



# TRANSIT POLICE

## POLICE FACILITIES & ACCESS CONTROL

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## **POLICY**

### **Definitions**

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

BP – Bridgeport reporting location for Transit Police in Richmond, BC.

HQ – Headquarters and reporting location for Transit Police in New Westminster, BC.

IMS – Information Management Services of the Transit Police.

Member – Designated Constables (all ranks), Deputy Chief Officers, the Chief Officer and Designated Law Enforcement Officers 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).

OCC – Operations Communication Centre for the Transit Police.

PSC – Public Service Counter.

Restricted Access Area – A designated area or room(s) within a police facility that limits access of Transit Police Personnel and other persons due to factors such as sensitive/confidential information, security of evidence, critical infrastructure or systems.

TSML – The TransLink Security Management Limited, a subsidiary of TransLink that is the entity for the Transit Police and employs Transit Police Personnel.

Transit Police Personnel – For the application of this policy, includes unionized and exempt staff, contractors, students and volunteers of TSML.

### **General**

1. Transit Police will operate from secure police facilities, including HQ and BP, with restricted entry access and designated restricted access areas within such facilities.
2. Transit Police Personnel and the Police Board for the Transit Police will adhere to Transit Police facility security requirements, including preventing unauthorized access to Transit Police facilities and restricted areas.
3. Transit Police will permit access to its police facilities for non-Transit Police Personnel, subject to procedures within this policy.

## PROCEDURES

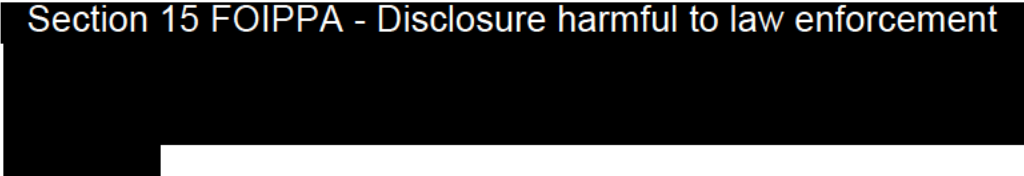
### PART “A” – Security of Transit Police Facilities

#### Headquarters (“HQ”)

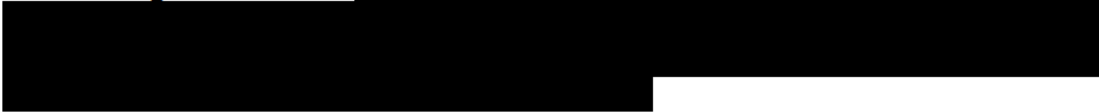
4. All entrances to the Transit Police HQ will remain locked, except the 3<sup>rd</sup> floor side door access to the Public Service Counter (“PSC”) at HQ as permitted below:
  - (1) The side door with access to the front lobby/PSC will be unlocked during weekday business hours, with the exception of statutory holidays, and kept locked at all other times. Transit Police has a video-intercom link established nearby the side door. This system will allow a member of the public or Transit Police Personnel to place a call directly into the OCC and it allows the OCC Operator to view the caller and the immediate surroundings via the video link. The intercom access point is signed to indicate that the area is under video surveillance. After assessment, the OCC may activate the door release and allow entry in the front lobby.
  - (2) The internal doors leading from the front lobby into the police facility will remain closed at all times.
  - (3) **Section 15 FOIPPA - Disclosure harmful to law enforcement**  
[Redacted]
  - (4) **Section 15 FOIPPA - Disclosure harmful to law enforcement**  
[Redacted]
5. Secure parking is provided at HQ for police vehicles (including police service dog specialized vehicles) and Transit Police Personnel are reminded that they need to ensure that the garage doors are down after entering and exiting, and that unauthorized persons are not granted access.
6. Members are to ensure that doors to the locker room are kept closed at all times to ensure safety of Members and to maintain security of any police equipment within.
7. **Section 15 FOIPPA - Disclosure harmful to law enforcement**  
[Redacted]

