TRANSIT POLICE

SPECIALIZED CRIMINAL INVESTIGATIONS / MAJOR CASE MANAGEMENT

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TABLE OF CONTENTS (with Quick Links)[1]

POLICY....2
Definitions....2
Authority....4
General....4
PROCEDURES....4
s.15 4
s.15 5
s.15 5
s.15 6
s.15 7
s.15 8
s.15 8
s.15 8
s.15 9
s.15 9
s.15 9
s.15 9
s.15 10
s.15 10
s.15 10
s.15 11
s.15 12
External Relations....14
Victim Liaison....14
Media Liaison....14
Community Impact Assessments....14
Liaison with Crown Counsel....15
Training....15
Annual Reporting....16
Internal Audit....16
References:....16

[1] Use **CTRL + HOME** to return to the Table of Contents from anywhere in this document.

POLICY

Definitions

BCPPS – The British Columbia Provincial Policing Standards issued pursuant to the *Police Act*.

Chief Officer – The Transit Police Chief Officer or delegate.

Command Triangle – Within the MCM structure, consists of the Team Commander, Primary Investigator and File Coordinator for a Major Case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.[2]

Criminal Code – *Criminal Code of Canada* [RSC 1985, c. C-46], as amended from time to time.

File Coordinator – Within the MCM structure, the person, reporting directly to the Team Commander, who is responsible for establishing the business rules and system protocols; assessing investigative material and ensuring complete tasking, which includes that the investigative strategies are completed; and, where applicable disclosure and prosecution support is provided.[3]

Investigative Team – Within the MCM structure, the Police Officers and Civilian Professionals assigned to the Major Case investigation on a permanent or temporary basis, including Command Triangle.[4]

Joint Management Team – Within the MCM structure, a group of senior officers representing the police services in a Joint Forces Operation, responsible for providing oversight to the Team Commander(s) and updates police services as needed on the status of the investigation.[5]

Major Case – For the purpose of this policy, means the types of investigations listed in the BCPPS 5.2.1(1) and (2) – Threshold and Reporting, namely:

a. Homicides[6], as defined in s. 222(4) of the *Criminal Code*;
b. Missing Person, if foul play is suspected;
c. Found remains, if homicide is suspected;
d. Sexual assaults that are suspected to be serial or predatory in nature;
e. criminal investigations of workplace deaths or serious injury or mass casualties and injuries;
f. Non-familial abduction; and

[2] BCPPS 5.2.1.
[3] BCPPS 5.2.1.
[4] BCPPS 5.2.2.
[5] BCPPS 5.2.9.
[6] Depending on the police of jurisdiction, in the Transportation Service Region, the conduct of homicide investigations, and investigations involving found remains where homicide is suspected, may be conducted by the JPD or may be assumed by the regional Integrated Homicide Investigative Team ("IHIT"). The JPD, or IHIT where applicable, will be responsible for ensuring that the Major Case investigations it conducts comply with BCPPS.

g. any other investigation where the Chief Officer or their designate has determined, with due regard to the factors listed in BCPPS 5.2.1(3), requires MCM. (Refer to s. 11 of the policy.)

Major Case Management ("MCM") – A methodology for managing major incidents that provides accountability, clear goals and objectives, planning, utilization of resources, and control over the speed, flow, and direction of an investigation.[7]

Major Case Management Business Rules – The Transit Police written procedures for the management of Major Cases that provide direction on the matters noted in BCPPS 5.2.4(1) – Business Rules.

Member – Designated Constable (all ranks), the Chief Officer or a Deputy Chief 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 Act – The BC *Police Act*, RSBC 1996, c. 367, and the regulations thereto, all as amended from time to time.

Predatory in nature – Within the MCM structure, refers to activity characterized by systematic targeting for the purpose of exploiting others for one's own gain.[8]

Primary Investigator – Within the MCM structure, the person, reporting directly to the Team Commander, who is responsible for controlling the speed, flow, and direction of the overall investigative process.[9]

Serial in nature – Within the MCM structure, for the purpose of this policy, refers to crimes of a similar nature where there are reasonable grounds to suspect that they were committed by the same offender(s), within the same or multiple policing jurisdictions.[10]

Sexual Assault – The purpose of this policy, includes: sexual assaults, sexual interference, invitation to touching, and sexual exploitation in the *Criminal Code*.

Team Commander – Within the MCM structure, the person to whom overall authority, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.[11]

Vulnerable Witness – Within the MCM structure, refers to a witness who, due to age, mental or physical disability or other personal characteristics, the nature of the offence, the nature of their relationship with the offender, or any other circumstance, may have

[7] BCPPS 5.2.2.
[8] Annotations within BCPPS 5.2.1.
[9] BCPPS 5.2.2.
[10] Annotations within BCPPS 5.2.1.
[11] BCPPS 5.2.2.

difficulty providing, or may need accommodation to provide a full and candid account of events.[12]

Authority

1. Members will be governed by s. 25 of the *Criminal Code*, case law, *Police Act*, and *BCPPS*. Members must comply with the BCPPS and Transit Police policies and procedures. In the event of, and to the extent there is any conflict between the provisions of this policy chapter and the law, the law will supersede the policy.

General

2. Investigations requiring the expertise of specialized criminal investigators may be conducted by Transit Police or may be referred to, or done in coordination with, the Jurisdictional Police Department ("JPD"), consistent with the operational Memorandum of Understanding between Transit Police and JPDs (as amended from time to time).

3. Major Case investigations will be effectively planned and managed from the earliest opportunity to make effective and efficient use of resources, and to protect the public from further risk.

4. A Command Triangle will be formed for all Major Case investigations, as soon as reasonably possible given the circumstances and the needs of the investigation.

5. Transit Police will conduct Major Case investigations in compliance with BCPPS regarding MCM[13] and this policy.

6. As required by BCPPS 5.2.1(6), the Police Board will file with the Director of Policing and Law Enforcement Services a copy of the review process set out in ss. 11 and 12 of this policy.

