



PROVINCIAL POLICING STANDARDS – ADDENDA

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ADDENDUM 1 -	Interim Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC)	Version #: 2.0 Date: December 1, 2017

Policy

To support the transition to binding *BC Provincial Policing Standards* set by the director of police services¹ under new authorities in the *Police Act*, Police Services Division continues to uphold a set of policing standards originally developed by the former British Columbia Police Commission (BCPC) in the 1990's. (For ease of reference, the former are hereinafter referred to as director's standards and the latter as BCPC standards.)

This means that until a BCPC standard dealing with a particular issue is replaced by a director's standard governing the same issue, Police Services Division will continue to use the BCPC standard as evaluation criteria when inspecting and reporting on the quality and standard of police and law enforcement services delivery.² Police forces in British Columbia are advised to follow and comply with the BCPC standards until they are replaced by a director's standard.

The purpose of re-publishing the BCPC standards in this document is to:

- Clearly communicate that the BCPC standards are applicable to police forces until they are replaced by director's standards;
- Ensure that police forces have ready access to the applicable BCPC standards, in their most current form; and
- Correct out-of-date references.

This document contains all of the applicable BCPC standards as of the date indicated above. Police forces in British Columbia should refer to the BCPC standards contained in this document, rather than previous versions of BCPC standards which may still be in circulation.

In this document, the following changes have been made to the BCPC standards:

- BCPC standards that overlap with a new director's standard, or with legislative amendments or other provincial policies or guidelines, have been deleted;
- BCPC standards that were reviewed and determined to fall outside of the scope of the authority to create a Director's standard, have been deleted;
- references to legislation, programs or services have been updated as required;

¹ The director of police services is responsible for superintending policing and law enforcement function in British Columbia, under the direction of the responsible minister. See s. 40 of the *Police Act*.

² In recognition of changes in the policing environment since the BCPC standards were first implemented in the 1990s, the BCPC standards may not represent the best available criteria in all cases. Police Services Division may consider additional or alternative criteria where appropriate.

- amendments to the BCPC standards following provincial reviews of detention facilities and emergency response teams by Police Services Division in the early 2000s have been incorporated; and

Police Services Division acknowledges that the BCPC standards continue to require further review and updating. This will occur over time and in consultation with stakeholders as the transition to director's standards continues.

This document will be updated and re-published as this work proceeds, until the BCPC standards have been fully phased out and Addendum 1 is no longer required.

Background

The BCPC established the *Provincial Standards for Municipal Police Departments in British Columbia* in consultation with police stakeholders in the 1990s. The intent of the BCPC standards was to facilitate uniform policing standards throughout the province and to identify the minimum criteria against which police departments would be audited by the BCPC. The BCPC standards covered topics ranging from police roles and responsibilities; department management; personnel management; general and specialized operations; and support services. Most of the 430+ standards required written policy while others required an activity or a report.

In 1998, the BCPC was dissolved and responsibility for policing standards was transferred to the director of police services. On the director's behalf, Police Services Division upheld and continued to maintain the BCPC standards, making a number of amendments following provincial reviews of detention facilities and emergency response teams in the early 2000s. However, the BCPC standards (and the amendments thereto) were never re-published by Police Services Division, as more comprehensive changes to the standards framework were being planned and initiated.

In January 2012, the new framework was formally rolled out when a series of amendments to the *Police Act* took effect. These changes gave the director of police services a clear authority to set standards addressing specific issues (see s. 40 (1) (a.1) of the *Police Act*). The director's standards are binding and all police forces in British Columbia are expected to follow the standards.

The first director's standards developed under this new framework, the *British Columbia Provincial Policing Standards* (BCPPS), were also released in January 2012. These included standards governing critical use of force issues such as conducted energy weapons and firearms; police training; and video surveillance in areas of detention. The BCPPS were developed in consultation with stakeholders.

Police Services Division will continue to develop further director's standards, in consultation with stakeholders. Priorities for standards development are set by the director of police

services, in consideration of the level of risk associated with the issue, recommendations from public inquiries, and other review processes, as well as input from stakeholders.

History of Changes

Version 1.0 – release date June 11, 2014

- References to the British Columbia Police Commission were replaced with reference to the director of police services.
- References to the *Young Offenders Act* were replaced with references to the *Youth Criminal Justice Act* (YCJA).
- Certain BCPC standards regarding use of force that overlapped with other director's standards were deleted (A1.2.1, and A1.2.6 – A1.2.8).
- BCPC standard A2.2.5 was deleted. This standard referred to the Police Information Retrieval System (PIRS). In 2003, PIRS was replaced by the Police Records Information Management Environment (PRIME-BC) as the mandatory records management system for all RCMP and municipal police agencies in British Columbia. BCPC standard A2.2.5 was no longer relevant.
- BCPC standards governing reserve constables (B6.3.1 to B6.3.8) were deleted. In 1999, Police Services Division developed a provincial policy on auxiliary and reserve constables (<http://www.pssg.gov.bc.ca/policeservices/shareddocs/policy-auxiliaryreserveconstables.pdf>). The BCPC standards governing reserve constables are no longer relevant given the provincial policy.
- Certain BCPC standards regarding recruit and advanced training that overlapped with other director's standards were deleted (C6.1.1, C6.1.2, C6.1.7, and C6.2.1).
- BCPC standard D1.2.5 regarding police pursuits was deleted. This standard has been incorporated into *BCPPS Addendum 2 – Police Pursuits*.
- BCPC standard D2.1.6 regarding police horses and dogs was amended to remove reference to dogs. Police dogs are addressed in a director's standard (BCPPS 1.4).
- Certain BCPC standards regarding internal investigations that are now covered by Part 11 of the *Police Act* were deleted (D6.1.3, D6.2.1, and D6.2.5), while others were amended to ensure consistency with Part 11 and the creation of the Independent Investigations Office (D6.1.1, D6.1.2, D6.2.3, and D6.2.2) .
- BCPC standards regarding Tactical Operations (D13) were updated to reflect amendments to these standards following a provincial review of Emergency Response

Teams (ERTs) by Police Services Division in the early 2000s. Some of these amendments called for a BCACP Working Committee to be established to identify training standards and selection and testing criteria for key ERT functions. The Working Committee's final report and recommendations were endorsed by the BCACP in 2006. Standards which referred to the Working Committee were updated in this document to reflect the completion of the Committee's work and a copy of the Committee's final report was added to this document as an Appendix.

- BCPC standards regarding Detention Facilities (E1) were updated to reflect amendments to these standards following a provincial review of Detention Facilities by Police Services Division in the early 2000s. In addition, BCPC standard E1.4.5 was deleted as it overlapped with a director's standard (BCPPS 4.1.1).

Version 2.0 – release date December 1, 2017

- Certain BCPC standards regarding Personnel Management (C1) for which the authority to develop a director's standard does not exist, and may also overlap with some of the duties and functions of police boards, were deleted (C1.1.1, C2.1.1-C2.1.3, C2.2.1, C3.1.1- C3.1.3, C3.2.1, C4.1.1, C4.1.2, C.4.2.1, C4.5.1, C4.5.2, C4.6.1, C5.1.1, C5.1.2, C5.2.1.- C5.2.5, C5.3.1, C5.3.2, C5.4.1, C5.5.1, C5.6.1- C5.6.6, C6.5.1- C6.5.3, C7.1.1- C7.1.6, C7.1.5, C7.1.6, C7.2.1, C7.2.2, C8.1.1- C8.1.5, C8.2.1- C8.2.10, C8.3.1- C8.3.3, and C9.1.1- C9.1.3)

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A – Police Role and Responsibilities

A1. Police Role and Responsibilities

A1.1 Police Role

A1.1.1

Written policy requires the formulation, annual review, and updating if necessary, of the department's mission statement, which is made available to all personnel.

Notes: The intent of this standard is to ensure that all personnel are aware of the direction of the department, and to enable personnel to develop goals, objectives, strategies, and tactics, which are consistent with the mission statement.

A1.1.2

In support of the mission statement written policy requires the formulation and annual review of written goals and objectives for each component and function.

Notes: Establishing and routinely updating the goals and objectives of each component and function helps to ensure direction and unity of purpose and serves as a basis for measuring progress. The goals and objectives should be made available to all personnel within the component and function. The Police Act requires the police board, in conjunction with the chief constable, to determine priorities, goals and objectives of the municipal police department.

A1.1.3

Written policy designates identifiable positions within the department that are responsible for each component and function.

Notes: The intent of this standard is to place authority, responsibility and accountability for each component and function. The standard may be met by publishing and making available a current organization chart.

A1.1.4

Written policy establishes procedures for obtaining input from all personnel levels within the department in the development of department goals and objectives.

Notes: Obtaining the input of personnel has great value in improving the relevancy and coverage of goals and objectives; further, it enables employees to contribute to the management and operation of the department.

A1.1.5

Written policy requires an annual written report by each organizational component and function, submitted to the chief constable, stating the progress made toward the attainment of goals and objectives.

Notes: The intent of this standard is to ensure that the chief constable is informed, on a regular basis, of the progress toward achieving established goals and objectives.

A1.1.6

Written policy describes the department's conflict of interest guidelines.

