TRANSIT POLICE

POLICY DIRECTION

Effective Date: September 12, 2005
Revised Date: June 21, 2013, February 6, 2026
Reviewed Date:
Review Frequency: As Required
Office of Primary Responsibility: Director Strategic Services

POLICY

Definitions

BCPPS – BC Provincial Policing Standards, amended from time to time.

Chief Officer – The Chief Officer or delegate.

DLEU – Designated Law Enforcement Unit of the Transit Police.

DPU – Designated Policing Unit of the Transit Police.

Member – Designated Constable (all ranks), a Deputy Chief Officer, the Chief Officer, and Designated Law Enforcement Officers of the Transit Police.

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

Police Board – The South Coast British Columbia Transportation Authority Police Service Designated Policing Board (and also acts as the Designated Law Enforcement Unit Board). Also referred to within Rules set out in this policy as the Designated Policing Board and Designated Law Enforcement Board.

Policy – For the purpose of this policy chapter, the sections of police service policies under the heading of "Policy", which serve as directions from the Police Board to the Chief Officer and Transit Police Personnel, where applicable.

Procedures – For the purpose of this policy chapter, the sections of police service directions/lawful orders under the heading of "Procedures", which are issued by the Chief Officer to Transit Police Personnel.

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

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

Transit Police Personnel – Sworn Members and Civilian Professionals of the Transit Police.

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

Authority

1. The Transit Police is composed of a Designated Policing Unit ("DPU") and Designated Law Enforcement Unit ("DLEU") in British Columbia, as established pursuant to Part 3.1[1] of the *Police Act* and/or continued through the transitional provisions for the *Police Act* amendments of April 2024.

2. The legal entity and employer for the Transit Police is TSML. TSML has authority over and responsibility for its employees and Transit Police Personnel are required to comply with the policies and procedures of TSML, unless such policies and procedures are in conflict with legal, Police Board requirements, or operational direction/authority of the Chief Officer. Since TSML is a TransLink subsidiary, TSML employees will also be required to comply with TransLink enterprise level policies, subject to the same provision above.

Board Rules[2]

3. RULE #1(DPU): Rule for *Police Act* s. 14.05(3) Compliance Regarding the Designated Policing Unit[3]

1.A The Designated Policing Board has exclusive authority to approve and issue Policy (including, but not limited to, policies published as *South Coast British Columbia Transportation Authority Police Service Policy and Procedures Manual* and as its *Police Board Governance Manual*), providing direction and establishing duties, respecting:

a. the administration of the designated policing unit,
b. the prevention of neglect and abuse by its designated constables, and
c. the efficient discharge of duties and functions by the designated policing unit and its constables,

and the Chief Officer may issue the following, which when issued establish duties and are lawful orders*, to enable operationalization of the Designated Police Board's Policy, procedures, directives, standards, guidelines, and standing orders**.

[1] Originally established pursuant to Section 4.1/4.2 and 18.1/18.2 of the *Police Act*.

[2] Letter (reference 675876) from Glen Lewis/Director of Policing and Law Enforcement Services, dated March 25, 2025, regarding the making of rules and filing of policy, as referenced in the *Police Act* ("*Act")* in various sections for police agencies. The letter advised that the Director no longer requires filing of policies with Police Services Branch; however, the Director does now require establishment of a Police Board rule on the topic of policy approval and filing of same with the Director. To address making of rules and filing of policy, as referenced in s.14.05(3) of the *Act,* the SCBCTAPS Police Board approved the establishment of a rule on June 20, 2025: Rule #1(DPU): Rule for *Police Act* s. 14.05(3) Compliance Regarding the Designated Policing Unit. As Transit Police also operates a DLEU, its Board (same members as the DPU board) required a similar rule and, on June 30, 2025, the DLEU Board approved the establishment of: Rule #1
(DLEU): Rule for *Police Act* s. 14.14(3) Compliance Regarding the Designated Law Enforcement Unit.

[3] Approved by the Transit Police's Designated Policing Board on June 20, 2025.

1.B The Policy, procedures, directives, standards, and guidelines, and standing orders issued under section 1.A of this Rule, must be in consistent with the *Police Act*, its regulations, and Director's standards.

NOTES:

** - The explicit statement that the Chief Officer's procedures etc. are 'duties and lawful orders' establishes that failure to comply with mandatory provisions of the same can be deemed "neglect of duty" under the misconduct provisions of the Police Act. The Office of the Police Complaint Commissioner has always referenced department/police service policies and procedures when making misconduct assessments, but it has been a long-standing gap that Police Board's/Department's policy that it is not explicitly stated as 'mandatory compliance' provisions of Police Board Policy and Chief Officer issued Procedures (and similar directives) are lawful orders and create duties.*

*** - Police Act s. 14.05(3) does not refer to 'standing orders'; however, those are cited in Police Act s. 168 as matters in relation to which a 'Service or Policy Complaint' may be made. Given that the Police Act makes explicit reference to standing orders, a mechanism should be provided to account for and give effect to such orders. As a result, standing orders have been included in the Rule among the list of what the Chief Officer may issue.*