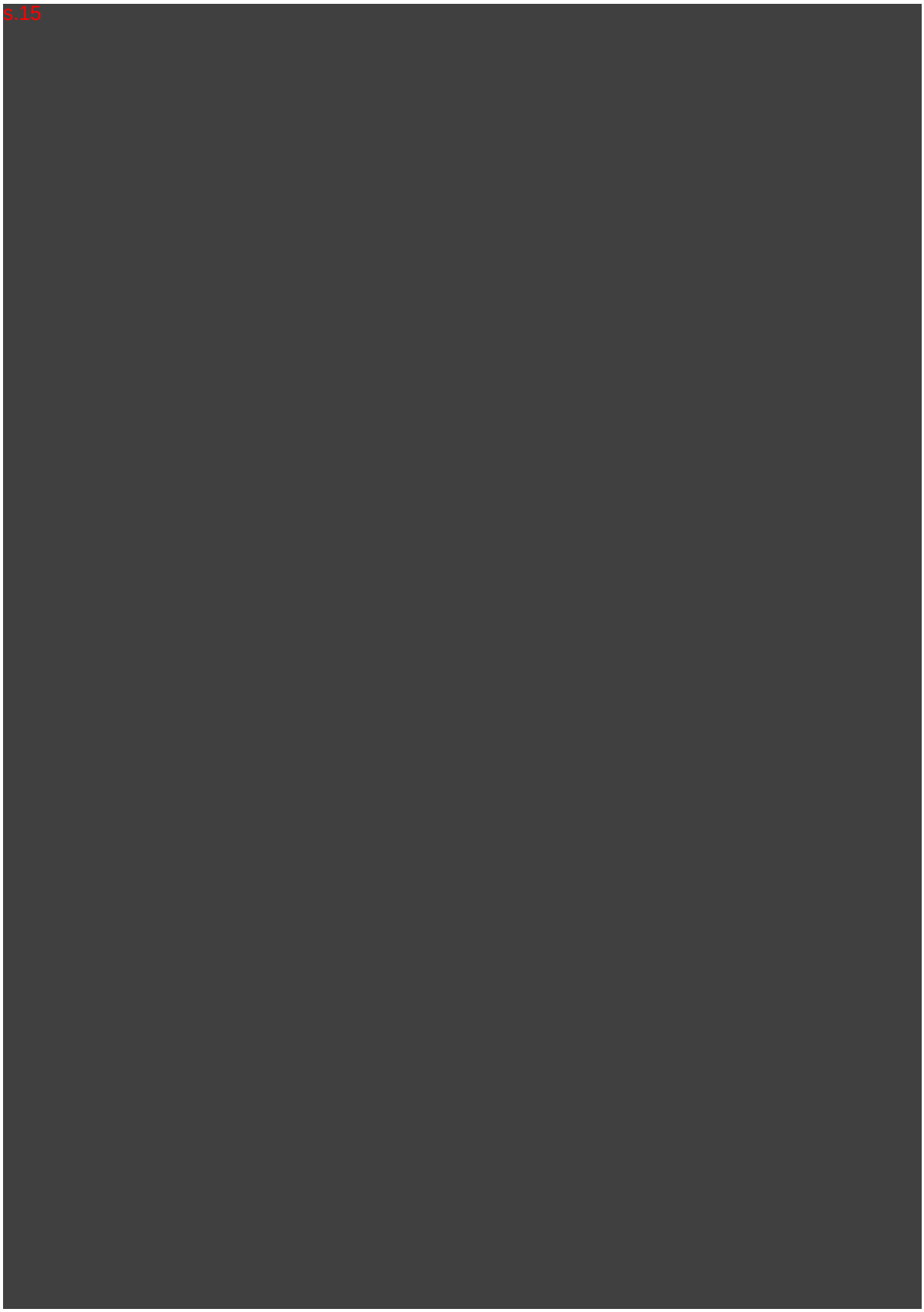
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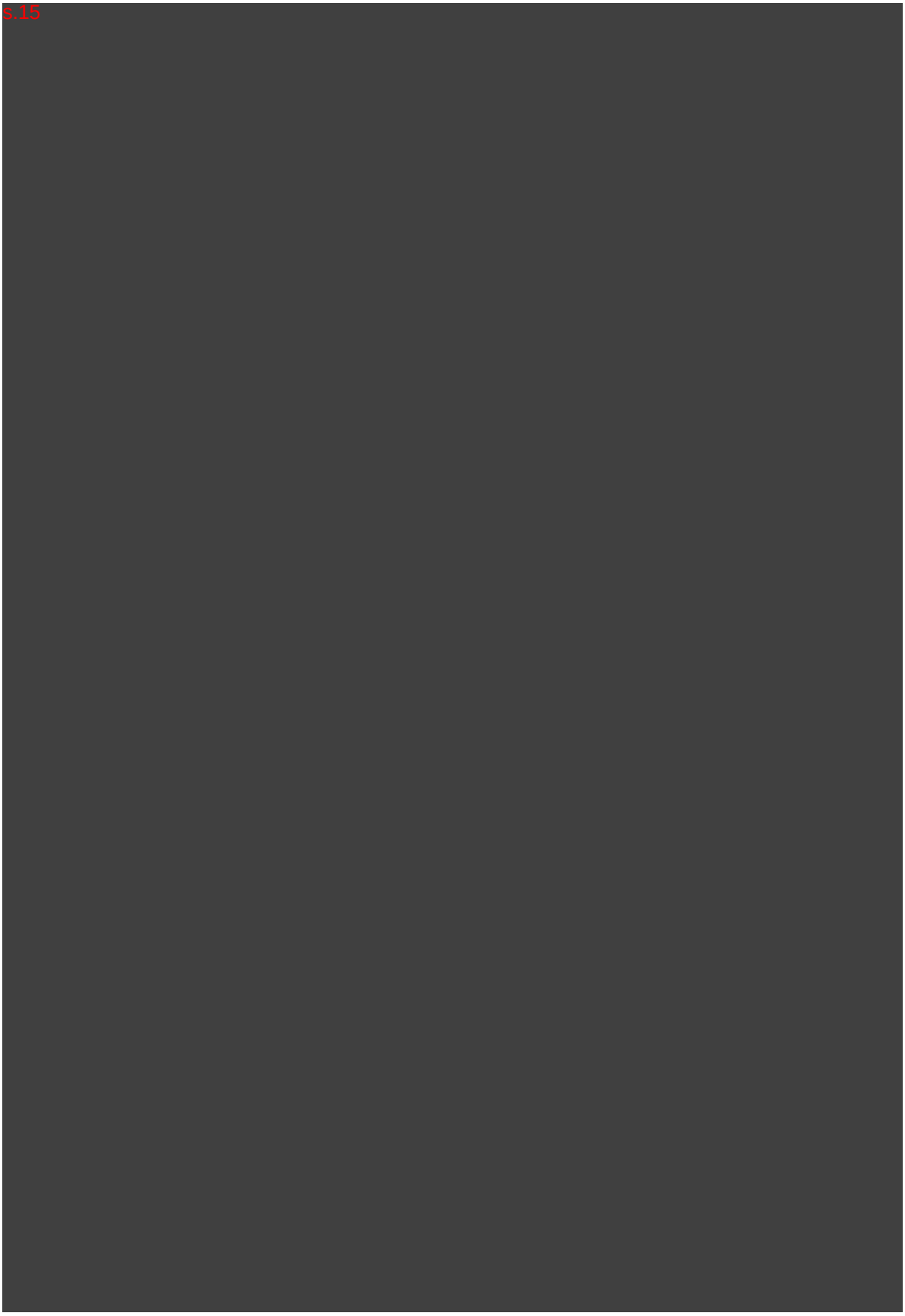
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