TRANSIT POLICE

CANADIAN POLICE INFORMATION CENTRE (CPIC)

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Office of Primary Responsibility: Manager Information Management Services

POLICY

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Definitions

Agency Head – The head of any authorized agency who is the signatory of the formal Memorandum of Understanding between the agency and CPIC. For the Transit Police, this is the Chief Officer.

Agency Manager – The person designated to manage an authorized agency CPIC Use on behalf of the Agency Head. For Transit Police, this is the Manager IMS, who may delegate certain responsibilities to the CPIC Coordinator, Court Liaison, Readers, IMS Supervisors, OCC Manager, and OCC Supervisor.

Ancillary Data Bank – Refers to information originating from partner agencies, such as provincial/territorial motor vehicle registries (registered owners and/or driver's licence information), Transport Canada (boat registered owner and pleasure craft certificates), Correctional Services Canada (inmate and parolee information), and the Canadian Firearms Program transmitted through the CPIC system as authorized by the respective ancillary bank owners.

CAD – Computer Aided Dispatch.

Chief Officer – The Transit Police Chief Officer or delegate.

CNI (CPIC - Criminal Name Index) – An index of names by which Criminal Record Synopsis (CRS) records can be searched for matching names and descriptive data such as personal information and offence types related to the name.

CPIC (also known as "CPIC system") – The Canadian Police Information Centre computer system, a National Police Information Service administered by the Royal Canadian Mounted Police (RCMP). It provides investigative, criminal record, intelligence and ancillary public safety and criminal justice information to public safety and law enforcement agencies.

CPIC Coordinator – The person appointed by the Manager Information Management Services to maintain CPIC for Transit Police, in accordance with the RCMP CPIC Policy Manual.

CRS – Criminal Record Synopsis.

IMS – Information Management Services of the Transit Police.

Intelligence Data Bank – The criminal intelligence information entered by approved CPIC agencies in support of criminal investigations and is only available to agencies having a legitimate need to access or provide intelligence data. *[Data entered and available to Category 1 Agencies is comprised of Surveillance files (Persons, Vehicles and Boats).]*

Investigative Data Bank – The primary data bank supporting frontline law enforcement that contains public safety and criminal justice information consisting of four files: Persons, Vehicles, Property and Marine.

MDT – Mobile Data Terminal.

Member – A Designated Constable (all ranks), the Chief Officer, a Deputy Chief Officer, and 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).

Narrative Traffic – Is the internal text-based messaging system forming part of CPIC. Messaging can be agency-to-agency or by general broadcast.

National Repository of Criminal Records – Formerly known as the Identification Data Bank. The repository of fingerprint and criminal record information for Canada and is administered by the Canadian Criminal Real Time Identification Services ("CCRTIS") of the RCMP on behalf of all Canadian law enforcement. CCRTIS is the national provider of biometric-based criminal record verifications for civil and criminal court purposes as well as security screening environment for all levels of government and the general public.

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

PRIME – The Police Records Information Management Environment – British Columbia, the mandated provincial police records management system.

Protected "B" – Applies to information that, if compromised, could cause serious injury to an individual, organization or government *(i.e., PRIME records, medical records, some organized crime investigations, and some sensitive criminal intelligence*).

OCC – Operations Communication Centre of the Transit Police.

SIP – Special Interest to Police. Individuals who are of interest to the law enforcement community may be entered in the SIP category and should be entered when the individual:

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Transit Police Personnel – The sworn Members and Civilian Professionals employed by Transit Police.

vMobile – vMobile is a mobile client that connects through the existing Versadex Message Centre and provides Members with mobile access to operational information and functions from PRIME [i.e., CAD, CPIC, and Records Management System ("RMS")].

Workplace – Anywhere activities directly related to the business of the Transit Police occurs, including social events where there is potential for adverse effect on the workplace or any location travelled to for a work-related reason.

Authority

1. Transit Police is approved as a Category 1 Agency by the CPIC Advisory Committee[2], as the Transit Police has full peace officer authority provided under the *Police Act* (primary role of the agency is law enforcement). Transit Police must have a MOU in place to be Category 1 Agency.