4. Rule #1 (DLEU): Rule for *Police Act* s. 14.14(3) Compliance Regarding the Designated Law Enforcement Unit[4]

1.A The Designated Law Enforcement Board has exclusive authority to approve and issue Policy (including, but not limited to, policies published as *South Coast British Columbia Transportation Authority Police Service Policy and Procedures Manual* and as its *Police Board Governance Manual*), providing direction and establishing duties, respecting:

a. the administration of the designated law enforcement unit,
b. the prevention of neglect and abuse by its enforcement officers, and
c. the efficient discharge of duties and functions by the designated law enforcement unit and its enforcement officers,

and the Chief Officer may issue the following, which when issued establish duties and are lawful orders*, to enable operationalization of the Designated Law Enforcement Board's Policy, procedures, directives, standards, guidelines, and standing orders**.

1.B The Policy, procedures, directives, standards, and guidelines, and standing orders issued under section 1.A of this Rule, must be in consistent with the *Police Act*, its regulations, and Director's standards.

NOTES:

** - The explicit statement that the Chief Officer's procedures etc. are 'duties and lawful orders' establishes that failure to comply with mandatory provisions of the same can be deemed "neglect of duty" under the misconduct provisions of the Police Act. The Office of the Police Complaint Commissioner has always*

[4] Approved by the Transit Police's Designated Law Enforcement Board on June 30, 2025.

referenced department/police service policies and procedures when making misconduct assessments, but it has been a long-standing gap that Police Board's/Department's policy that it is not explicitly stated as 'mandatory compliance' provisions of Police Board Policy and Chief Officer issued Procedures (and similar directives) are lawful orders and create duties.

*** - Police Act s. 14.14(3) does not refer to 'standing orders'; however, those are cited in Police Act s. 168 as matters in relation to which a 'Service or Policy Complaint' may be made. Given that the Police Act makes explicit reference to standing orders, a mechanism should be provided to account for and give effect to such orders. As a result, standing orders have been included in the Rule among the list of what the Chief Officer may issue.*

5. For reference, the Designated Law Enforcement Board[5]:

   (1) Adopted the Policy and Procedures Manual of the South Coast British Columbia Transportation Authority Police Service Designated Policing Unit, in effect as of December 6, 2022 and as amended from time to time, as the Policy and Procedures Manual for the DLEU; and

   (2) Adopted the Governance Manual of the South Coast British Columbia Transportation Authority Police Service Designated Policing Unit Board, in effect as of December 6, 2022 and as amended from time to time, as the Governance Manual for the Board of the DLEU.

General

6. Transit Police will develop and maintain policies, consistent with statute and common law, BC Provincial Policing Standards ("BCPPS"), and the Rules stated above.

7. The Chief Officer or delegate will be responsible for the creation, amendment, and maintenance of the police service policy and the procedures associated with carrying out those policies.

8. As required by the BCPPS 6.1.1(3), the Police Board will ensure that within the Transit Police policies and procedures process that there is consideration to:

   (1) Whether the policy or procedures promotes impartial and equitable service delivery, and public trust and confidence in the police service;

   (2) Whether individuals or groups may be disproportionally impacted by the policy or procedures (e.g., Gender Analysis Plus) and

   (3) In relation to subsection (1) and (2) above, that the persons responsible for analysis are provided with the resources and information necessary to assist in the analysis.

9. Police service "policy" will become effective once reviewed and approved by the Police Board, and subsequently issued to Transit Police Personnel.

[5] Approved by the Transit Police's DLEU Board on December 6, 2022.

(1) The Police Board delegates authority to the Chief Officer to make updates to titles, nomenclature, and correct typos/grammar within policy.

10. Police service "procedures" will become effective once reviewed and approved by the Chief Officer, and subsequently issued to Transit Police Personnel. (The procedures and processes are operational matters outside of the Police Board's purview.)

11. When new police service policy is being considered, or where existing police service Policy requires amendment, the proposed new/amended language and an explanation of the proposed changes is to be forwarded by the Chief Officer or delegate, via the Police Board Secretary, to the Police Board Governance and Community Engagement Committee for review. The Governance and Community Engagement Committee will review the submission and if the proposed new/ amended policy is accepted, then forward to the Police Board for consideration and approval. The Committee may request additional revision to the submitted policy and return to the Chief Officer for reconsideration.

PROCEDURES

Development and Approval

12. The development, approval, administration, and dissemination of Transit Police policies and procedures, and Standard Operating Procedures ("SOPs"), will be coordinated by the Director Strategic Services (and delegates).

13. The Director Strategic Services (and delegates) will analyze policies, procedures, and SOPs and consider the requirements of BCPPS 6.1.1(3), as set out in s. 8 of this policy. This will also include working to ensure that terminology used throughout policy chapters will reflect the Transit Police commitment to equity, diversity and inclusion, including use of gender-neutral language where applicable.

14. New policies or amendments to existing policies and procedures may be initiated at the section level or as directed by the Senior Leadership Team, and be forwarded to the Director Strategic Services or delegates to assist in research (including alignment with the BCPPS and considering best practices in the Canadian policing industry), consultation (both internal and external as appropriate), policy drafting, and facilitation of draft reviews.