Notes: The intent of this standard is to require each department to address this issue. If it is covered by a collective agreement, the standard is met.

A1.2 Use of Force

A1.2.1 deleted

A1.2.2

Written policy governs the discharge of warning shots.

Notes: Warning shots may pose a danger to officers and citizens.

A1.2.3

Written policy governs the carrying of firearms, ammunition, and other weapons while off duty.

Notes: The policy should specify the circumstances under which an officer may carry a firearm, ammunition, and other weapons while off duty.

A1.2.4

Written policy governs the use and control of weapons and ammunition issued by the department.

Notes: In addition to firearms, officers usually have other weapons at their disposal. The intent of this standard is to ensure proper use and control of such weapons.

A1.2.5

Written policy establishes the procedures for firearms and weapons inspections, and the replacement of ammunition.

A1.2.6- A1.2.8 deleted

A1.2.9

Written policy requires a written report be submitted whenever an officer, or other employee:

- takes an action that results in (or is alleged to have resulted in) injury or death of another person, including the officer or any other officer;
- applies force through the use of a weapon;
- discharges a firearm, other than in training; and/or
- applies force by any means, other than routine handcuffing or low levels of restraint.

Notes: The intent of this standard is to ensure accountability regarding the use of force, the use of a weapon, and/or the discharge of a firearm. The documentation of all instances of the use of force will provide statistics concerning the routine application of force where no injury or complaint occurs. Such information should be used for analyzing training needs, identifying appropriate tactics, and will provide a means of placing incidents where injuries occur into their proper perspective. This standard includes detention facility personnel.

A1.2.10

Written policy includes procedures for reviewing incidents in which an officer applies force by means of a weapon or firearm, lateral neck restraint, or the application of force, by any means, other than routine handcuffing or low levels of restraint and compliance.

Notes: The review process may vary in accordance with the nature of the force applied, and the outcome.

A1.2.11

Written policy establishes criteria concerning the assignment of an officer whose use of force results in a death or grievous bodily harm.

Notes: The intent of the standard is to (1) provide appropriate psychological and emotional support for the officer; and (2) protect the officer from possible retaliation from the criminal element.

A1.2.12

Written policy requires that only officers trained and demonstrating proficiency in applying the lateral neck restraint are authorized to apply this technique.

Notes: The intent of the standard is to ensure the proper use of this technique.

A1.2.13

Written policy requires each officer authorized to apply the lateral neck restraint, to qualify at least annually in applying this technique.

Notes: The intent of the standard is to ensure that skill levels are maintained and officers are able to justify their use of this technique.

A2 - Jurisdiction and Centralized Services

A2.1 Jurisdiction

A2.1.1

Written policy defines the geographical boundaries of the department's jurisdiction.

Notes: It is fundamental that the department clearly describe in writing the geographical boundaries of its jurisdiction.

A2.1.2

Written policy specifies the department's responsibilities as they relate to concurrent jurisdiction involving other police departments.

Notes: The intent of the standard is to encourage a department to identify its responsibilities, recognizing the problems inherent in providing police services in concurrent jurisdictions. Concurrent jurisdictional situations may not always be avoidable, especially if they are mandated by law, the result of longstanding agreements, or serve a useful operational purpose for the jurisdictions involved.

A2.1.3

The terms of any departmental agreement concerning concurrent jurisdiction are specified in writing.

Notes: Details such as communication linkages, the provision of back-up support between jurisdictions, and reporting responsibilities should be clearly outlined. The terms of any agreement should include a memorandum of understanding from each jurisdiction.

A2.1.4

Written policy requires compliance, within practicable limitations, with a request for temporary assistance made by another police department.

Notes: The Police Act requires such assistance be provided.

A2.1.5

If a joint forces unit operates in the department's service area, written policy establishes procedures governing the department's participation, communication, coordination, and cooperation with the unit.

Notes: The intent of the standard is to establish and facilitate effective management of the unit.

A2.2 Centralized Services

A2.2.1

If a regional or provincial police radio system exists, the department has access to the system.

Notes: Police departments must have ready access to each other to share and compare information on criminal activity and to summon assistance.

A2.2.2

Written policy requires participation in, and conformity to, the centralized national fingerprint records system.

Notes: The department may comply with this standard through an agreement with a nearby department that provides this service.

A2.2.3

Written policy requires participation in, and conformity to, the Canadian Police Information Centre (CPIC) system.

Notes: Information on criminal suspects and on stolen property can facilitate apprehension and recovery, especially since a great deal of criminal activity is interjurisdictional.

A2.2.4

Written policy requires participation in, and conformity to, the Uniform Crime Reporting (UCR) system.

Notes: Participation in the Uniform Crime Reporting system provides information on trends in crime.

A2.2.5 deleted

A3 - Liaison with other Agencies

A3.1 Liaison

A3.1.1

Written policy establishes procedures for maintaining liaison with other agencies, and includes:

- local adult and youth courts;
- crown counsel;
- probation and parole agencies;
- adult and youth correctional agencies;
- social services;
- fire departments; and
- emergency medical services.

Notes: The intent of the standard is to ensure information exchange and coordination between the department and other non-police agencies. The policy may also include liaison with other public or private agencies.

A3.1.2

Written policy establishes procedures for maintaining liaison with other police departments in adjoining jurisdictions or agencies having criminal investigative responsibilities in the department's service area.

Notes: Police departments should assist and cooperate with other federal, provincial and local agencies. Such cooperation enhances the exchange of information in criminal investigations, the establishment of joint plans for dealing with matters of common concern, and the sharing of statistical and support services.

A3.1.3

The services and resources available through other public and social service agencies are described in writing.

Notes: The intent of this standard is to ensure that officers are made aware of the diverse resources at their disposal.

B – Department Management

B1 - Organization

B1.1 Organizational Structure

B1.1.1

The department's organizational structure is described in writing.

Notes: The department should establish a formal structure through which components and functions are organized, defined, directed, and coordinated.

B1.1.2

The department's organizational structure is depicted on an annually updated organizational chart and made available to all personnel.

Notes: The chart should reflect the lines of authority and communication within the department. It should be dated, revised as required, and included in the department's policy manual.

B1.1.3

Written policy describes the mandate of each organizational component or function.

Notes: To enhance coordination, all personnel should understand the responsibilities of each organizational component or function within the department.

B1.1.4

Each organizational component or function is under the direction of only one supervisor.

Notes: The intent of the standard is to avoid confusion among employees and to establish accountability.

B1.1.5

Written policy establishes direction protocol in operational and administrative situations involving personnel of different components or functions engaged in a single operation.

Notes: The intent of the standard is to clarify personnel reporting responsibilities.

B1.1.6

Written policy describes permanent boards and committees in terms of title, mandate, and membership.

Notes: The intent of the standard is to ensure that personnel are aware of boards and committees and their functions.

B2 - Direction

B2.1 Direction

B2.1.1

The chief constable is designated as having the authority and responsibility for the management, direction, and control of the operations and administration of the department.

Notes: The authority and responsibility of the chief constable are outlined in the Police Act.

B2.1.2

Written policy designates the order of precedence for command authority in the event of the absence of the chief constable.

Notes: A system of succession should be established to ensure that leadership is available when the chief constable is unable to act.

B2.1.3

Written policy states that supervisory personnel are responsible for the work related performance of employees under their immediate supervision.

Notes: To achieve effective direction, coordination, and supervision, supervisory personnel should be responsible for the performance of employees under their immediate supervision. This standard applies to each level of supervision within the department.

B2.1.4

Written policy requires employees to comply with the lawful directions of supervisory personnel, including directions relayed from supervisory personnel by an employee of the same or lesser rank.

Notes: An employee must promptly comply with a lawful direction of a supervisor, notwithstanding that a provincial standard for municipal policing has not been met by the department.

B2.1.5

Written policy requires that responsibility be accompanied by commensurate authority.

Notes: At every level within the department personnel should be given the authority to make decisions necessary for the effective execution of their responsibilities. Policy should address acting in temporary ranks.

B2.1.6

Written policy requires supervisory direction to be available at all times.

Notes: The intent of the standard is to ensure that personnel are able to obtain appropriate supervisory direction. In the event that a supervisor is not on duty, the standard may be met by having an officer identified as having interim supervisory responsibility, and a procedure for contacting a supervisor is established.

B2.2 Written Policy

B2.2.1

Written policy acknowledges the police board's role in the formulation and approval of standards, guidelines, and policies for the administration of the municipal police department.

Notes: The authority is found in the Police Act.

B2.2.2

Written policy requires that all rules approved by the police board be filed with the director of police services, .

Notes: Only rules filed with the director of police services are enforceable (Police Act).

B2.2.3

The department has a written policy that includes the following:

- a description of the written policy system;
- procedures for indexing, purging, and revising policy; and
- procedures for ensuring all employees are apprised of current policy.

Notes: The written policy system must provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. Policies should be reviewed annually to determine if they should be continued, modified or rewritten.

B2.2.4

Written policy establishes procedures for review of proposed policy prior to its submission to the police board for approval.

Notes: It is the intent of this standard to encourage procedures for the involvement of appropriate staff in the review of written policies. The review and comment process may include managers and representatives of employee groups directly affected by the policies.