2. As a Category 1 Agency, Transit Police has access to four main data banks providing specific functions for law enforcement:
    (1) Investigative Data Bank files;
    (2) Intelligence Data Bank files;
    (3) National Repository of Criminal Records (formerly known as the Identification Data Bank); and
    (4) Ancillary Data Bank files.

[2] The CPIC Advisory Committee approves system policy and procedural matters. This body is composed of representatives of major city police departments in Canada and Federal and Provincial law enforcement representatives. The CPIC Advisory Committee is responsible for establishing the scope and content of CPIC data banks, how the system is used and regulated and the criteria to determine which agencies are eligible to use the system.

3. As a Category 1 Agency, Transit Police is solely responsible and accountable for the integrity of any record added, modified or removed from CPIC, which must be accurate, relevant and timely.

4. Information that is contributed to, stored in, and retrieved from CPIC is supplied in confidence by the originating agency for the purpose of assisting in the detection, prevention or suppression of crime and the enforcement of law. CPIC information is to be used only for activities authorized by Transit Police.

General

5. Transit Police is responsible for the confidentiality and dissemination of information stored on the CPIC system. The dissemination of CPIC information from Transit Police is at the discretion of the Chief Officer or designate and must be in accordance with existing federal and provincial policy, and legislation concerning privacy and information.

    (1) Information accessed through CPIC is classified as Protected "B" (Government of Canada security designation); therefore, Transit Police must process, store, safeguard and dispose of CPIC information in accordance with the security requirements for Protected "B" Information.

6. Transit Police is under no obligation to release information but may do so in the interest of law enforcement.

7. Access to CPIC information or Network Interface (e.g., Motor Vehicle Branch) is restricted, unless authorized by the Chief Officer or designate.

8. CPIC Information or Network Interface information must not be disclosed to unauthorized Transit Police Personnel or contractors, volunteers and consultants.

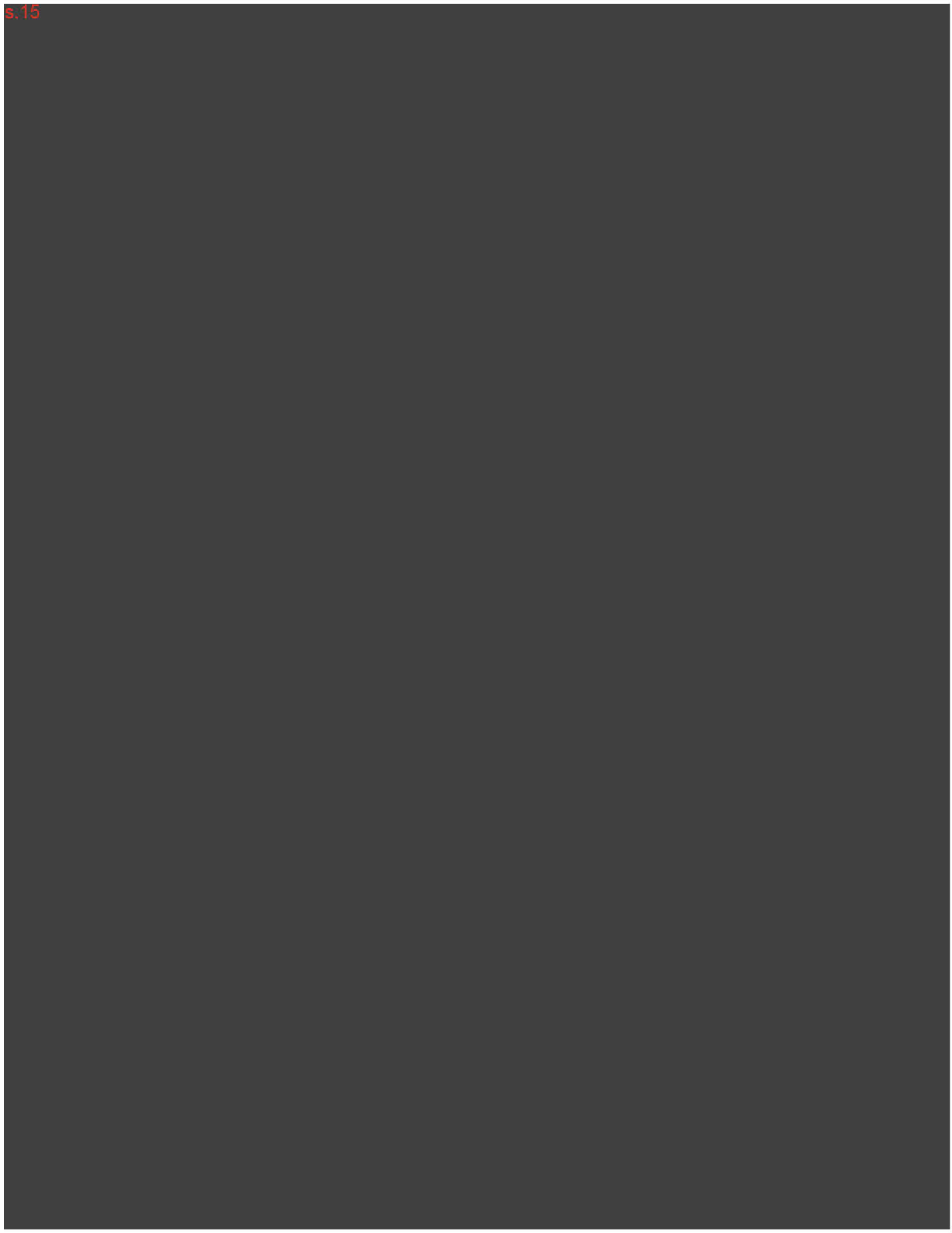
9. As Agency Head of a Category 1 Agency, the Chief Officer is ultimately responsible for Transit Police adherence to all policies and procedures regarding the protection and use of CPIC and data, including compliance with CPIC Security Standards.