#### Bridgeport Reporting Office (“BP”)

8. All entrances to the Transit Police BP offices (on Level 2 and Level 4) will remain locked.

9. Transit Police Personnel will use their issued access card to enter BP offices or be granted access via video-intercom link (OCC controlled door release), upon verification of Transit Police Personnel status.
  - (1) Transit Police has a video-intercom link established near the main door Level 4. This system will allow a Member of the public or Transit Police Personnel to place a call directly into the OCC and it allows the OCC Operator to view the caller and the immediate surroundings via the video link. The intercom access point is signed to indicate that the area is under video surveillance. After assessment, the OCC may activate the door release and allow entry.
  - (2) **Section 15 FOIPPA - Disclosure harmful to law enforcement**  


#### Waterfront Station – Public-facing Office

10. Transit Police has an office at Waterfront Station used by the Transit Police Neighbourhood Police Officer and volunteers as a public-facing, “storefront-style” office during limited hours. **Section 15 FOIPPA - Disclosure harmful to law enforcement**  


#### Other Transit Police Facilities

11. Transit Police has other police facilities, such as hub offices and sub-offices. Doors to those police facilities will be kept locked and Transit Police Personnel will be required to use their issued access card or key to enter (as applicable to the location), or use the video-intercom link where installed at the location.
  - (1) When entry into other police facilities is an issue, Transit Police Personnel will follow the same protocol as outlined in s. 9(2).

#### **PART “B” – Visitors**

12. All non-Transit Police Personnel are classified as visitors for the purpose of police facility security (this excludes persons associated with an investigation who are being escorted by a Member).
13. All visitors wishing entrance to HQ will report to the PSC (or, if not staffed at the time, be met by the receiving Transit Police Personnel). The visitor will be issued a visitor pass, which will distinguish whether they require an escort while in the building or may be unescorted (e.g., other police officers or longer term contractors who are security cleared).
  - (1) A visitor pass does not provide any door access control capacity, it is for identification purpose only while within the police facility. Further, a visitor pass

does not permit access to restricted access areas, without escort and valid purpose for access.

- (2) The visitor will sign the visitor's log kept at the front counter and when leaving the police facility return any issued visitor pass and sign the log indicating time out. If it is after hours when a visitor leaves HQ, then the hosting Transit Police Personnel will collect the pass and turn in to the PSC as soon as practicable.
- (3) If any visitor pass cannot be accounted for, the Watch Commander and Manager Facilities & Asset Management will be promptly advised.

a. **Section 15 FOIPPA - Disclosure harmful to law enforcement**

14. At BP, Waterfront Station – Community Policing Office, hub offices and sub-offices, no visitor pass is issued to visitors; therefore, all visitors must be escorted by Transit Police Personnel.

- (1) **Section 15 FOIPPA - Disclosure harmful to law enforcement**

15. Transit Police Personnel will be cognizant of police facility security. Any person observed in a police facility that is unknown, not in uniform or not wearing a visitor pass or unescorted, will be immediately challenged and/or notify the Watch Commander. If this person should not be in the facility, they are to be turned over to the Watch Commander or delegate for proper processing/interviewing (including documenting in Member's notebook and DDR if appropriate).

### Facility Tours

16. Guided tours of police facilities may be arranged for individuals or groups upon their application through the Staff Sergeant Operations Support Section (in coordination with the respective Managers).
  - (1) The hosting Member will notify the Watch Commander prior to commencing the building tour. The Watch Commander will inform other Managers/Supervisors of the pending tour, as appropriate to the nature of the tour.
  - (2) Members conducting tours will be responsible for ensuring that no member of the tour is allowed to view any computer screens or display boards on which confidential information is visible. This includes, but is not limited to, CPIC, JUSTIN and PRIME terminals. It also includes the "Police Only" information boards, which will need to be covered before the tour begins.
  - (3) The OCC will be viewed through the window, with no entry being made into the room, unless authorization is obtained from the Deputy Chief Officer Administrative Services.

### Meeting Hosting and Role of Transit Police Personnel

17. When Transit Police Personnel are hosting a meeting, they are responsible for the following (as applicable to the police facility where the event is being held):
- (1) Informing the PSC of date and time that the visitor(s) will be arriving (and names where possible);
  - (2) Attending to the PSC to greet the visitors (and, as needed, assist the PSC with visitor registration and pass issuance);
  - (3) Advising the PSC if the visitor is security cleared and an unescorted pass is being requested;
  - (4) When the meeting uses a room accessed through internal corridors in a police facility, escorting the meeting attendees from the PSC to the meeting room (unless issued an unescorted pass – such as for other police officers); and
  - (5) At the beginning of the meeting, providing information on emergency exit procedures (and other safety messages as appropriate).