B2.2.5

Written policy establishes procedures for the distribution of a policy manual.

Notes: The distribution of policy must ensure that all employees have access to a current policy manual. A position in the department should be responsible for the administration of the distribution and control of the manuals.

B3 - Administrative Reporting

B3.1 Administrative Reporting

B3.1.1

The department has a management information system, which includes:

- statistical and data summaries of department activities; and
- an administrative reporting program.

Notes: A management information system is a set of procedures and resources that collects, transforms, and disseminates information about key factors that are critical to accomplishing the department's strategic objectives. The management information system should provide reliable information to be used in decision making. This is important in predicting workloads, determining personnel and other resource needs, and preparing budgets. Examples of data sources are calls-for-service records, offence reports, arrest reports, and UCR reports.

B3.1.2

Written policy specifies the department's administrative and operational reporting program, and includes:

- a daily report;
- a monthly report; and
- an annual report.

Notes: The reporting system should provide management with information on the activities of the department. Properly designed administrative reports will reflect comparative data on activities and trends.

The daily report should be a summary of significant occurrences during the previous 24 hours. The purpose of the report is to keep personnel informed of major crimes, accidents, arrests, and other important activities. The daily report may be designed to include current data and statistics.

The monthly report should provide managers of organizational components an opportunity to account for the activities in their units during the previous month. Administrative matters may be discussed in the report, and comparative data on activities of the previous month, same month in the previous year, and year-to-date are valuable sources of management information. The monthly report may also permit the managers of organizational units to identify the objectives of their units for the next month.

The annual report may be a summary of the monthly reports. The report should provide comparative data and statistics and account for the activities of the department.

B3.1.3

The department has a system to ensure forms meet current requirements.

Notes: The intent of this standard is to ensure that form control and inventory facilitate operational and administrative needs.

B4 - Planning and Research

B4.1 Planning and Research

B4.1.1

Written policy establishes the department's planning and research function.

Notes: The planning and research function is important in all departments, regardless of size. Precise guidelines should be written to establish the parameters of planning and research tasks and responsibilities. Among the planning and research functions that may be included in the policy are policing initiatives and experimentation, crime analysis, multi-year planning, operations planning, budgeting, personnel allocation alternatives, systems analysis, uniform crime reporting, contingency planning, and traffic accident and enforcement pattern analysis.

B4.1.2

Written policy requires an annual analysis of operational activities, which includes the following items:

- type of activity;
- location;
- time; and
- date.

Notes: The planning and research function should include periodic analyses of field operations activities to facilitate accurate and timely decision making in the allocation or deployment of department resources.

B4.1.3

Written policy requires distribution of analytical reports to affected organizational units.

Notes: The opportunity for beneficial changes in the use of department resources is facilitated by the distribution of studies and information.

B4.1.4

The department has a written multi-year plan, which includes:

- goals and operational objectives;
- anticipated workload and population trends;
- anticipated personnel levels; and
- anticipated capital improvements and equipment needs.

Notes: The planning process and its end product are essential to effective management. The department should have clearly written goals and objectives and a plan for achieving them. The plan should cover successive years beyond the current budget year and should contain provisions for frequent updating.

B5 - Crime Analysis

B5.1 Crime Analysis

B5.1.1

Written policy establishes and governs the department's crime analysis function, including procedures for the following elements:

- collection, collation and analysis of crime data;
- geographic distribution of selected crimes;
- distribution of analyzed crime information; and
- feedback analysis and program evaluation.

Notes: A crime analysis function formally exists when a specific component or person has been designated to collect and analyze available crime data and to distribute the information to operational user groups.

Crime analysis should provide information to aid operational personnel in meeting their tactical crime control and prevention objectives by (1) identifying and analyzing methods of operation of individual criminals; (2) providing crime pattern recognition; and (3) providing analyses of data from field interrogations and arrests. Also, much of the information developed by a crime analysis component can be useful to the department's long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

B5.1.2

Written policy specifies the organizational components or persons to receive crime analysis information.

Notes: For a crime analysis system to function effectively, information should be distributed to the appropriate components or persons on a timely basis.

B5.1.3

Written policy governs the distribution of crime analysis information to sources outside the department.

Notes: Written policy should support the distribution of specified crime information to enhance public information and generate community support. Distribution may also include other components of the criminal justice system.

B5.1.4

Written policy requires the use of crime analysis information in developing tactics, strategies, and long-range plans.

Notes: Crime analysis information should be utilized in developing tactics for operational components, general crime suppression strategies, and personnel and resource projections for a multi-year period.

Crime analysis, by identifying crime patterns or trends can, through statistical analysis, determine the optimum strategy, tactics, and number of personnel necessary to deal with the problem. The possibility of crime displacement and/or disruption as the result of specialized operations and the emergence of new crime patterns require close examination to determine the need for continued specialized deployment. Efficiency, effectiveness, and officer morale are all enhanced when specialized operations are used to counteract existing crime patterns or trends.

Additionally, the long-range planning effort should prove beneficial in budgeting and other administrative activities. Factors to be considered include (1) analysis of crime trend data by type of crime; (2) analysis of offender characteristics; and (3) analysis of crime trend data by location.

B5.1.5

The effectiveness and utilization of crime analysis information are documented.

Notes: For the crime analysis function to be effective, several elements should be present. One of these elements is feedback on the analyzed information from the components or person receiving and using this information.

Procedures for soliciting and receiving feedback should be established. The procedures should be designed to measure the crime analysis function's internal productivity and its external impact in relationship to acknowledged objectives. The procedures should attempt to ascertain whether the crime analysis process, as currently employed, is efficient and whether its products are effective tools for combating the crimes selected by the department for analysis.

B6 - Personnel Allocation

B6.1 Allocation of Personnel

B6.1.1

The department has a personnel list which provides the following information:

- total authorized personnel strength; and
- number of personnel, by rank and job title, assigned to each organizational component or function.

Notes: Figures on actual (in addition to authorized) strength are also useful and may be included in the personnel list.

B6.1.2

The department allocates personnel to organizational components or functions in accordance with anticipated workload assessments.

Notes: The department should attempt to prevent over or understaffing by ensuring that the personnel strength of an organizational component or function is consistent with the workload. The nature or number of tasks as well as their complexity, location, and time required for completion are some of the factors influencing workload demands. The process of allocating personnel to each organizational component or function also permits the department to determine the overall number of personnel required to meet its needs and fulfil its objectives.

B6.1.3

At least annually, the department reassesses the allocation of personnel.

Notes: Allocation of personnel should be in accordance with current workload demands. Because of fluctuations, the department should reassess the workload demands of each organizational component or function.

B6.1.4

The department maintains a map of its service area organized into identified reporting areas.

Notes: To facilitate the collection and analysis of information relating to crimes and services as well as the geographic allocation of patrol personnel, the department must establish a system of reporting areas. Because the reporting areas are designed to enhance the development of patrol areas, they should follow natural boundaries, arterial streets, railroad tracks, bridges, freeways, etc. The department should record a reporting area identifier in connection with every incident.

B6.1.5

At least annually the department tabulates incidents by reporting areas.

Notes: Such a tabulation enables the department to reassess demands for service and the relative importance of workload distribution factors. Tabulations may be based on a sample of incidents.

B6.1.6

Written policy requires anticipated openings or vacancies in components, functions, or specialized assignments to be advertised by written announcement throughout the department.

Notes: Advertising provides a large base of candidates and gives employees a greater choice of career opportunities. It also minimizes the feeling that selection is based on favouritism. However, for security reasons, it is not necessary for the department to announce, in writing, openings for undercover or similar assignments. Additionally, the department need not advertise when unexpected circumstances require temporary, short term secondments.

B6.2 Specialized Assignment

B6.2.1

The department annually reviews each specialized assignment for the purpose of determining whether it should be continued. The review should include:

- the reevaluation of the initial problem or condition that required the implementation of the specialized assignment; and
- an analysis for continuing the specialized assignment.

Notes: Once a specialized program, activity, or organizational component has been developed, there may be a tendency toward continuing growth without further scrutiny of the need for specialization.

B6.2.2

Written policy specifies the criteria for the selection of personnel for specialized assignments.

Notes: The criteria for assignment should be based on the skills, knowledge, and abilities required for the specialized assignment.

B6.3 Reserves

deleted (see Ministry of Justice Auxiliary/Reserve Constable Program Provincial Policy at <http://www.pssg.gov.bc.ca/policeservices/shareddocs/policy-auxiliaryreserveconstables.pdf>)

B7 - Financial Management

B7.1 Financial Management

B7.1.1

Written policy requires the managers of major organizational components within the department to participate in the preparation of the department's budget.

Notes: The department's budget should be developed in cooperation with all major organizational components within the department. To increase the value of the input and to enhance coordination in the budget process, guidelines should be established to inform the managers of the essential tasks and procedures relating to the budget preparation process.

B7.1.2

Written policy requires the managers of components or functions to prepare written recommendations, based on operational and activity analyses, for use in the development of the department's budget.

