act Regulations [BC Reg 26/58]

Transit Police Policy OG040 – Communicable Diseases

Transit Police Policy OJ140 – Motor Vehicle Collisions

Transit Police Policy OO050 – Radio Response Codes & Actions

Transit Police SOP 44 – Police Vehicle Tracking