PROCEDURES

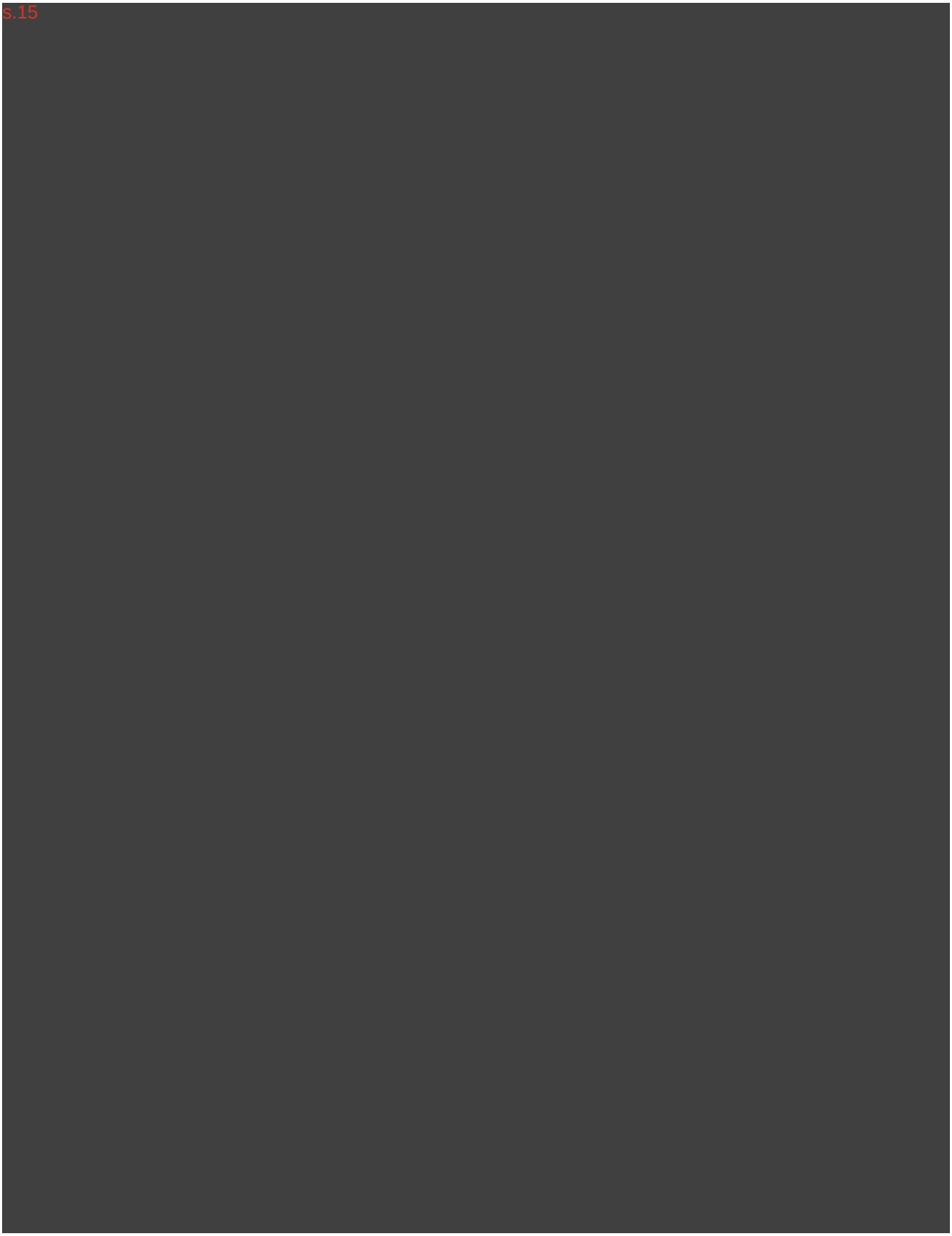
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