Notes: In particular, recommendations concerning personnel resources are logical and necessary outcomes of analytic and programmatic activities. In addition to an assessment of future personnel needs, the analysis should include an assessment of presently assigned positions to ensure that positions allocated to department functions are appropriate.

B7.1.3

Written policy establishes an accounting system which includes provisions for monthly status reports showing:

- initial appropriation for each account (or program);
- balances at the commencement of the monthly period;
- expenditures and debts made during the period; and
- debt balances.

Notes: The accounting system should be compatible with, or may be a part of, the central accounting system of the governing jurisdiction, and follow generally accepted accounting principles.

B7.1.4

Written policy specifies procedures used for collecting, safeguarding, and disbursing cash, and includes:

- maintenance of an allotment system, if any, or records of appropriations among organizational components or functions;
- preparation of financial statements;
- conduct of internal audits; and
- persons or positions authorized to accept or disburse funds.

Notes: Formal financial control procedures enable the department to establish accountability, to comply with funding authorizations and restrictions, to ensure that disbursements are for designated and approved recipients and, more importantly, to alert management to possible problems requiring remedial action. Cash includes cheques and other negotiable instruments.

B7.1.5

Written policy provides for an audit of the department's financial activities.

Notes: This standard may be met by compliance with municipal auditing procedures.

B7.1.6

Written policy governs the requisition and purchase of equipment and supplies including the obtaining and handling of gifts in kind.

Notes: The intent of the standard is to establish formal procedures for acquiring and controlling supplies and equipment.

B7.1.7

Written policy governs procedures for emergency purchasing or rental agreements for equipment.

Notes: Emergencies often require the purchase or rental of additional equipment. Procedures are necessary to outline the methods for securing or procuring such equipment efficiently.

B7.1.8

Written policy governs procedures for requesting supplemental or emergency appropriations and fund transfers.

Notes: Provisions should be available within the department's budget system to meet circumstances that cannot be anticipated by prior financial planning efforts (such as additional funds to compensate for overtime expended during a civil disturbance or funds needed to purchase needed material not authorized in the operating budget).

B8 - Internal Auditing

B8.1 Audits

B8.1.1

Written policy requires an audit function within the department, and includes provisions for:

- procedures to be used in conducting audits;
- a projected audit schedule; and
- procedures to be used to follow-up the recommendations made as a result of the audit.

Notes: The role of audits is to ensure objective review of facilities, property, equipment, personnel, and administrative and operational activities outside the normal supervisory and line inspection procedures and the chain of command.

B8.1.2

Written policy describes the authority of the audit function.

Notes: The policy should state that personnel of the audit function operate through authority of the chief constable.

B8.1.3

Written policy governs the facilitation of audits conducted by the director of police services.

Notes: The Police Act requires the director of police services, to inspect and report upon the quality and standard of police service delivery.

C – Personnel Management

C1 - Classification and Description

C1.1 Job Description

C1.1.1 deleted

C2 - Support Services for Employees

C2.1 Programs

C2.1.1- C2.1.3 deleted

C2.1.4

Written policy prohibits workplace harassment and promotes a work environment in which all individuals are treated with respect and dignity.

Notes: Harassment means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome, and includes sexual, racial, religious, or other personal harassment.

C2.2 Health and Fitness

C2.2.1 deleted

C3 - Career Development and Education

C3.1 Career Development

C3.1.1- C3.1.3 deleted

C3.1.4

The department maintains a current inventory of the skills, knowledge, and abilities of each employee.

Notes: An inventory of the skills, knowledge, and abilities would include education level, relevant courses, specialized training, languages, and other potentially useful dimensions.

C3.2 Education

C3.2.1 deleted

C4 - Recruitment

C4.1 Management (Recruitment)

C4.1.1- C4.1.2 deleted

C4.2 Community Outreach

C4.2.1 deleted

C4.3 Minorities Recruiting

C4.3.1

The department actively pursues and documents recruiting activities to broadly reflect an appropriate minority representation.

Notes: To meet the needs of the community it is essential the department pursue appropriate recruiting activities in an effort to be broadly representative of the ethnic and cultural diversity found in the community it serves. These activities may include the removal of systemic barriers, the development of retention plans and community outreach programs.

C4.3.2

The department annually documents its minority representation in relation to the area it serves.

Notes: The intent of the standard is to monitor the department's progress towards community representation.

C4.3.3

Written policy identifies the person or position within the department responsible for these reviews.

Notes: This reinforces accountability and responsibility.

C4.4 Gender Equity

C4.4.1

The department actively pursues and documents recruiting activities to broadly reflect gender equity.

Notes: To meet the needs of the community it is essential the department take positive initiatives in an effort to realize gender equity. These initiatives may include the removal of systemic barriers, the development of retention plans and community outreach programs.

C4.5 Job Announcements and Publicity

C4.5.1- C4.5.2 deleted

C4.5.3

The department advertises as an equal opportunity employer on all employment applications and recruitment advertisements.

Notes: The intent of this standard is to publicly demonstrate the department's commitment to fair hiring practices.

C4.5.4

The department's recruitment literature, if any, depicts gender equity and minority representation in policing roles.

Notes: The department should seek to enhance its credibility and sincerity by way of example.

C4.6 Application Process

C4.6.1 deleted

C5 - Selection

C5.1 Management (Selection)

C5.1.1- C5.1.2 deleted

C5.2 Administrative Practices and Procedures

C5.2.1- C5.2.5 deleted

C5.2.6

Written policy governs the disposition of the records of candidates who are not appointed.

Notes: It is necessary to maintain selection data to ensure continuing research, independent evaluation, and defence against lawsuits.

C5.3 Background Investigations

C5.3.1- C5.3.2 deleted

C5.4 Polygraph Examinations and Other Instruments for the Detection of Deception

C5.4.1 deleted

C5.4.2

If polygraph examinations or other instruments for the detection of deception are used in the selection process, the administration of examinations and the evaluation of results are conducted by personnel trained in these procedures.

Notes: The sensitive nature of these tests make it necessary to rely upon examiners who are certified by an appropriate institution, such as the Canadian Police College.

C5.5 Oral Interviews

C5.5.1 deleted

C5.6 Occupational Qualifications

C5.6. 1- C5.6.6 deleted

C6 - Training

C6.1 Management (Training)

C6.1.1- C6.1.2 deleted

C6.1.3

Written policy establishes performance objectives for formal training programs.

Notes: This standard does not apply to seminars, shift-briefing training, or informal training or updating conducted within functions and components.

C6.1.4

Written policy establishes a shift-briefing training program.

Notes: Shift-briefing training is a technique that may supplement all other training. The goal of this training should be to keep officers up-to-date between formal retraining sessions.

C6.1.5

Written policy establishes an annual training activity that is made available to all sworn personnel, and includes:

- officer survival;
- changes in policy and procedure;
- case law;
- legislative change; and
- the importance of physical fitness.

Notes: The intent of this standard is to ensure that all sworn personnel are familiar with current policy requirements and research.

C6.1.6

Written policy requires the department to update records of employees following their participation in training programs.

Notes: As personnel complete training programs, the date of the training, the types of training received, any certificates received, attendance, and test scores should be recorded.

C6.1.7 deleted

C6.2 Police Recruit Training

C6.2.1 deleted

C6.2.2

Written policy establishes a field training program for recruits with provisions for the following:

- a selection process for field training officers;
- training and supervision of field training officers;
- liaison with the academy staff;
- guidelines for the evaluation of recruits by field training officers; and
- reporting responsibilities of field training officers.

Notes: The goal of field training is to provide recruit trainees with qualified instruction; and the department and the Police Academy with an objective appraisal of recruit performance.

C6.3 Advanced Training

C6.3.1

Written policy governs advanced training for sworn personnel, and includes:

- selection criteria; and
- post training assignment.

Notes: Advanced training may be considered the type of training provided at the Police Academy, the Canadian Police College and other appropriate institutions.

C6.4 Management and Specialized Training

C6.4.1

Written policy identifies the positions and ranks for which specialized or management training is required.

Notes: The department should identify all of the positions for which both pre- and post-assignment training are required.

C6.5 Non-Sworn Personnel (Training)

C6.5.1- C6.5.3 deleted

C7 - Promotion

C7.1 Management (Promotion)

C7.1.1- C7.1.6 deleted

C7.2 Administrative Practices and Procedures (Promotion)

C7.2.1- C7.2.2 deleted

C8 - Performance Evaluation

C8.1 Management (Performance Evaluation)

C8.1.1- C8.1.5 deleted

C8.2 Evaluation Process

C8.2.1- C8.2.10 deleted

C8.3 Recognition and Remedial Measures

C8.3.1- C8.3.3 deleted

C8.3.4

Written policy requires an annual analysis of employee grievances.

Notes: The grievance procedure is a valuable method for management to discover problems. If through analysis the chief constable observes a trend in filed grievances, steps may be taken to correct the situation.

C9 - Assessment Centres

C9.1 Assessment Centres

C9.1.1- C9.1.3 deleted

D – General and Specialized Operations

D1 - General Operations

D1.1 Management (General Operations)

D1.1.1

Written policy governs procedures for assuring compliance with legal requirements during arrest, detention, and criminal investigations.