[12] Annotation in BCPPS 5.2.8.
[13] BCPPS 5.2 – Major Case Management.
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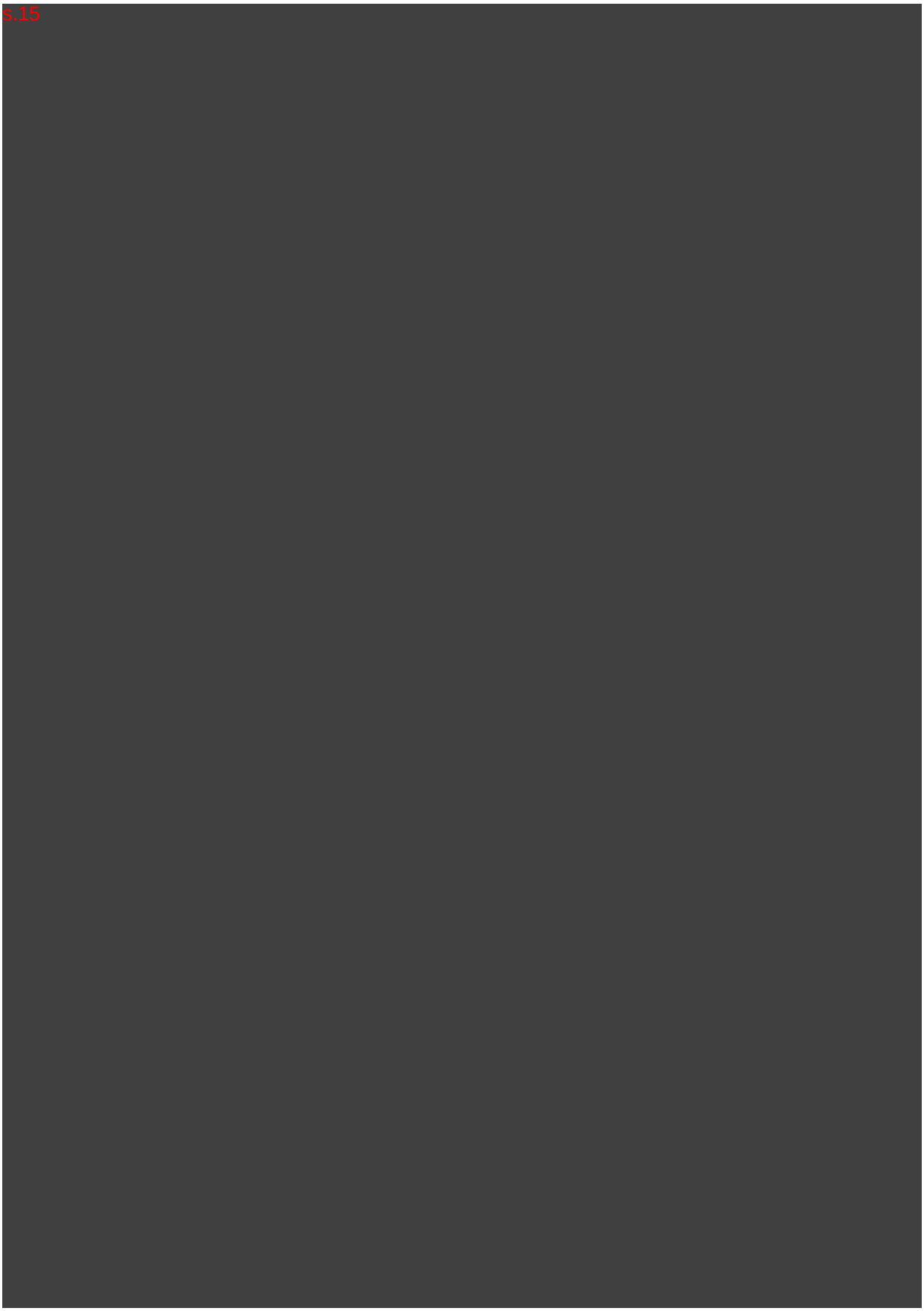