### Access to Public Washroom in Police Facilities

18. At HQ, a public washroom is provided for use by guests (including witnesses and victims) and detainees. The washrooms will be kept locked and when use is requested, the PSC staff will use the electronic door release. (PSC staff or the escorting Member will monitor the length of time the washroom is in use.) After hours, Members will use the employee washroom for detainees, under escort (refer to AF170 – Video Surveillance of Police Buildings).
- (1) When the PSC staff or other Transit Police Personnel notice that the in-use light has been illuminated for a prolonged period, the Watch Commander is to be advised so a wellness check can be conducted.

### PART “C” – Keys and Access Cards

19. Access into, and within areas of, the police facilities is by access card and/or key. All Transit Police Personnel will be issued an access card. Keys will be issued to individuals to access their personal office and to selected Transit Police Personnel, as is necessary for their job position
- (1) **Section 15 FOIPPA - Disclosure harmful to law enforcement**
20. Notwithstanding being issued an access card and/or key, Transit Police Personnel are to only access an operational or restricted access area when there is a duty requirement/legitimate purpose to do so.

21. The Transit Police Facilities Section retains master control of the electronic card access system and key system for the police facilities (both perimeter and internal access card control/keys), **Section 15 FOIPPA - Disclosure harmful to law enforcement**
- [REDACTED]
- (1) Requests for new or replacement cards and keys will be made to the Manager Facilities & Asset Management by authorized Transit Police Personnel (on behalf of their staff). Authorized personnel are, unless otherwise determined by the Chief Officer, members of the Senior Management Team.
  - (2) **Section 15 FOIPPA - Disclosure harmful to law enforcement**
  - (3) **Section 15 FOIPPA - Disclosure harmful to law enforcement**
  - (4) A copy of access card/key request/issuance E-mail will be retained by the Manager Facilities & Asset Management or designate.
22. Transit Police Personnel (and any other authorized persons provided an access card or key) are responsible for the security of any key or access card issued to them or otherwise entrusted to their care by Transit Police. Transit Police Personnel will promptly report loss or theft of any access card or key to their Supervisor, who will notify the Manager Facilities & Asset Management as soon as possible, and the Divisional Deputy Chief Officer, as appropriate to the circumstances. (Refer to Transit Police policy chapter AG010 – Property Management.)
- (1) A General Occurrence Report will be created and the loss or theft added to CPIC, as appropriate. Consideration will be given to whether re-coring or recoding of doors is required for security.
  - (2) Under no circumstances should any of the access keys or control cards to restricted access areas be left unattended or in a position where unauthorized persons may use them to enter the restricted access area.
23. Upon retirement or termination of Transit Police Personnel, through the off-boarding process, the Purchase and Inventory Coordinator will retrieve any issued access card or keys and turn them into the Manager Facilities & Asset Management.
- (1) The return of the item(s) will be recorded by the Facilities Section, using Transit Police Form AZ1850 – Return of Property Checklist.
  - (2) The Police Board Secretary will be responsible for retrieving and returning access cards from departing Police Board members.

## PART “D” – Master Keys and “WatchGuard”

### Grand Masters

24. Unless otherwise determined by the Chief Officer, physical Grand Master keys will only be issued to the **Section 15 FOIPPA - Disclosure harmful to law enforcement**
25. For business continuity in an emergency, the “WatchGuard” at BP and HQ each location holds a Grand Master key that will enable access to locks at both facilities. Access to that key is limited **Section 15 FOIPPA - Disclosure harmful to law enforcement**

### Sub-Master Building Keys

26. Sub-Master Building Keys **Section 15 FOIPPA - Disclosure harmful to law enforcement** will only be issued to Transit Police Personnel authorized by the Chief Officer.
- (1) There is a **Section 15 FOIPPA - Disclosure harmful to law enforcement** and it will be issued to Transit Police **Section 15 FOIPPA - Disclosure harmful to law enforcement** only for use when the access card system is not operating.
  - (2) The Manager Facilities & Asset Management will securely retain a back-up key to each restricted access area. This augments the Grand Master key, which can be used in an emergency to open all doors.
27. Transit Police Personnel issued sub-master building keys will not relinquish personal control of the key.