Notes: The areas referred to include (1) informing accused persons of the reason for the arrest or detention; (2) right to counsel and access to legal aid and to be so informed; (3) validity of detention; (4) confessions and admissions; and (5) the gathering of evidence, including search and seizure.

D1.1.2

Written policy establishes procedures for reviewing cases where the investigating officer recommends the laying of charges, and this recommendation is overruled by a supervisor or crown counsel.

Notes: The intent of the standard is to ensure that investigations and the laying of charges are conducted in a manner free from political or other interference.

D1.1.3

Written policy establishes procedures for reviewing cases where the investigating officer, or any other officer, recommends a stay of proceedings or charges not be laid, notwithstanding there is a likelihood of conviction.

Notes: The intent of this standard is to ensure that the public interest is protected, and the administration of justice is not brought into disrepute. It should be recognized that other factors sometimes outweigh the importance of one case.

D1.1.4

Written policy specifies the criteria for suspending or closing investigative efforts, and for designating case status.

Notes: Case status should fall into classifications that may include "open", "inactive pending further investigation", and "closed". Adherence to this standard will provide administrators with improved management control over the conduct of follow-up investigations. It involves the continued application of solvability and degree-of-seriousness factors to the investigative workload. The criteria may include (1) lack of further leads or solvability factors; (2) unavailability of investigative resources; (3) insufficient degree of seriousness; (4) unavailability of witnesses, evidence, or documentation due to the passage of time; and (5) supervisory discretion.

D1.1.5

Written policy specifies accountability for conducting preliminary and follow-up criminal investigations.

Notes: To assign responsibility and to establish investigative continuity, policy should define; (1) which component of the department is to accomplish the preliminary and/or follow-up investigation for various categories of incidents, and (2) a system of accountability for timely follow-up investigations.

D1.1.6 Journals

Written policy requires each officer to maintain a current journal.

Notes: The intent of this standard is to ensure that every officer maintains an up-to-date journal recording activities and events concerning police duties. The policy may reflect exemptions authorized by the chief constable.

D1.2 Operations (General Operations)

D1.2.1

Written policy specifies procedures to be followed when using confidential sources.

Notes: The intent of this standard is to ensure that confidential sources are managed in a uniform and appropriate manner, and to avoid officers or sources from being compromised. A master file of sources should be maintained and periodically audited with an emphasis on security and rigid control of access. Special precautions should be taken with young person sources.

D1.2.2

When a department provides a fund for paying confidential sources, written policy establishes the following controls:

- accessibility;
- criteria for use;
- accounting; and
- auditing.

Notes: The confidential nature of these funds requires special administrative (accounting control and auditing) procedures. Accessibility implies physical safekeeping as well as a procedure for obtaining the money for payment. The criteria for use implies that a decision should be made regarding the value of the information as it relates to the investigation.

D1.2.3

If the department has any special purpose vehicles, aircraft, or boats, written policy governs their operations, and includes the following provisions:

- a statement of the objectives of their operation or usage;
- instructions, conditions, and limitations of usage;
- authorization for use in various situations;
- qualifications and training for personnel assigned to operate the vehicle, aircraft or boat;
- designation of persons or positions responsible for the condition and maintenance of the vehicle, aircraft or boat;
- a listing of equipment, if any, to be kept in or on the vehicle, aircraft or boat; and
- a listing of persons or positions authorized to operate the vehicle, aircraft or boat and its equipment.

Notes: The intent of this standard is to establish guidelines for the operation of all special-purpose vehicles, aircraft or boats utilized by the department.

D1.2.4

Written policy states that every officer engaged in a field assignment be issued a portable transceiver.

Notes: The intent of this standard is to ensure that officers have the means for constant radio communication.

D1.2.5 Police pursuits

deleted (see BCPPS Addendum 2 – Police Pursuits)

D1.2.6

Written policy establishes procedures for responding to routine, urgent, and emergency calls.

Notes: The department should prioritize calls. These classifications should permit designation of the seriousness of the call, and when the emergency lights and siren should be used.

D1.2.7

Every police vehicle must be equipped with at least the following equipment:

- red emergency light;
- a siren;
- a mobile radio transceiver; and
- emergency equipment.

Notes: The intent of this standard is to ensure that all officers, regardless of assignment, have appropriate equipment to enable them to respond to emergency situations. This standard may not apply to vehicles used for covert or undercover activities. The policy should specify the required emergency equipment, such as fire extinguishers, flares, first aid kits, blankets, and rubber gloves.

D1.2.8

Written policy requires regular examination of vehicles and equipment.

Notes: The intent of the standard is to ensure that a documented examination occurs, notwithstanding it is the assigned officer's responsibility to ensure that the vehicle is safe and equipped with appropriate items.

D1.2.9

Written policy specifies the use of occupant safety restraining devices in department vehicles.

Notes: The use of seat belts is governed by the Motor Vehicle Act.

D1.2.10

Body armour is available to officers engaged in a field assignment.

Notes: Policy may specify circumstances when the wearing of body armour is mandatory. The body armour should be rated to stop .357 and 9mm ammunition.

D1.2.11

Written policy establishes conditions and procedures for notifying the following:

- coroners office;
- Workers Compensation Board;
- Provincial Fire Commissioner;
- street/highway department;
- public utilities; and
- news media.

Notes: The policy should specify the circumstances requiring notifications and establish procedures to ensure that such notifications are appropriately carried out.

D1.2.12

If the department has a system for receiving specified crime and incident report information by telephone or through the mail, written policy specifies the criteria for acceptance.

Notes: The intent of this standard is to improve the use of patrol time. Some crime calls do not require the dispatch of a patrol officer and can be effectively handled by receiving information in an alternative manner.

D1.2.13

Written policy establishes procedures to be followed when an employee comes into contact with a person having, or suspected of having, an infectious disease.

Notes: Persons with an infectious disease may pose a significant health risk to employees.

D2 - Patrol

D2.1 Management (Patrol)

D2.1.1

Written policy establishes the expected activities of the patrol component.

Notes: A clear definition enables officers to know what actions are in concert with department policy and thus facilitates the delivery of services to the community. It is suggested, however, that the responsibilities be described for at least the major job tasks in the patrol function, which may include (1) preventative patrol; (2) crime prevention activities; (3) response services; (4) investigations; (5) traffic control; (6) maintenance of public order; (7) provision of emergency services; (8) development of relationships between citizens and the department; and (9) reporting of information to appropriate organizational components.

D2.1.2

Written policy establishes procedures for communication, coordination, and cooperation between patrol and other department components or functions.

Notes: The patrol component should encourage and support the exchange of information with specialized and support components or functions for the purpose of coordinating performance.

D2.1.3

Police response to emergencies is available continuously within the department's service area.

Notes: The intent of this standard is to provide the community with basic policing services. Members of the public should be able to contact the police at any time and receive immediate response to emergency situations.

D2.1.4

Procedures for shift change provide for continuous patrol coverage.

Notes: The intent of the standard is to ensure a patrol response is available at all times.

D2.1.5

If the department uses horses, written policy specifies the criteria for their deployment.

Notes: The purpose of this standard is to ensure that horses are deployed appropriately.

(see also **BCPPS 1.4 Police Dogs**)

D2.1.6

Written policy describes the circumstances that require the presence of a patrol supervisor at the scene for the purpose of assuming command.

Notes: Incidents of a serious nature often arise that require the presence of a patrol supervisor at the scene for the purpose of assuming command.

D2.2 Operations (Patrol)

D2.2.1

Written policy establishes the categories of crimes and incidents that should receive preliminary investigation by patrol officers.

Notes: The single most important determinant in solving a crime is the information supplied by the victim or witnesses to the responding patrol officer. In general, patrol officers should conduct the preliminary investigation of most cases. In unusually serious or complex crimes, the preliminary investigation may be conducted by specialists. Investigation of certain other crimes may require the presence of special investigators during the initial investigation. The circumstances calling for early involvement of specialists should be clearly described by the department.

D2.2.2

Written policy governs the conduct of follow-up investigations by patrol officers.

Notes: The purpose of this standard is to increase the effectiveness of patrol officers, to enhance their role, and to provide specialized investigators more time to concentrate on complex investigations. The policy should clearly specify which kinds of cases are referred to specialized investigative components.

D3 - Specialized Criminal Investigations

D3.1 Management (*Criminal Investigations*)

D3.1.1

Written policy establishes a specialized criminal investigation component or function, and includes:

- homicide or attempted homicide;
- sexual assaults; and
- child abuse.

Notes: The activities of the specialized component or function should be specified. Officers assigned to specialized investigations should be appropriately selected and trained.

D3.1.2

Written policy requires an annual, formal review of all unsolved homicide cases which occurred in the previous five years.

Notes: The intent of this standard is to ensure that all avenues of investigation are explored before the case is designated "inactive pending further information", and that information received subsequent to the investigation has been acted upon.

D3.1.3

Written policy requires a case management system for serious criminal investigations.

Notes: The intent of the standard is to establish a system for documenting large quantities of material for quick and effective recovery. The system will provide valuable organizational help for file reporting, crown counsel reports, inquest proceedings, and file reviews.

D3.1.4

Written policy governs the investigation of missing persons.