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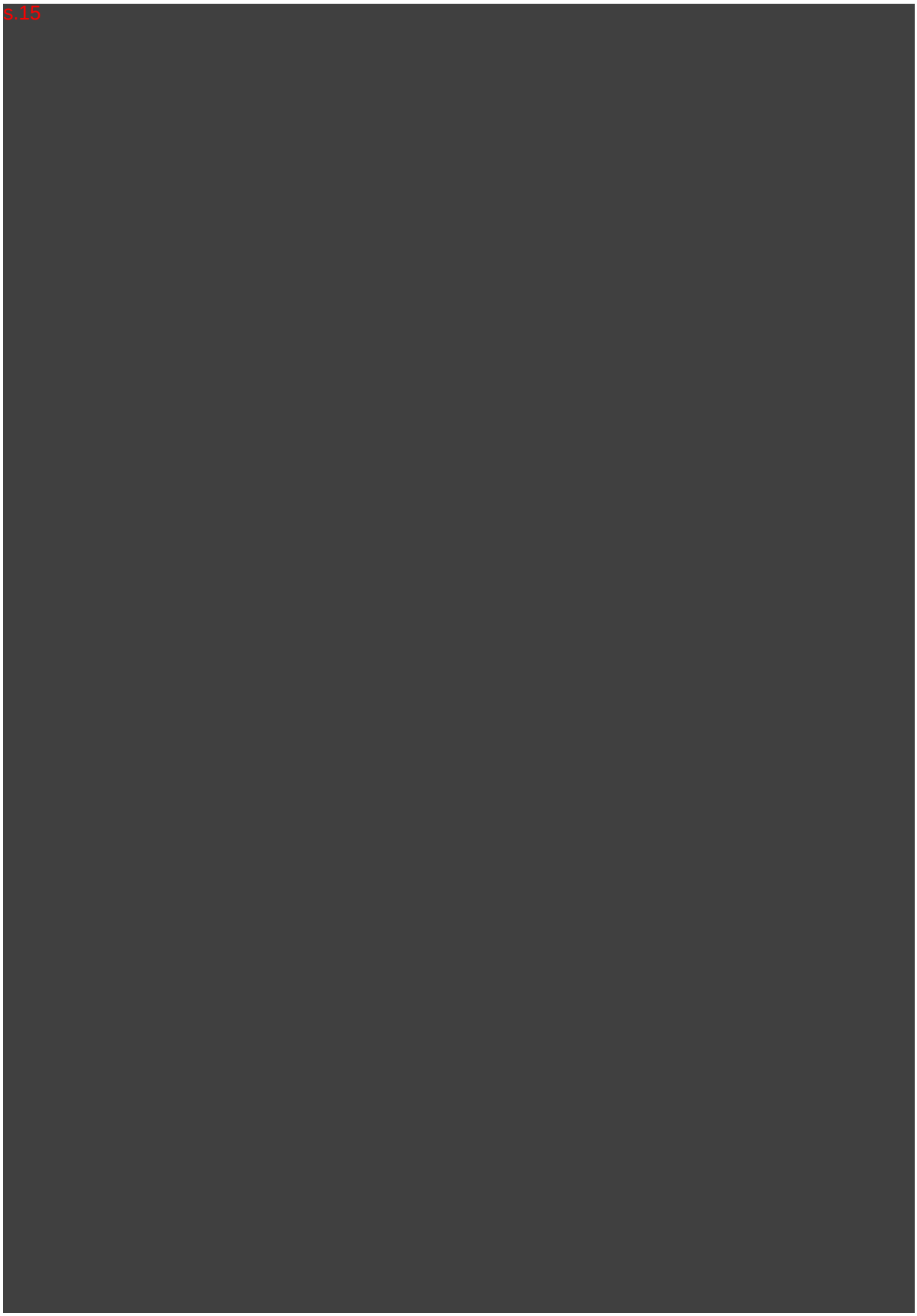
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