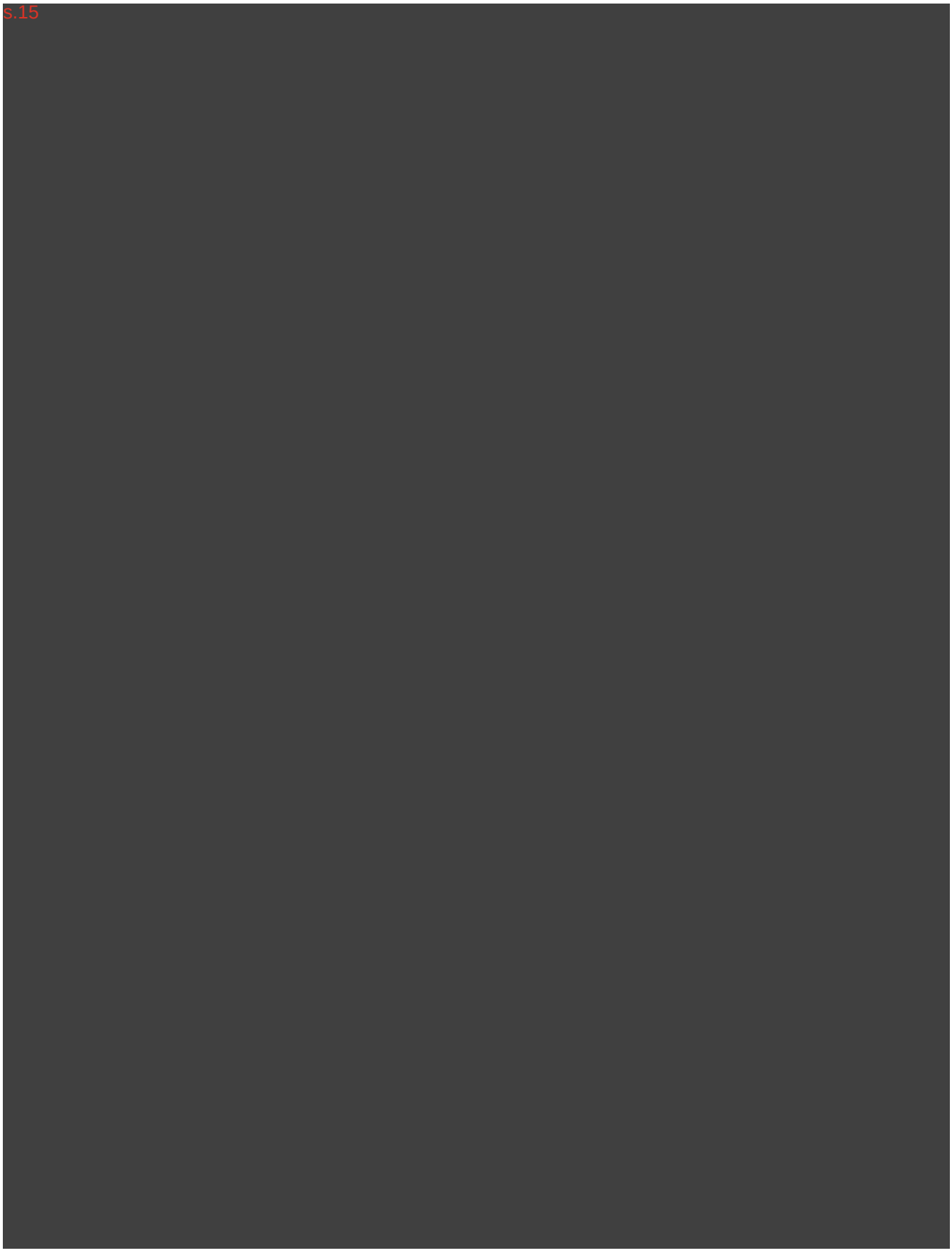