Notes: The intent of the standard is to ensure that appropriate investigation and coordination occurs.

D3.2 Operations (Criminal Investigations)

D3.2.1

The department provides checklists to aid in criminal investigations.

Notes: The field report, properly prepared, serves as a satisfactory checklist for most investigations. However, more complicated investigations, such as homicide, serious sexual assault, child abuse, and armed robbery, require additional efforts, and checklists aid in ensuring that critical areas of investigation are not overlooked.

D3.2.2

Written policy establishes procedures for making a "second contact" with principals involved in a case requiring follow-up investigation.

Notes: Contacting a victim, complainant, or witness for a second time, after the lapse of several days, may result in the receipt of information leading to the clearance of a case. Maintaining a policy of "second contact" is valuable in building public confidence in the department as well as indicating that the officers are genuinely concerned about the welfare of the victim and other citizens associated with the case.

D3.2.3

Written policy establishes a system for designating a principal investigator or case coordinator for each "open" case.

Notes: This standard does not preclude the assignment of more than one person to an investigation, but is designed to place accountability for each case.

D3.2.4

If the specialized criminal investigation function or component does not provide 24-hour coverage, written policy establishes that an "on-call" or alternative system is maintained.

Notes: Specialized criminal investigation services must be made available to operational personnel as required. The communications centre and the patrol supervisor must be informed of the procedures for obtaining these services.

D3.2.5

Written policy governs the use of technical aids, such as polygraphs, for the detection of deception in criminal investigations.

Notes: The policy should govern the use of such devices as polygraphs and other detection-of-deception equipment. The policy should also specify those persons who may be authorized to use the equipment and the conditions under which it may be used.

D3.2.6

If task forces are used, written policy governs their activities, and includes:

- identifying the purpose;
- defining authority and responsibilities;
- establishing accountability;
- identifying resources available;
- evaluating results; and
- reviewing the necessity of continuation.

Notes: This standard applies to task forces formed within a department. The criteria for the use of task forces should be specified in the policy. The kinds of offenses for which they should be used and the procedures for control and evaluation should be outlined.

D3.2.7

Written policy governs the protection of victims and witnesses.

Notes: The intent of the standard is to protect witnesses and victims from intimidation and retaliation. The protection may include; relocation, secure transportation, accommodation, and protection for court appearances.

D3.2.8

Written policy establishes special procedures for investigating crimes against vulnerable groups.

Notes: Vulnerable groups may include: women in relationships, children, elderly, and disabled. The intent of the standard is to ensure that persons in vulnerable circumstances, whether environmental or due to their age or physical condition, who are victims of crime receive effective police services. It may be necessary to alter investigative procedures for victims with special needs. Notwithstanding that successful prosecution may be difficult, police intervention to provide protection and to end the violence or abuse is essential.

D3.2.9

The department has written guidelines for conducting covert operations.

Notes: The standard can be met if the department has an agreement for the utilization of other departments or agencies to provide this service.

D4 - Intelligence

D4.1 Management (Intelligence)

D4.1.1

Written policy governs gathering and dissemination of intelligence information.

Notes: Intelligence activities are important in all departments, regardless of size. Although in small departments there may be a less formal and structured process, the intelligence activities should include information gathering, analysis, and distribution to the proper units.

D4.1.2

Written policy sets forth procedures for ensuring the legality and integrity of the intelligence effort, and includes:

- methods for ensuring confidential sources are secure in their anonymity;
- procedures for ensuring information collected is limited to criminal conduct and relates to activities that present a threat to the community;
- procedures for the utilization of intelligence personnel, equipment, and techniques;
- descriptions of the types or quality of information that may be included in the system; and
- methods for purging the records of out-of-date information.

Notes: Activities undertaken in the intelligence effort should avoid indiscriminate collection or distribution of information. Intelligence activities will not be undertaken against lawful enterprises unless there is an indication of criminal activity.

D4.2 Operations (Intelligence)

D4.2.1

Written policy stipulates that the department maintain liaison with appropriate federal, provincial, and local agencies for the exchange of intelligence information.

Notes: The exchange of information as well as coordination of effort between the department's intelligence function and other governmental agencies having similar responsibilities enhances the preparedness of each. A specific position or person should be designated as responsible for this liaison.

D4.2.2

Written policy governs the exchange of information between the intelligence function and other department components or functions.

Notes: Information developed through intelligence activities should be provided to operational units to increase the effectiveness of their enforcement and deterrent efforts.

D4.2.3

Written policy governs access to specialized equipment to support the intelligence function.

Notes: The intent of the standard is to ensure the availability of equipment specifically designed for the intelligence function.

D5 - Organized Crime and Vice

D5.1 Management (Organized Crime and Vice)

D5.1.1

Written policy establishes the department's vice control function.

Notes: The policy should establish the administration of the vice control function and should designate one person as being responsible for coordinating and overseeing vice control and enforcement.

D5.1.2

Written policy specifies the responsibilities of the vice control function.

Notes: The vice control function should address those illegal activities of concern to the community.

D5.1.3 Organized crime control function

Written policy establishes the department's organized crime control functions.

Notes: Organized crime activities are not restricted to large urban areas. The policy should establish the administration of the organized crime control function and should designate one person as being responsible for coordinating and overseeing organized crime control and enforcement.

D5.1.4

Written policy specifies the responsibilities of the organized crime control functions.

Notes: The organized crime control function should address unlawful activities by members of organized groups or associations.

D5.2 Operations (Organized Crime and Vice)

D5.2.1

Written policy specifies procedures for receiving and processing vice and organized crime complaints and information.

Notes: The department should establish policy ensuring that complaints and information are recorded and investigated.

D5.2.2

The department has written guidelines for conducting vice and organized crime surveillance and undercover operations.

Notes: The standard can be met if the department has an agreement for the utilization of other departments or agencies to provide this service.

D6 - Internal Investigations

D6.1 Management (Internal Investigations)

D6.1.1

Written policy establishes the department's internal investigation function.

Notes: The policy should establish the administration of internal matters for the purpose of creating a process to ensure the integrity of the department, consistent with the Police Act. The goal of internal investigations is to ensure that the integrity of the department is maintained through an internal system whereby objectivity, fairness, and justice are ensured by impartiality and review.

D6.1.2

Written policy specifies the activities of the internal investigation function.

Notes: It should be the policy of the department that all allegations of police misconduct be appropriately investigated pursuant to the Police Act.

D6.1.3 deleted

D6.2 Operations (Internal Investigations)

D6.2.1 deleted

D6.2.2

Records pertaining to internal investigations are maintained, and stored in a secure area by the position responsible for the internal investigations function.

Notes: The purpose of this standard is to protect the confidentiality of all records associated with the investigative reports and documents related to an internal case. This standard also ensures that records are available for audit, as and when required.

D6.2.3

The department maintains liaison with crown counsel in investigations involving alleged criminal conduct on the part of an employee. This standard does not apply to investigations where the independent investigations office has asserted jurisdiction.

Notes: To protect the integrity of the department, it is important to maintain close liaison with the appropriate crown counsel. This liaison may include legal advice and assistance in case preparation.

D6.2.4

Written policy requires that in all cases where crown counsel declines to prosecute owing to alleged police mishandling be reviewed by the department.

Notes: Referring cases declined for prosecution by crown counsel to the concerned officer's supervisor can often be significant in achieving improvements and accountability.

D6.2.5 deleted

D6.2.6

Written policy specifies the circumstances in which a police officer may be temporarily relieved from duty with pay.

Notes: The relief from duty may be a temporary administrative action due to an officer's physical or psychological fitness for duty. The authority to relieve an officer from duty should extend to the officer's immediate supervisor, as a "suspension" under the Police Act may not be appropriate or applicable.

D7- Forensic Identification Services

D7.1 Management (Forensic Identification Services)

D7.1.1

Written policy establishes a forensic identification services function, which provides for:

- recovery of fingerprints;
- photography;
- scene diagrams; and
- collection and preservation of physical evidence.

Notes: This standard may be met if the department has an agreement with another department to provide forensic identification services.

D7.1.2

Written policy outlines procedures for obtaining forensic identification services.

Notes: Services must be made available to operational personnel as required. This includes the utilization of forensic services from other agencies.

D7.1.3

Written policy governs the functional relationship between the identification technician and others involved in the investigative process.

Notes: The policy should include a delineation of the role and relationships among the identification technicians and other investigators.

D8 - Evidence

D8.1 Management (Evidence)

D8.1.1

Written policy governs procedures for assuring compliance with constitutional and other legal requirements regarding search and seizure, with or without warrant.

Notes: As search and seizure is a complex process, governed by the Charter of Rights and Freedoms, the Criminal Code, and other federal and provincial legislation, guidelines should be developed to include (1) search with warrant; (2) search without warrant; (3) searches of arrested persons; (4) warrant to take blood samples; and (5) the detention of things seized.

D8.1.2

Written policy governs responsibilities of the person or persons who secure, protect, and process the scene of an incident.

Notes: A patrol officer, specialized investigator, or others may have primary responsibility for processing the scene. The policy should identify the role of the person or persons responsible and define the specific functions.