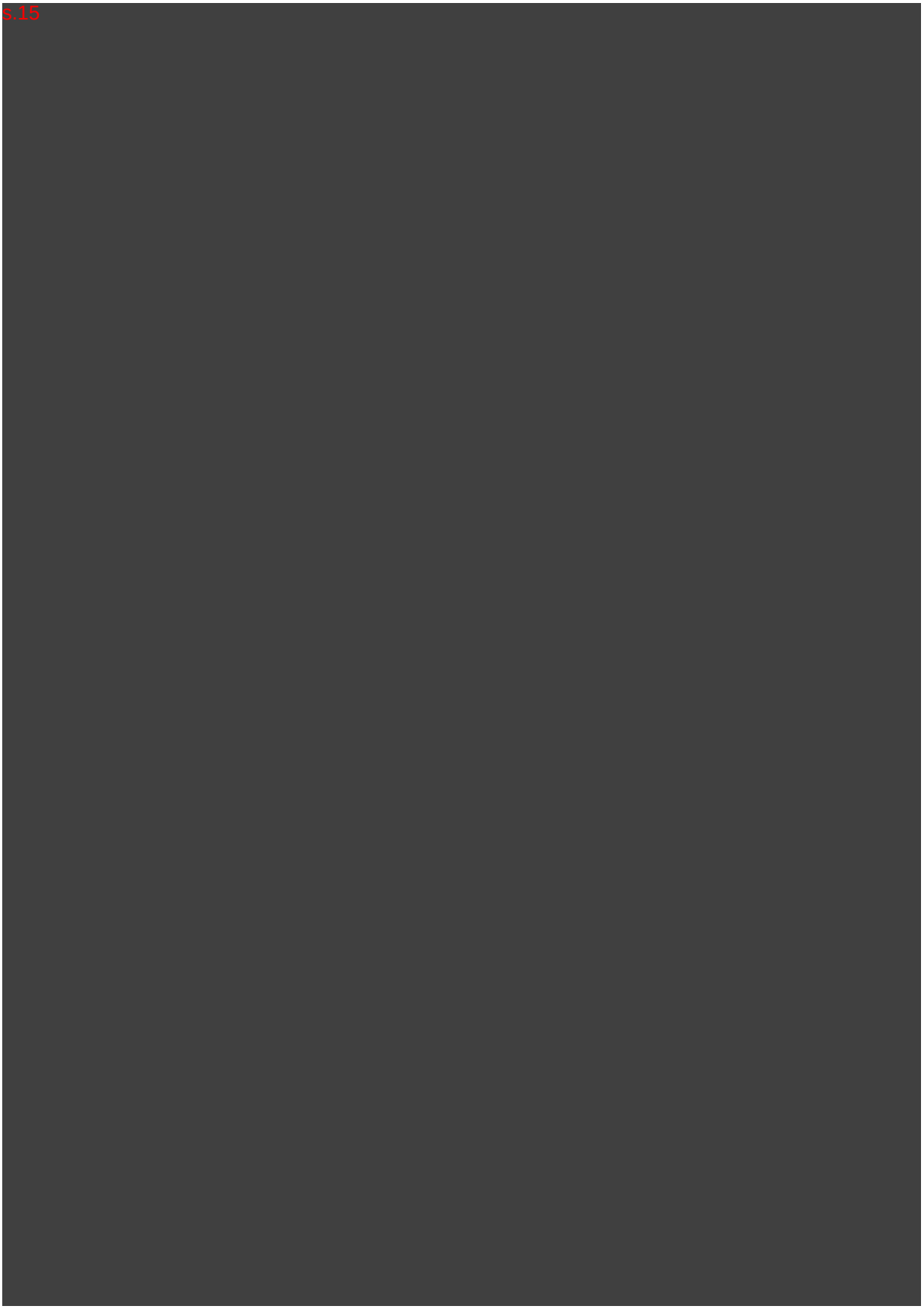
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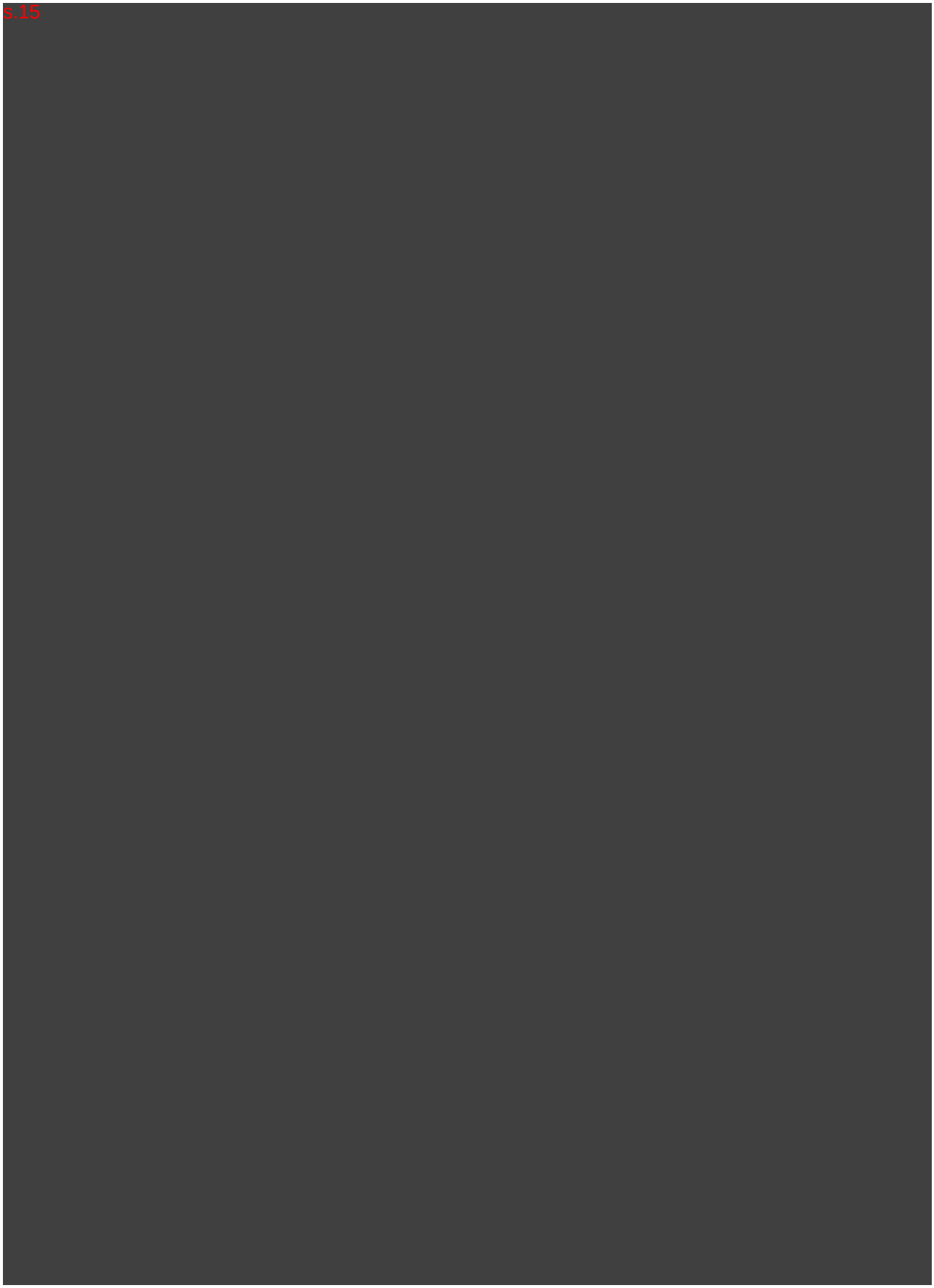