### Emergency Access - Keys

28. **Section 15 FOIPPA - Disclosure harmful to law enforcement**
- (1) **Section 15 FOIPPA - Disclosure harmful to law enforcement** is located just outside the Watch Commander office at HQ and in radio room at BP, and can be accessed for emergency purposes. Access to this system is electronically recorded.
  - (2) **Section 15 FOIPPA - Disclosure harmful to law enforcement** Unless otherwise determined by the Chief Officer or designate, the following positions are authorized to access **Section 15 FOIPPA - Disclosure harmful to law enforcement**
    - Group 1 - **Section 15 FOIPPA - Disclosure harmful to law enforcement**
      - a. Chief Officer;
      - b. Deputy Chief Officers;
      - c. Inspectors;
      - d. Watch Commanders;
      - e. Manager Facilities & Asset Management;



f. Facilities Coordinator;

**Group 2** - Section 15 FOIPPA - Disclosure harmful to law enforcement

- a. Staff Sergeants;
- b. Sergeants;
- c. Fleet Coordinator; and
- d. Purchase and Inventory Coordinator.

- (3) In the event that a person in Group 2 needs access to a door in an emergency and no person in Group 1 is already on site, the Manager Facilities & Asset Management can be called to remotely enable a person's access control Section 15 FOIPPA - Disclosure harmful to law enforcement

### **PART "E" – Security Zones - Restricted Access Areas**

29. The Chief Officer may designate certain rooms or areas in police facilities as security zones - restricted access ("restricted access areas"), which may change from time to time (e.g., triggered by events, heightened security and threats, risk assessment). The restricted access provisions outlined in this policy may be amended by the Chief Officer.
30. In an emergency or in the performance of police officer lawful duties, the Chief Officer, Deputy Chief Officers, Inspectors and Watch Commanders may access any Transit Police restricted access area.

(1) **Section 15 FOIPPA - Disclosure harmful to law enforcement**

(2) **Section 15 FOIPPA - Disclosure harmful to law enforcement**

### **Operations Communication Centre ("OCC")**

**[See also Transit Police policy chapter OO010 – Communications: Operations]**

31. The OCC is designated as a secure, restricted access area and the access door to the OCC will be kept closed and secured at all times. Only Transit Police Personnel authorized to enter the OCC will be provided with keys or access cards.
- (1) The Chief Officer and Deputy Chief Officers have access to the OCC.
  - (2) Unless otherwise determined by the Deputy Chief Officer Operations or designate, authorized Transit Police Personnel includes:
    - a. OCC personnel;
    - b. Sergeants;
    - c. Staff Sergeants;
    - d. Inspectors; and

- e. CPIC Coordinators.
- (3) Technicians, repair persons/contractors, or other Transit Police Personnel (e.g., IT personnel) may be permitted access (under supervision) to the OCC, upon approval of one of the following: Manager OCC, OCC Team Lead, Operations Support Staff Sergeant or Inspector, Manager Facilities & Asset Manager, or Watch Commander.
- (4) **Section 15 FOIPPA - Disclosure harmful to law enforcement**

### Records Room

32. The Records Room is designated as a secure, restricted access area and the access door to the Records Room will be kept closed and locked at all times, unless otherwise permitted by policy. Only Transit Police Personnel authorized to enter the Records Room will be provided with a keys or access cards.
- (1) Unless otherwise determined by the Deputy Chief Officer Administrative Services or designate, authorized Transit Police Personnel includes:
    - a. IMS personnel;
    - b. Watch Commanders;
    - c. Inspector Administrative Support; and
    - d. Transit Police Personnel temporarily assigned to conduct audits.
  - (2) When other Transit Police Personnel identify need to access the Record Room in order to perform their duties, they will be accompanied by IMS personnel or as set out in s. 33 below.
  - (3) The door to the Records Room may be left open when occupied by Transit Police Personnel authorized in s. 32(1).
33. When no authorized Transit Police Personnel are available in IMS to assist a Member requiring access to information maintained in the Records Room, the Member will contact the Watch Commander. The Watch Commander will determine when immediate access is required and supervise any retrieval of information.
- (1) The Watch Commanders have authorized access to the Records Room for this purpose.
  - (2) The Watch Commander will send an E-mail to the TP\_Records mailbox if any documentation has been retrieved,