15. The Director Strategic Services (and delegates) is responsible for ensuring the following process is adhered to, for all new or amended policy chapters and SOPs:

    (1) Internal review by appropriate police service managers and subject matter experts;

    (2) Submission to the Deputy Chief Officers for review and endorsement;

    (3) Submission to the Chief Officer for approval (endorsement of policy and approval of procedures and SOPs);

(4) For sections under "Policy" only, preparing and submitting a report to the Police Board Governance and Community Engagement Committee for approval, followed by the same to the Police Board;

(5) Recording the approval date of the Police Board (where applicable) and Chief Officer; and

(6) Posting of new and amended policy chapters on the Transit Police website, subject to redactions.

Issuance and Records

16. The Director Strategic Services (and delegates) will maintain an electronic compendium of all Transit Police policy chapters (composed of policies and procedures), SOPs, and TSML Policy, and ensure that all Transit Police Personnel have access to the same.

    (1) The OWL administrative records program will be used to retain the archive electronic compendium, with current and previous versions within.

17. In additional to OWL, Transit Police Personnel will have access to policies and procedures through Cufflink (police service's intranet) as well as some hard copy manuals that may be maintained at Headquarters and Bridgeport.

18. Once Chief Officer and/or Police Board approval of the policy chapters and SOPs occurs, the following steps will be taken by Strategic Services Section:

    (1) Approved new/amended policy chapters and SOPs will be uploaded to the electronic compendium;

    (2) Hard copies of new/amended policy chapters and SOPs will be posted in the hard copy manuals[6];

    (3) Transit Police Personnel will be notified of the new/amended policy chapters and SOPs via the formal Bulletin process (E-mailed to Transit Police Personnel and posted to the Cufflink home page);

    (4) A copy of each issued Bulletin will be retained on OWL; and

    (5) Policy chapters will be vetted by the Privacy Unit, pursuant to the *Freedom of Information and Protection of Privacy Act.* Once vetted and secured, they will be posted by Strategic Services Section to the Transit Police website, to enable public access. Some policies may be withheld from posting, based on assessment of security risk and content confidentiality.

[6] Hard copies of the policies and procedures, and SOPs, are provided as a convenience to Transit Police Personnel only. The electronic compendium is considered the official manual for the Transit Police.

Assigning and Reading Policy Chapters and SOPs, and Training

19. The Director Strategic Services (and delegates) will consult with the Executive to determine whether a new/amended policy chapter or SOP must be read by all Transit Police Personnel or only certain sections/groups, based on the topic and risk addressed in the content. Review requirements will be set out in the Bulletin.

20. All Transit Police Personnel must read all policy chapters and SOPs assigned to their section/group, as issued by Bulletin. Transit Police will also conduct mandatory annual policy review for certain policies/SOPs for Transit Police Personnel through the Training Unit. In addition, there may be some ad hoc review requirements. All assigned Transit Police Personnel must complete the review and/or training requirements.

21. Any training regarding new or amended policy chapters and SOPs will be coordinated through the Inspector Administrative Support or delegate, unless otherwise so determined by a Deputy Chief Officer.

22. The Training Unit will maintain a record of completed policy and procedures/SOP review and training, and notify the Inspector Administrative Support of any non-compliance. The Inspector Administrative Support will report to the respective Deputy Chief Officer of non-compliance so that there can be follow-up action.

23. Supervisors will seek to ensure that the Transit Police Personnel within their unit/section have read all assigned policies and be responsible for timely follow-up communication with their direct reports. This may include recording the date, content and method of such communication when so directed. Where required by the Chief Officer, the Supervisor will also record the names of personnel present during such communication (personnel signatures may be required in some circumstances).

Regular Policy Review

24. The Transit Police Policies and Procedures Manual will identify a review frequency for each policy chapter and the review schedule will be followed by the designated Office of Primary Responsibility, in coordination with the Strategic Service Section.

25. The policy chapter review frequency may be adjusted from time to time to take into account BCPPS, Transit Police resources, and other considerations, including but not limited to, risk, safety and security matters. Additional Policy Chapter review may also be required by request of the Senior Leadership Team.

Policy History/Archiving

26. An archival system containing a copy of each and every policy existing at any point in time must be maintained and preserved in a manner that permits historical policies to be easily accessed and retrieved.

Updating Board

27. The Director Strategic Services (and delegates) will provide semi-annually to the Police Board a list of updated policy chapters (and SOPs where relevant) that were

issued under the Chief Officer's authority. This update will form part of the governance/legislative update report.

Public Complaints

28. If Transit Police receives a policy complaint from the public, the police service and Police Board will follow the service and policy complaint provisions of the *Police Act* and processes covered in Transit Police policy chapter AC140 – Complaints and the Police Board Governance Manual, all as amended from time to time.

Key References:
BC *Police Act* [RSBC 1996, Chapter 367]
BC Provincial Policing Standards
Police Board Governance Manual
Transit Police Policy AC140 – Complaints