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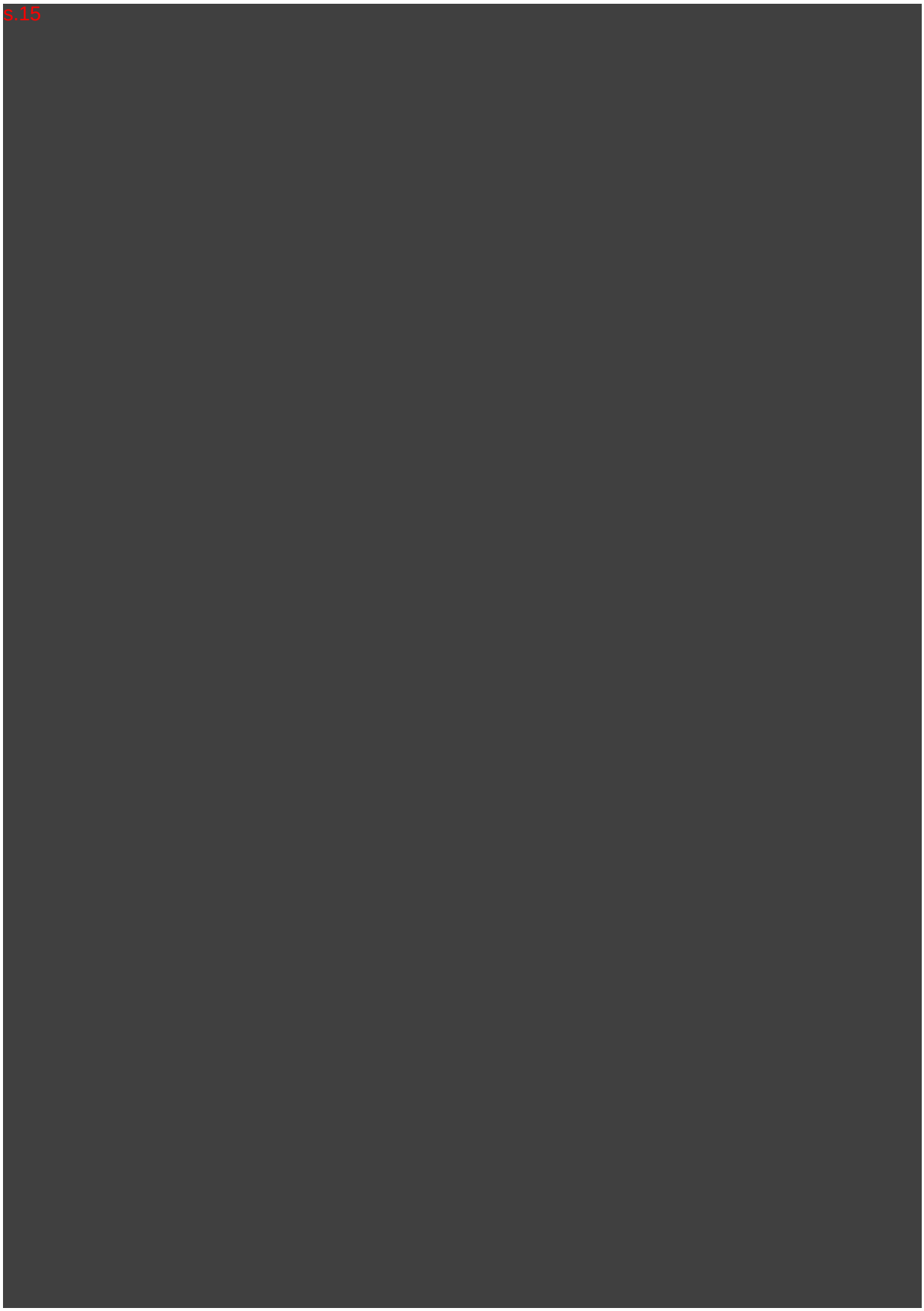
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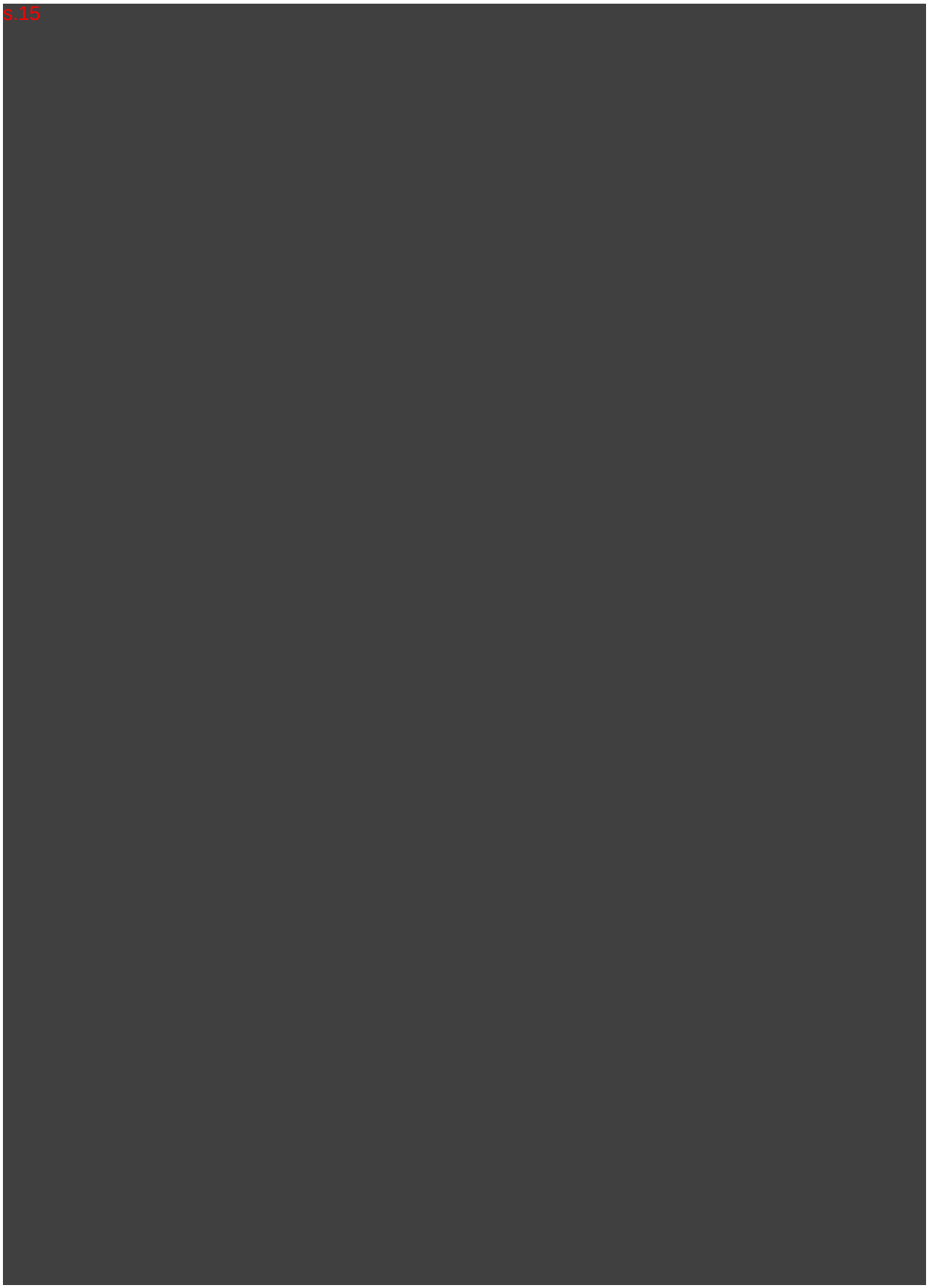