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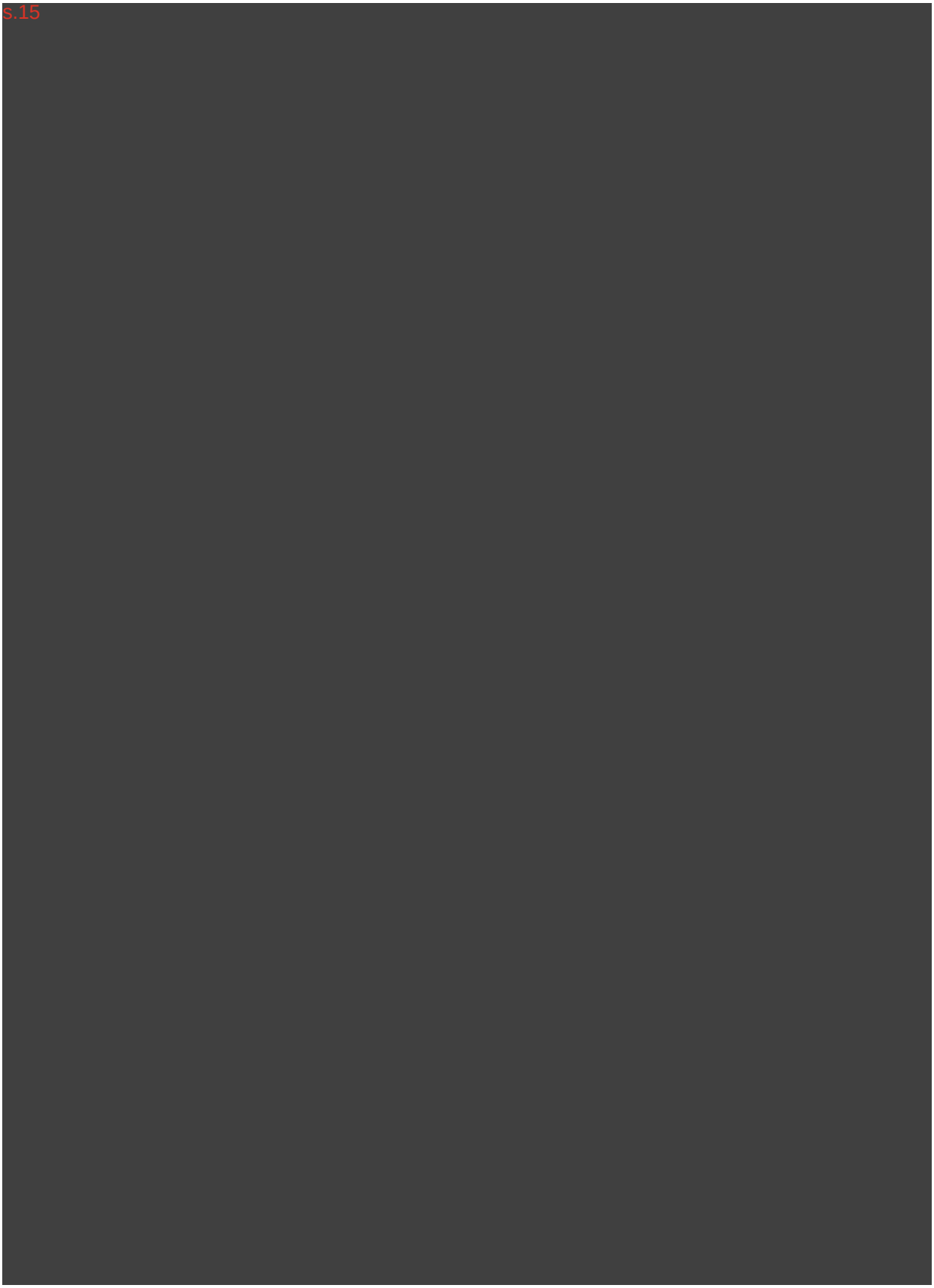
