



TRANSIT POLICE

RELINQUISHMENT OF ISSUE EQUIPMENT

Effective Date: May 28, 2012

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Reviewed Date:

Review Frequency: As Required

Office of Primary Responsibility: Deputy Chief Officer Administrative Services

POLICY

[Refer also to Transit Police policy chapter [AC150 – Uniforms, Insignia, and Dress Standards](#)]

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 South Coast British Columbia Transportation Authority Police Service (Designated Policing Unit and Designated Law Enforcement Unit).

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

Use of Force Issue Equipment – Use of force tools issued by Transit Police to its Members, including firearm(s), ammunition, oleoresin capicum aerosols and expandable baton.

Authority

1. The Chief Officer is responsible for the general supervision and command over Transit Police Personnel (civilian professionals and Members).

General

2. The Chief Officer will be responsible for establishing a protocol regarding circumstances for which a Member’s issue firearm(s) and ammunition and/or other issue equipment is required to be temporarily relinquished during a Member’s term of employment as a Designated Constable or Designated Law Enforcement Officer, as well as upon departure from employment with the Transit Police.

PROCEDURES

Police Act and Fitness for Duty

3. Members will refer to Transit Police policy chapter [AC160 – Professional Standards](#) regarding provisions for relinquishment of Use of Force Issue Equipment and other issue equipment arising from reassignment or suspension from duties pending investigation or hearing under Division 3 of Part 11 of *the Police Act*, or an issue of a Member's fitness for duty.

Sick Leave, Leave without Pay, and Extended Absence

4. When a Member will be on sick leave for more than thirty calendar days, or when commencing any type of leave without pay or commencing an extended absence from duty (e.g., vacation) over thirty days (the 'leave period'), the Supervisor will require the Member to return (or make arrangements to return) their Transit Police Use of Force Issue Equipment to their Supervisor (unless authorization to retain is granted to the Member by the Chief Officer or delegate).
 - (1) When the Member's potential medical leave length is unknown and believed to be less than thirty days, the People and Culture Section and Sergeant of the Training Unit will discuss whether or not it is necessary for the Member to turn in their Use of Force Issue Equipment.

[Refer also to Transit Police policy chapters [OH010 – Firearms](#) and [AC160 – Professional Standards](#)]

5. The Supervisor will ensure that the Member's Use of Force Issue Equipment has been turned in and securely stored in accordance with policy.
 - (1) Transit Police possession of the turned in equipment will be properly documented on [FIPPA s.15 - Harmful to Law Enforcement](#) (done by the Training Unit designate).
 - (2) When the Member is also a carbine qualified Member, the Training Unit designate will restrict access to the shared carbine equipment (and document on [FIPPA s.15 - Harmful to Law E](#)).
6. Upon a Member's notification to their Supervisor and/or People and Culture Section of a return-to-work date following conclusion of the 'leave period', the return-to-work date (as well as any associated requirements for return to work) will be communicated to the Sergeant of the Training Unit so that the return of the relinquished equipment can be facilitated (as well as carbine shared access restored as appropriate).
 - (1) The return of relinquished equipment to the Member will be done by the Training Unit designate as soon as practicable and documented on [FIPPA s.15 - Harmful to Law E](#).

Departing Members

7. When a Member ceases to be a Designated Constable or Designated Law Enforcement Officer with the Transit Police, at the conclusion of the Member's final shift of work, the Purchase and Inventory Coordinator (where possible, or the on-shift Supervisor if needed) and the respective Member will attend the locker and verify that all identified issued equipment, tools, and uniform identified on the Purchase and Inventory Coordinator's Inventory Sheet is present and accounted for.
 - (1) When all issued items have been returned, the Member and Purchase and Inventory Coordinator (or on-shift Supervisor) will verify the return of required items with their signature in the designated location on Transit Police [Form AZ1850 – Member Return of Property Checklist](#).
 - (2) The Purchase and Inventory Coordinator will place a new lock on the departing Member's locker and notify the Sergeant of the Training Unit of any issue firearm(s) and ammunition secured within that locker (this applies to Designated Constables) that need to be retrieved (and provide access info). The Training Unit designate documents the firearm(s) return (including checking of serial number) **FIPPA s.15 - Harmful to Law Enforcement**
[REDACTED]
 - a. When the Supervisor is asked to do the inventory, the Purchase and Inventory Coordinator will supply a lock to the Supervisor to apply to the Member's locker.

Other

8. In addition to those circumstances addressed in ss. 2, 3, 5 and 7 of this policy, the Chief Officer will retain the discretion to request a Member to turn in Use of Force Issued Equipment or other issued equipment in any circumstances if deemed necessary and after consideration of a Member's circumstance.

Safekeeping of Issue Equipment

9. The Deputy Chief Officer Administrative Services will be responsible for ensuring that there are proper procedures in place for the Transit Police safekeeping, security and continuity of Use of Force Issue Equipment that is retrieved or turned in by Members pursuant to provisions of this policy.

[See also Transit Police policy chapters [AG010 – Property Management](#) and [OH020 – Use of Force](#)]

Key References:

BC *Police Act* [RSBC 1996, Chapter 367]

Transit Police Policy Chapter: AC160 – Professional Standards

Transit Police Policy Chapter: AG010 – Property Management

Transit Police Policy Chapter: OH010 – Firearms

Transit Police Policy Chapter: OH020 – Use of Force

South Coast British Columbia Transportation Authority Police Service Operations Regulation [BC Reg. 484/2004]

South Coast British Columbia Transportation Authority Police Service Policies and Procedures Manual