### Property/Exhibit Rooms

34. All rooms assigned to IMS for the purpose of exhibit and property storage are designated as secure, restricted access areas and will be kept closed and locked at all times, unless otherwise permitted by policy. Only authorized Transit Police

Personnel will be provided with keys or access cards to enter the Exhibit Room and Temporary Exhibit Rooms.

(1) **Section 15 FOIPPA - Disclosure harmful to law enforcement**  
[Redacted]

(2) Unless otherwise determined by Deputy Chief Officer Administrative Services or designate, authorized Transit Police Personnel includes:

Section 15 FOIPPA - Disclosure harmful to law enforcement  
[Redacted]

(3) When Transit Police Personnel enter the Exhibit Room, other than the Exhibit Custodian(s) or actors identified in s. 34(2)b above, the Transit Police Personnel must sign in on the entrance register log Section 15 FOIPPA - Disclosure harmful to law enforcement  
[Redacted]

(4) The door or window to the Exhibit Room and/or the door to the Temporary Exhibit Room may be left open when occupied by authorized Transit Police Personnel.

(5) The P1 Bulk Exhibit Cage at HQ is only accessible to the Exhibit Custodian or acting Exhibit Custodian, Section 15 FOIPPA - Disclosure harmful to law enforcement  
[Redacted]

a. **Section 15 FOIPPA - Disclosure harmful to law enforcement**  
[Redacted]

35. For purpose of personal safety and WorkSafeBC requirements, when an Exhibit Custodian is working alone in the Exhibit Room, they will don the available Lifeline Lanyard. The Lifeline Lanyard can be used in the event of an emergency (e.g., fall or drug contamination) and will alert the OCC to the situation. IMS will implement at least annual testing schedule of the system.

**IT Section Rooms**

36. The IT Section workspace and rooms (including network closets) assigned for the purpose of electronic data, computer and telecommunications system operations and storage are designated as secure, restricted access areas and will be kept closed and locked at all times, unless otherwise permitted by policy. IT Rooms will

be secured by an access card reader and key lock system (as back-up), and may only be accessed by authorized Transit Police Personnel. Only authorized Transit Police Personnel will be provided with keys or access cards to enter the IT Section areas.

(1) Unless otherwise determined by Deputy Chief Officer Administrative Services or designate, authorized Transit Police Personnel includes:

- a. Section 15 FOIPPA - Disclosure harmful to law enforcement
- b. **Section 15 FOIPPA - Disclosure harmful to law enforcement**

[Redacted]

(2) **Section 15 FOIPPA - Disclosure harmful to law enforcement**

[Redacted]

**Professional Standards Unit (“PSU”)**

37. The PSU workspace is designated as a secure, restricted access area and will be kept closed and locked at all times, unless otherwise permitted by policy. The PSU Room will be secured by a key or access card reader, and may only be accessed by authorized Transit Police Personnel. Only authorized Transit Police Personnel and authorized persons in the Integrated Professional Standards Unit will be provided with keys or access cards to enter the PSU workspace.

(1) Unless otherwise determined by Deputy Chief Officer Administrative Services or designate, authorized Transit Police Personnel includes:

- a. PSU personnel;
- b. Staff Sergeant Investigations; and
- c. Inspector Investigations.

(2) The door to the PSU workspace may be left open when occupied by Transit Police Personnel authorized in s. 37(1).