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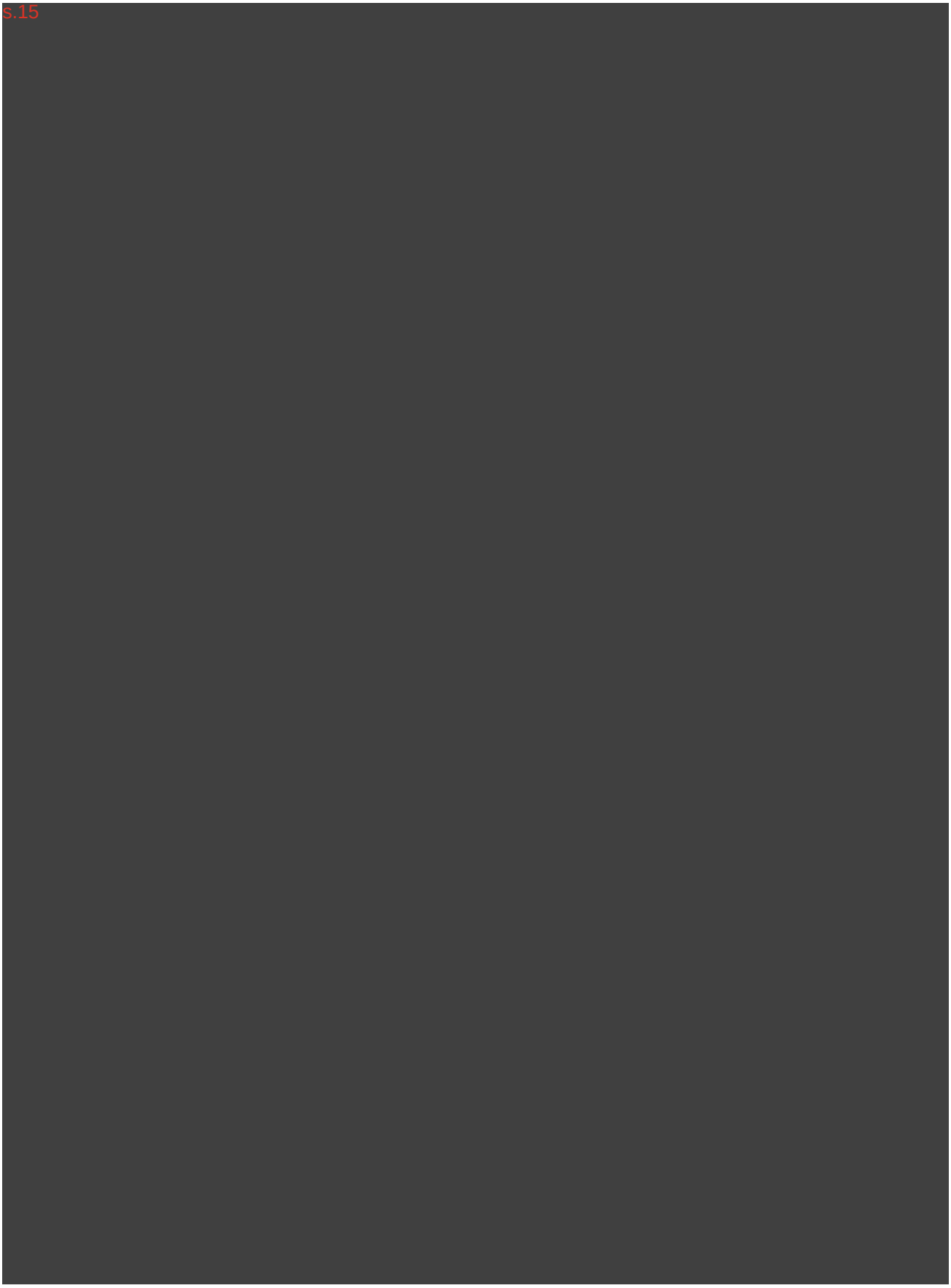