D8.2 Operations (Evidence)

D8.2.1

Written policy governs procedures used for processing physical evidence.

Notes: Methods used are those that will preserve the condition of evidence, provide continuity of possession, and efficiently utilize personnel.

D8.2.2

Written policy governs the use of photography, video and audio taping, and computer storage systems pursuant to the collection and preservation of evidence.

Notes: The intent of this standard is to ensure that the use of such measures in the investigative process does not bring the administration of justice into disrepute.

D8.2.3

Written policy describes the procedures for the interception of private communication by means of any electro-magnetic, acoustic, mechanical or other device.

Notes: The intent of this standard is to ensure compliance with the Criminal Code.

D8.2.4

Written policy governs procedures for processing recovered stolen vehicles.

Notes: The policy should ensure that the reporting department, owner, and other appropriate persons receive prompt notification of the recovery; that the vehicle and its contents be processed for items of evidentiary value; that continuity of possession is maintained; that conditions for release are specified; and that accurate records are maintained.

D8.2.5

Written policy governs the weighing, marking, or labelling of physical evidence.

Notes: For physical evidence to be accepted by the court at time of trial, it is essential that continuity of possession be maintained.

D8.2.6

For all items of evidence, a list is prepared containing the following information:

- description of the item (including make, model number, and serial number, if any);
- source (from whom or location where obtained); and
- name of person collecting the item or items.

Notes: An inventory of the items recovered during an investigation is essential to establish accountability.

D8.2.7

Written policy requires a record be made each time transfer of possession of physical evidence takes place.

Notes: The record of transfer of physical evidence should include (1) date and time of transfer; (2) receiving person's name and functional responsibility; and (3) reason for the transfer.

D8.2.8

Written policy requires the record of physical evidence submitted to a laboratory for examination to include prior possession information as follows:

- name of the officer last having custody of the item;

- date and time of submission or mailing and method used for transmission;
- date and time of receipt in the laboratory; and
- name and signature of the person in the laboratory receiving the evidence.

Notes: The record serves to meet the requirements for maintaining continuity of possession.

D8.2.9

Written policy governs timing and conditions for submitting evidence to a forensic laboratory.

Notes: The policy should specify procedures for submission of evidence to the forensic laboratory.

D9 - Traffic

D9.1 Management (Traffic)

D9.1.1

Written policy establishes a traffic function.

Notes: Depending upon the organization of the traffic component or function and the degree of specialization within it, responsibilities for particular activities may be assigned to the patrol or other specialized component.

D9.1.2

Written policy establishes procedures for maintaining liaison with agencies or groups involved in traffic safety.

Notes: Enforcement is not the sole factor in traffic safety. Traffic engineering and education each play an important role. Through periodic meetings, concerned groups on the provincial or local level can provide a united approach to traffic safety and efficient highway use.

D9.1.3

The department has a traffic record system containing:

- traffic accident data;
- traffic enforcement data; and
- traffic safety education reports.

Notes: The traffic records system should rapidly provide accurate information to field personnel who are performing primary traffic functions.

D9.1.4

Written policy governs the department's selective traffic enforcement activities, and includes an analysis of:

- traffic accidents;
- traffic enforcement activities;
- public concerns; and
- incidents involving pedestrians, cyclists, off-road vehicles, and parking.

Notes: The ultimate goal of selective traffic law enforcement is to reduce traffic accidents and address potential dangers. This may be achieved through the application of such techniques as (1) geographic/temporal assignment of personnel and equipment and (2) behaviour. The techniques used should be based on accident data, enforcement activity records, traffic volume, and traffic conditions.

D9.1.5

Written policy governs traffic enforcement activities.

Notes: Traffic enforcement activities should be directed to areas having the greatest concentration of accidents and calls for traffic services, and at the times analyses have shown these to occur. The policy may also provide for traffic enforcement activities to assist other components or functions in specific projects. The policy should also address provincially and locally initiated traffic safety programs.

D9.1.6

Written policy governs procedures for transmitting accident and enforcement data to local or regional traffic engineering authorities.

Notes: Traffic records may call attention to conditions that require changes in engineering. The department should provide copies of accident report forms and/or a monthly summary of accident and enforcement data to provide factual data necessary to make engineering decisions.

D9.2 Operations (Traffic)

D9.2.1

Written policy establishes uniform procedures for taking enforcement action, including:

- arrests;
- 24 hour prohibitions from driving;
- tickets;
- written warnings (if used); and
- multiple violations.

Notes: The policy should establish guidelines to ensure that enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. The policy should discourage emphasis on quantitative enforcement activities (such as ticket quotas) and acknowledge that both qualitative and quantitative emphases are integral to the department's traffic enforcement program.

D9.2.2

Written policy establishes procedures for handling traffic law violations committed by:

- young persons; and
- foreign diplomats/consular officials.

Notes: The policy should address legislative requirements.

D9.2.3

Written policy establishes procedures governing accountability of traffic tickets.

Notes: The policy should ensure that traffic tickets are accounted for from the point of issuance to final adjudication by the court or administrative authority.

D9.2.4

Written policy establishes procedures for the disposition of vehicles where the driver is operating a vehicle after driving privileges have been revoked or suspended.

Notes: The policy should include guidelines consistent with applicable legislation.

D9.2.5

Written policy governs the use of speed-measuring devices and breathalyzer instruments in traffic enforcement activities, and includes:

- operator training and certification; and
- maintenance.

Notes: The department should ensure that officers utilizing such devices are fully trained and authorized as necessary.

D9.2.6

Written policy establishes procedures for the investigation of persons detained for driving while impaired by alcohol or drugs.

Notes: The arrest or detention of persons driving while impaired differs significantly from the handling of other traffic law violations. Procedures should address the methods to be employed for (1) administration of breath tests; (2) transportation of impaired suspects; (3) blood and urine testing; (4) incarceration and release; and (5) disposition of the suspect's vehicle.

D9.2.7

Written policy establishes procedures for identification and referral of drivers recommended for reexamination by licensing authorities.

Notes: Routine enforcement, accident reporting, and investigation activities frequently lead to the discovery of drivers who have suspected incompetency, physical or mental disability, disease, or other

conditions that might prevent the person from exercising reasonable and ordinary care over a motor vehicle.

D9.2.8

Written policy governs accident reporting, investigation and enforcement, including accidents involving:

- death or injury;
- property damage;
- hit and run;
- impairment due to alcohol or drugs;
- hazardous materials;
- accidents occurring on private property; and
- police vehicles.

Notes: The policy should establish procedures to ensure that the department's accident reporting and investigation responsibilities are efficiently and effectively carried out.

D9.2.9

Written policy governs police response to the scene of an accident.

Notes: The intent of this standard is to allow each department to develop policy appropriate to local conditions. The policy should also specify the circumstances that permit the suspension of investigation, for example, during snow emergencies, and when drivers may report property-damage-only accidents in person. This policy should be communicated to motorists through the department's public information program.

D9.2.10

Written policy governs the use of expert and technical assistance in accident investigations.

Notes: The policy should specify the circumstances under which a traffic accident analyst or other experts are to be utilized.

D9.2.11

Written policy governs the use of high-visibility clothing when directing traffic.

Notes: Use of reflective vests or other high-visibility clothing is governed by Workers Compensation Board regulations.

D9.2.12

Written policy governs the use of temporary traffic control devices where the original devices have been rendered inoperative.

Notes: The policy should specify when and where such devices are to be used and the person or persons responsible for their placement and removal. The standard is met where an agreement to provide such a service exists between the department and a civic or provincial agency.

D9.2.13

Written policy governs provision of police traffic escorts.

Notes: The policy should specify the circumstances, both routine and emergency, under which escort services should be provided, the procedures for processing routine or emergency requests for escort, and the identification of personnel authorized to approve such requests. The policy should include escort of public officials, dignitaries, emergency vehicles, funerals, oversize vehicles, hazardous or unusual cargo, and medical emergencies.

D9.2.14

Written policy describes circumstances warranting the use of roadblocks and specifies procedures for implementation.

Notes: The intent of this standard is to establish guidelines for the use of roadblocks in traffic enforcement activities, such as impaired driving and seat belt programs.

D9.2.15

Written policy governs reporting procedures related to traffic hazards.

Notes: Traffic hazards (environmental or physical) should be referred to the appropriate authority without delay.

D9.2.16

Written policy governs the department's handling or referral of complaints or suggestions concerning traffic engineering deficiencies.

Notes: The policy should establish procedures to ensure that proper action is taken to investigate complaints, evaluate suggestions, and refer them to proper authorities for correction.

D9.2.17

Written policy specifies procedures for obtaining mechanical assistance or towing services.

Notes: The policy should establish procedures for obtaining services or other assistance in an equitable manner that satisfies the needs of the public, the department, and the providers of such services.

D9.2.18

Written policy specifies procedures for the handling of abandoned vehicles.

Notes: The policy should define the circumstances under which vehicles are considered abandoned and when and how they are to be removed. In addition, the policy should establish procedures that ensure reasonable attempts are made to contact the registered owner of the vehicle.

D9.2.19

Written policy governs the removal and towing of vehicles.

Notes: The policy should define the criteria for the removal or towing of vehicles.