**Weapons Storage Rooms and Armourer Room**

38. The Weapons Storage Rooms at HQ and BP are designated as secure, restricted access areas and will be kept closed and locked at all times, unless otherwise permitted by policy. **Section 15 FOIPPA - Disclosure harmful to law enforcement**

**These rooms may only be accessed by authorized Transit Police Personnel.** Section 15 FOIPPA - Disclosure harmful to law enforcement

[Redacted]

(1) Unless otherwise determined by Deputy Chief Officer Administrative Services or designate, authorized Transit Police Personnel includes:

- a. Members authorized to use a Transit Police issued Carbine or ARWEN;
  - b. Sergeant Training;
  - c. Use of Force Training Officers; and
  - d. Inspector Administrative Support.
39. The Transit Police Armourer Room (if established) will be a secure, restricted access area and the access door will be kept closed and locked at all times, unless otherwise permitted by policy. Access to the Armourer Room will be by [redacted] and it may only be accessed by persons authorized by the Deputy Chief Officer Administrative Services.
- (1) Unless otherwise determined by the Deputy Chief Officer Administrative Services or designate, authorized persons will be [redacted] and the Transit Police Sergeant Training.

**General Investigation Unit (“GIU”) and Crime Suppression Team (“CST”)**

40. The GIU/CST Room is designated as a secure, restricted access area and the access door to the GIU/CST Room will be kept closed and locked at all times, unless otherwise permitted by policy. Only Transit Police Personnel authorized to enter the GIU/CST Room will be provided with keys or access cards.
- (1) Unless otherwise determined by the Deputy Chief Officer Operations or designate, authorized Transit Police Personnel includes:
- a. GIU and CST personnel;
  - b. Watch Commanders;
  - c. Staff Sergeant Investigation; and
  - d. Inspector Investigation.
- (2) The door to GIU/CST workspace may be left open when occupied by Transit Police Personnel authorized in s. 40(1).

**Criminal Intelligence Unit (“CIU”)**

41. The CIU Room is designated as a secure, restricted access area and the access door to the CIU Room will be kept closed and locked at all times, unless otherwise permitted by policy. Only Transit Police Personnel authorized to enter the CIU Room will be provided with keys or access cards.
- (1) Unless otherwise determined by the Deputy Chief Officer Operations or designate, authorized Transit Police Personnel includes:
- a. CIU personnel;
  - b. Watch Commanders;
  - c. Staff Sergeant Investigation; and
  - d. Inspector Investigation.
- (2) The door to CIU workspace may be left open when occupied by Transit Police Personnel authorized in s. 41(1).

### Transit Police Building Service Workers

42. Transit Police Personnel who are Building Service Workers are authorized to perform their duties in non-restricted spaces, without limitation. This includes accessing private offices in non-business hours for the performing of their duties. However, when Building Service Workers are required to perform their duties in a restricted access area, they must only do so when authorized Transit Police Personnel who work in that area are present and permission to enter is granted (which may be coordinated in advance).

*NOTE: Where possible, Transit Police Personnel working in restricted access areas should place their garbage receptacles outside the entry door to the area, thereby making it easier for Building Service Workers to empty.*

### PART “F” – Digital Video Surveillance (“DVR”)

43. At HQ, the perimeter entrances to the police facility, the detainee transport elevator, the PSC public foyer, certain interior areas, and the designated police parking areas are monitored and recorded via a 24-hour per day DVR. Section 15 FOIPPA - Disclosure harmful to law enforcement

- (1) In addition, Transit Police has digital video surveillance and recording systems installed in all locations specified in the BCPPS 4.1.1, if such location is present within Transit Police operations and facilities. This relates to movement and interviews of detained persons, and interviews of victims and witnesses. Refer to Transit Police policy chapter AF170 – Video Surveillance Recordings of Police Buildings.

44. At BP, the entrances into the police facility and within the interior of the police facility are recorded via a 24-hour per day DVR. As soon as practicable, DVR recording of BP access perimeters and secure parking areas will be implemented.
45. Transit Police Personnel will refer to Transit Police SOP78 – Waterfront Station - Front Facing Offices - Public Video Intercom for guidelines related to police facility access at the Waterfront Community Policing Centre and other front-facing offices.
46. Transit Police will post notices of any other DVR systems and monitoring in place on the exterior and interior of police facilities, consistent with the *Freedom of Information and Protection of Privacy Act*.