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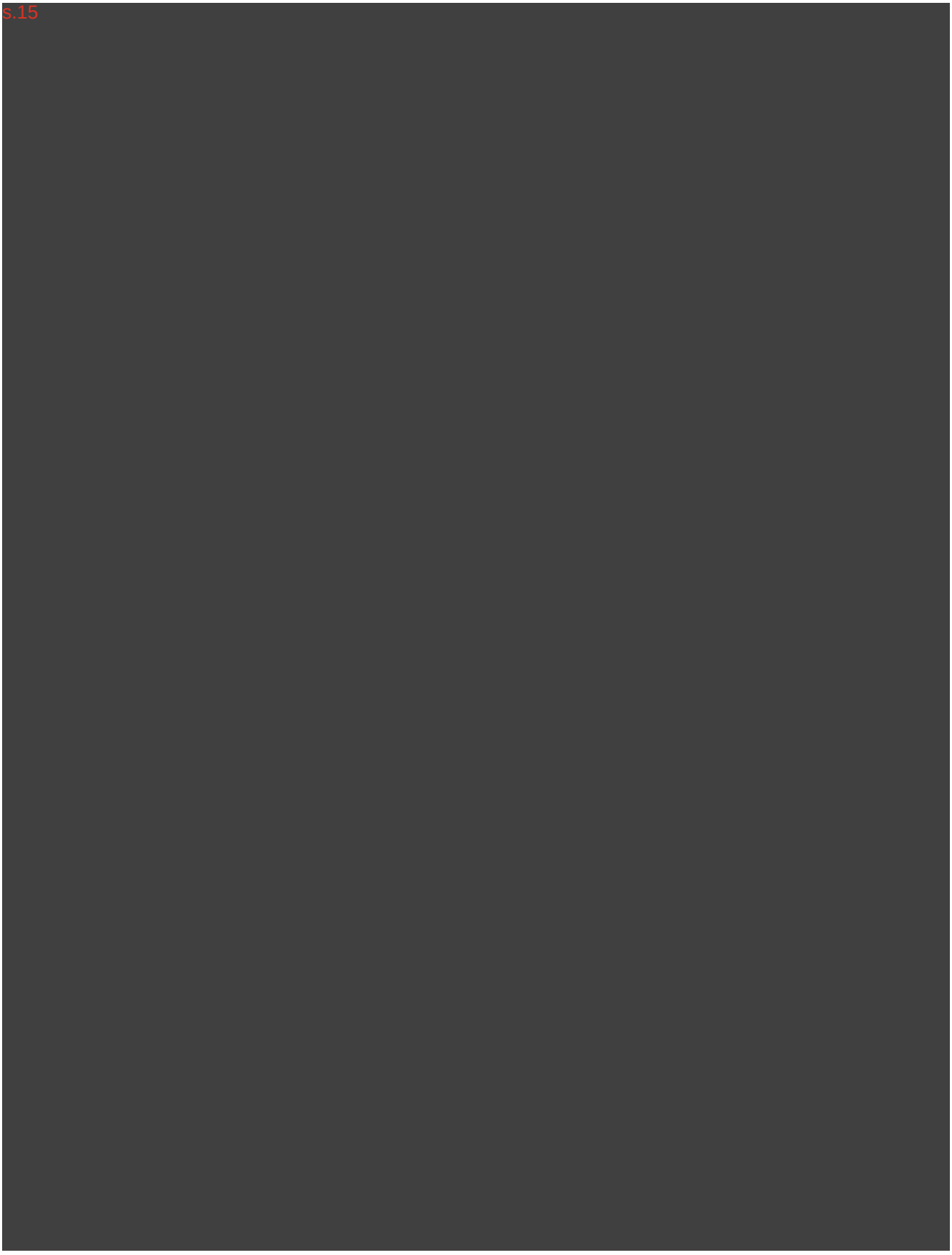