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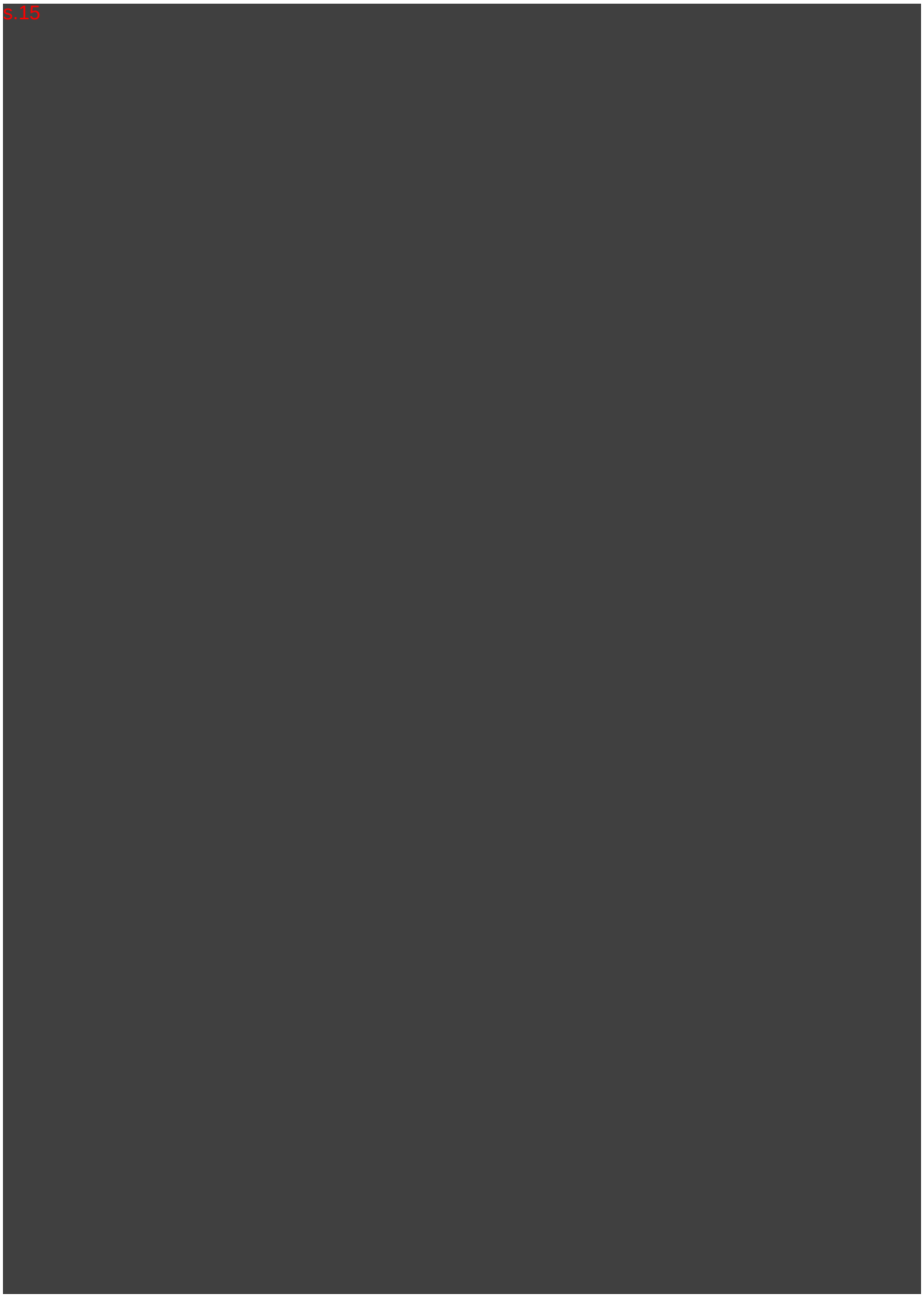
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External Relations