### Accessing DVR Recordings

47. Requests to access a video recording will be forwarded by E-Mail to the Senior Manager Risk, Analytics and Emergency Planning Section 15 FO PPA - Disclosure harmful to law enforcement for processing, as appropriate.
48. Digital imaging being seized as evidence will be processed as exhibits in accordance with established policy and procedures. Refer to Transit Police policy chapters OA010 – Evidence (and DEMS) and OA020 – Exhibits/Property Control.

**Secure Retention and Disposal**

- 49. The Transit Police will securely retain digital video surveillance recordings for a minimum of thirteen months to cover the timeframe for which a complaint may be filed under the *Police Act*, as otherwise required for lawful purposes and the *Freedom of Information and Protection of Privacy Act*, and for other legislation that may apply.
- 50. When replacement or external servicing of the video recording server/hardware is required, the IT Section will perform a wipe of information on the equipment in accordance with the adopted standard<sup>2</sup>, prior to transfer/disposal.

**PART “G” – Use of Designated HQ Elevator for Accused Person Interviews and Intellibook Booking Station**

- 51. At HQ, Transit Police conducts interviews of accused as well as taking booking fingerprints/photographs of accused persons through the Intellibook Booking Station. When such activities are taking place, additional security measures are taken within the police facility. Transit Police Personnel will refer to Appendix “A” for the detailed procedures.

**PART “H” – Other Security and Protection Measures**

**Alarms**

- 52. Transit Police facilities have a Security Intrusion System in place. In the event of an alarm incident, the established protocol will be followed:

Section 15 FOIPPA - Disclosure harmful to law enforcement

[Redacted content]

<sup>2</sup> Standard to be applied is 'US DoD 5220.22'. (DoD means Department of Defence.)

**Fire Protection and Inspections**

- 53. The Manager Facilities & Asset Management is responsible for the fire protection and inspection program of the Transit Police, including fire evacuation plans and assignment of fire marshals.
- 54. Transit Police facilities have a fire alarm and monitoring system, sprinklers and fire extinguishers. Fire equipment and alarms will be regularly inspected in accordance with fire regulations and the requirements established by the Fire Rescue Services.
  - (1) At HQ, if a fire alarm is pulled, a security feature is activated that delays Section 15 FOIPPA - Disclosure harmful to law en the opening of fire doors and use of an access control card. This security feature is in place in the event of an escape of a detained person.
- 55. The Manager Facilities & Asset Management will act as liaison with the applicable building owner.
- 56. The Manager Facilities & Asset Management will conduct a fire alarm inspection at HQ and BP at least once a year and have equipment serviced at least twice per year.
- 57. When at police facilities, Transit Police Personnel will participate in fire drill exercises as scheduled by the Property owner in coordination with the Manager Facilities & Asset Management.
- 58. Any Transit Police Personnel who detects a fire will:
  - (1) Activate the nearest fire alarm;
  - (2) Advise the OCC, who will immediately contact Fire Rescue Services by radio and, if required, Emergency Health Services,
    - a. Emergency first aid kits are available in various locations at HQ, BP, hub offices and sub-offices, as well as in police vehicles;
  - (3) Contact the Watch Commander who will:
    - a. Ensure that all persons in the police facilities are notified and evacuated, if necessary, and
    - b. Contact the Manager Facilities & Asset Management, as appropriate.

**PART “I” – Records and Audit**

- 59. Records of access cards and key issuance authorizations, and authorized access use of restricted areas, will be securely retained Section 15 FO PPA - Disclosure harmful to law enforcement
- 60. The Manager Facilities & Asset Management (or other such person identified by the Deputy Chief Officer Administrative Services) will perform an annual audit of exterior access control as well as to internal restricted access areas.



- (1) Access control audits may also be conducted by section Managers for their specific restricted areas (i.e., Records Room or Exhibit Room).
61. Other audits of physical security and access control measures may be performed as directed by the Chief Officer or Deputy Chief Officer Administrative Services.

**References:**

The Treasury Board and RCMP guide to security zones:

<https://www.tpsgc-pwgsc.gc.ca/esc-src/msc-csm/xb-eng.html>

<https://www.rcmp-grc.gc.ca/physec-secmat/pubs/q1-026-eng.htm>