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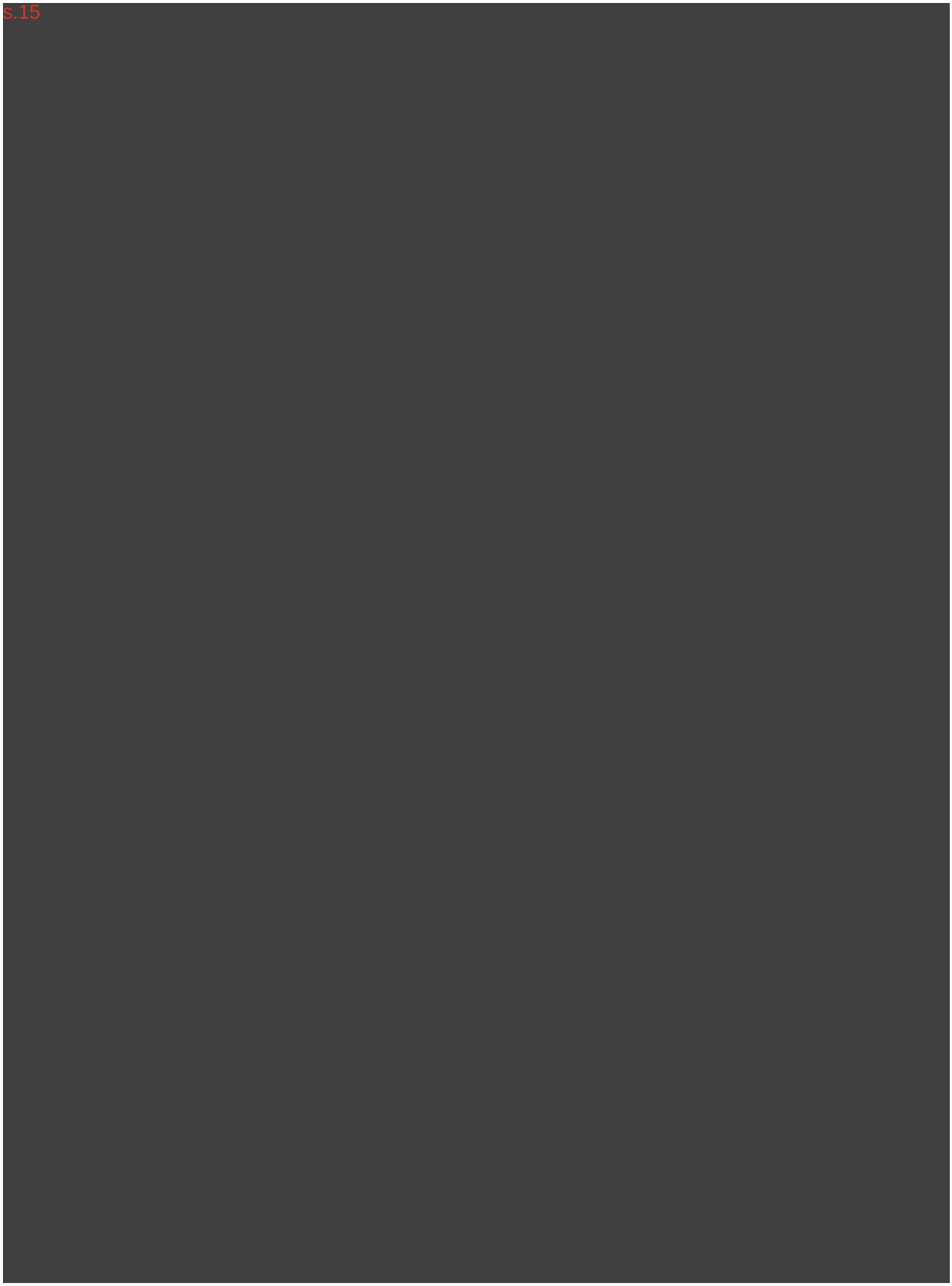
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