47. The Team Commander will ensure that a Member(s) reporting to them are designated as victim liaison and media liaison, and that the responsibilities of each role are carried out.

Victim Liaison

48. The victim liaison is responsible for the obligations of police under the *Canadian Victims Bill of Rights* and the *British Columbia Victims of Crime Act,* and ensuring that the victim is provided with information to assist them in dealing with the media and interest of the public in the investigation.[44] (Refer also to Transit Police policy chapter **OM050 - Victim Assistance**.)

49. Whenever possible, when information is released to the victim or their immediate family, it will be done by the victim liaison, after approval and authorization by the Team Commander, and where appropriate, in advance of the information being released to the general public.[45]

50. All contact with the victim or their immediate family will be documented.[46]

Media Liaison

51. The designated media liaison (may or may not be the regular Transit Police Media Liaison Officer) is responsible for working with the Team Commander and the Transit Police Communications Team to ensure that information about the investigation is shared appropriately with the media and public, including where appropriate, how the media may be used to further the investigation.[47]

52. Unless exigent circumstances and authorized by the Team Commander, photographs of the victim will not be released to the media without the victim's or family's permission.[48] (Refer also to Transit Police policy chapter **OM010 – Media Relations**.)

Community Impact Assessments

53. The Team Commander will consider whether a community impact assessment for a Major Case investigation should be conducted to determine the impact of the crime or incident and the subsequent police investigation on the community.[49]

54. If a community impact assessment is conducted, it must be done by a person familiar with the community such as, but not limited to Members of the Community Engagement Team, or members involved with the Chief Officer Advisory Committee. The community impact assessment must include, at minimum[50]:

[44] BCPPS 5.2.6(2) and (3).
[45] BCPPS 5.2.6(4).
[46] BCPPS 5.2.6(5).
[47] BCPPS 5.2.6(6) and (7).
[48] BCPPS 5.2.6(8).
[49] BCPPS 5.2.6(9).
[50] BCPPS 5.2.6(10).

(1) Identifying the groups and/or individuals affected by the incident(s); and

(2) Analyzing the potential impacts of the incident(s) on those groups and/or individuals including their likelihood and significance.

55. If the community impact assessment identifies significant risks to the safety of members of the community, relationships between groups or individuals in the community, police and community relations, or the reputations of the police services, options for managing those risks are identified.[51]

Liaison with Crown Counsel

56. During a Major Case investigation, the Team Commander, as delegate of the Chief Officer, must ensure that there occurs early and ongoing communication, and consultation, with Crown Counsel to address potential legal or prosecution issues, including[52]:

(1) Complex or sensitive legal applications;

(2) The use of complex investigative techniques, novel investigative techniques, or investigative techniques that raise such issues as proportionality, intrusiveness, and community standards;

(3) Requests or consideration for immunity agreements for potential witnesses;

(4) Preparation of file materials for disclosure (consistent with *Crown-Police Liaison Committee Memorandum of Understanding on Disclosure*); and

(5) Other matters of mutual concern.

Training

57. Major Case Investigative Team members must have the knowledge, skills, abilities and required provincially approved training appropriate to their assigned role.[53]

58. The Inspector Investigations and any other senior officer responsible for monitoring the progress of a Major Case investigation must have appropriate knowledge and skills, including previous experience in a Command Triangle role.[54]

59. The Training Section will maintain a written record of training required by BCPPS and completed by Members.[55]

[51] BCPPS 5.2.6(11).
[52] BCPPS 5.2.6(12).
[53] BCPPS 5.2.1(4), BCPPS 3.2.7(1) through (3), BCPPS 5.2.2(2) through (7).
[54] BCPPS 5.2.5(2).
[55] BCPPS 3.2.7(4).

Annual Reporting

60. The Inspector Investigations (or delegate) will prepare an annual report for Transit Police submission to the Director of Policing and Law Enforcement Services on the Major Case investigations initiated during the year.[56] (Refer to **Appendix "B"** of this policy for the workflow and timeline for completion.)

    (1) The annual report will be prepared in format as may be prescribed by the Director and include, as required by the BCPPS:
        a. The number of new Major Case investigations initiated during the year of the report, including a breakdown of these investigations by:
            i. The type of offence or incident involved, using Uniform Crime Reporting rules regarding the most serious offence, and
            ii. The status of the investigation (i.e., ongoing/concluded) at the time the report was prepared; and
        b. The number of investigations referred to a Team Commander, Primary Investigator or File Coordinator for assessment as required by the process referred to in BCPPS 5.2.1(3).

61. The annual report will be submitted by the Inspector Investigations by April 15th of the year to the Strategic Services Section, who will then be responsible for filing of the compliance report with the Director of Policing and Law Enforcement Services by April 30th.

Internal Audit

62. In addition to the annual report above, the Deputy Chief Officer Operations (or their delegate) will ensure that an internal audit is conducted each year of a sample of Major Case investigations, using generally accepted audit sampling methods.[57] (Refer to **Appendix "B"** of this policy for the workflow and timeline for completion.)

    (1) The audit, at a minimum, will include an assessment of compliance with MCM BCPPS.[58]

    (2) A report summarizing the results of the internal audit will be securely retained by the Inspector Investigations and provided to the Director of Policing and Law Enforcement Services upon request.[59]

    (3) The report and any arising recommendations will also be provided to Chief Officer and the Director of Risk, Analytics and Emergency Planning.

References:
BC *Police Act*
BC Provincial Policing Standards (February 18, 2025)
Abbotsford Police Department Policy II.D.270 – Major Case Management (April 27, 2023)

[56] BCPPS 5.2.1(7).
[57] BCPPS 5.2.5(7).
[58] BCPPS 5.2.5(8).
[59] BCPPS 5.2.5(9).

Saanich Police Service MCM Business Rules (2020)
RCMP MCM Guide (2020)
Victoria Police Department Policy OD025 – Major Case Management (Draft 2019)