D9.2.20

Written policy requires that a record be maintained of all vehicles removed or towed at the direction of the department.

Notes: Whenever a vehicle is removed or towed, a written record should be made of the time, date, location, requesting officer, reason for removal or tow, towing service, and location of the vehicle.

D10 - Community Relations

D10.1 Public Information

D10.1.1

Written policy establishes a public information function, and includes:

- assisting news personnel in covering both routine news stories and on-scene incidents;
- being available for on-call responses to the news media;
- preparing and distributing department news releases; and
- arranging for, and assisting at news conferences.

Notes: The policy should address how the department will handle potential situations which interest the news media, as well as situations in which the department wishes to generate media interest.

D10.1.2

Written policy establishes the procedures for press releases.

Notes: The department should have procedures that address the criteria to be used in determining (1) the need for press releases on a daily or weekly basis, or as necessitated by specific occurrences in the department's service area and (2) the content and the extent of coverage of department activities. Press releases may be issued in bulletin form or through tape-recorded messages.

D10.1.3

Written policy identifies those within the department who may release information to the news media.

Notes: Situations may arise when events require an immediate spokesperson.

D10.1.4

Written policy governs the access of news media representatives within crime scene parameters.

Notes: News media representatives should not be in a position to interfere with police operations at the scene of an incident. The guidelines for news media access to the scene should be communicated to the media to help ensure their cooperation.

D10.1.5

Written policy specifies the information regarding ongoing criminal investigations that may be released to the news media.

Notes: The intent of the standard is that the department provide specific guidance to personnel regarding the release of information.

D10.2 Community Relations

D10.2.1

Written policy establishes a community relations function within the department.

Notes: Police departments should establish direct contacts with the community served. A well-organized community relations operation can be an effective means of eliciting public support and can serve to identify problems in the making.

D10.2.2

A survey of citizen attitudes and opinions is conducted at least every five years with respect to the following:

- overall department performance;
- overall competence of department employees;
- officers' attitudes and behaviour toward citizens;
- concern over safety and security in the department's service area as a whole;
- concern over safety and security in the area where the respondent lives; and
- recommendations and suggestions for improvements.

Notes: The use of surveys is widespread in both the public and private sector. Departments should use citizen attitude surveys to complement other sources of information used in the decision-making process. The survey should use established research practices. The survey may be conducted by mail, in person, or by telephone and may be combined with questions relating to victimization and other issues. The results of the survey should be provided to the community. The standard may be met if the survey is conducted by the director of police services.

D10.3 School Liaison

D10.3.1

Written policy requires the department to have a school liaison function.

Notes: School liaison programs can also provide a forum through which students, parents, faculty, and officers can become acquainted. The policy should address whether school liaison officers will act as counsellors or provide referrals to appropriate social agencies.

D10.3.2

The department assists school authorities in student traffic safety patrol programs.

Notes: Instructional assistance should be provided for school districts that include such programs.

D10.4 Crime Prevention

D10.4.1

Written policy establishes a crime prevention function and defines the relationships between all organizational elements of the department in pursuing crime prevention activities.

Notes: Most policing activities consist of reactive policing. No less legitimate, however, is the pursuit of the prevention of crime. The key to effective policing lies in seeking a reasonable balance between the two broad mandates. The creation of a crime prevention component or function is a major step in achieving this balance.

D10.4.2

Written policy establishes the department's crime prevention priorities by crime type and geographic area, based on an analysis of local crime data.

Notes: The department should establish priorities for action. Based on pertinent data, the department should decide which crime types present the greatest problem, where the problems are most severe or where crime prevention activities could be most productive, and what types of programs would be most effective in combating crime.

D10.5 Victim Assistance Program

D10.5.1

Written policy establishes and describes the department's victim assistance program.

Notes: Providing emotional support and referrals to victims of crime supports and enhances the criminal investigation function, and provides an important public service. This standard can be met if the department has an agreement with another agency which provides this service.

D10.5.2

Written policy describes the selection criteria for non-sworn personnel and volunteers working within the victim assistance program.

Notes: The intent of this standard is to ensure that only persons having the appropriate attitudes, background, skills, and abilities are engaged in this function.

D10.5.3

Written policy establishes procedures for cooperation and coordination between the victim assistance program and other department components or functions.

Notes: The intent of this standard is to establish procedures to alleviate misunderstandings among all components or functions, to provide for an effective delivery of victim assistance services, and to ensure the success of the program.

D10.5.4

Written policy establishes procedures for informing crime victims of the following:

- case status (e.g. "open" or "closed");
- change in case status;
- submission of reports to crown counsel; and
- victim assistance programs including information concerning criminal injuries compensation.

Notes: The intent of the standard is to involve crime victims in the process and to ensure that they understand what investigative steps are currently under way, or why the case is inactive. Appropriate notifications should be made as soon as practicable.

D10.6 Community Policing

D10.6.1

Written policy establishes the department's direction involving the community, in partnership with the police, to identify and resolve problems of crime and disorder.

Notes: The trend towards community involvement in decision-making is growing. The community must accept ownership of the problems and enter into problem solving partnerships with their police services.

D11 - Young Persons and Children

D11.1 Management (Young Persons and Children)

D11.1.1

Written policy establishes provisions for review of the department policy and procedure in relation to the *Youth Criminal Justice Act*.

Notes: Because under law young persons have special status in the criminal justice system, the department must ensure that its policies are consistent with current legislation and practise.

D11.2 Operations (Young Persons and Children)

D11.2.1

Written policy governs the arrest or detention of young persons.

Notes: The intent of the standard is to ensure compliance with the Youth Criminal Justice Act.

D11.2.2

Written policy establishes procedures regarding young persons who have been taken into custody, and includes:

- notifying the young persons immediately of their constitutional rights; and
- notifying the young persons' parents or guardians.

Notes: The intent of the standard is to ensure compliance with the Youth Criminal Justice Act.

D11.2.3

Written policy governs procedures for interviewing young persons, and includes provision for the following:

- consulting with legal counsel, parents, guardians, relatives, or other appropriate adult; and
- use of appropriate statement forms.

Notes: The intent of this standard is to ensure compliance with the Youth Criminal Justice Act.

D11.2.4

Written policy establishes procedures regarding fingerprints, photographs, and other forms of identification pertaining to young persons.

Notes: The intent of this standard is to ensure compliance with the Youth Criminal Justice Act .

D11.2.5

Written policy establishes procedures for department records pertaining to young persons, and includes:

- purging of records; and
- disclosure of records.

Notes: The intent of this standard is to ensure compliance with the Youth Criminal Justice Act.

D11.2.6

Written policy designates a position as accountable for young offender records.

Notes: The intent of this standard is to ensure compliance with the Youth Criminal Justice Act.

D11.2.7

Written policy governs procedures regarding children apprehended for their own protection.

Notes: The intent of the standard is to ensure compliance with applicable provincial legislation.

D12 - Disasters and Civil Disturbances

D12.1 Management (Disasters and Civil Disturbances)

D12.1.1

Written policy specifies a position in the department responsible for planning for response to disasters and civil disturbances.

Notes: The person holding this position should be the principal advisor on disasters and civil disturbances.

D12.1.2

The department has a written plan for responding to disasters and civil disturbances, and includes provisions for the following as applicable:

- availability for command (order of precedence);
- communications;
- field command posts;
- casualty information;
- court and crown counsel liaison;
- community relations/public information (media briefings);
- general liaison (with other departments);
- legal considerations;
- other police support;
- military support;
- public facility security;
- traffic control;
- young offenders;
- equipment requirements;
- de-escalation procedures;
- transportation;
- arrest/confinement procedures;
- debriefing and documentation; and
- medical and fire services.

Notes: Thorough planning is a fundamental requirement in meeting the exigencies associated with disasters and civil disturbances. A disaster plan may be achieved through the participation in a regional or provincial plan which is available to employees. Notwithstanding, the department should have a civil disturbance plan.

D12.1.3

The department has a written emergency mobilization plan, which includes provisions for:

- communications;
- alert stages;
- primary and alternate assembly areas;
- equipment distribution;
- special task force activation;
- key personnel designations;
- transportation requirements;
- management control measures; and
- rehearsals.

Notes: In the event of a disaster or civil disturbance, the planned response of personnel is imperative.

D12.1.4

The department maintains liaison with emergency program authorities.

Notes: The department's component charged with preparing a plan should coordinate the plan's contents with all affected departments.

D12.1.5

The department has an emergency operations manual for use by command officers, which is reviewed and updated at least annually.

Notes: The emergency operations manual should contain step-by-step instructions on how to implement the plan. It should contain referral worksheets that list operation orders, personnel and equipment resources, external resources, command post needs, available communications, security measures, intelligence matters, media relations, and on-site operations.

D12.1.6

Written policy establishes a contingency plan concerning an emergency situation at any detention facility within the department's service area.

Notes: The intent of this standard is to ensure that the department has a plan to enable officers to overcome the physical barriers of a detention facility. If the department is included in a contingency plan of a detention facility, the department should have a parallel plan.

D12.1.7

The department's civil disturbance plan includes the following provisions for carrying out mass arrests:

- processing (to include booking);
- transportation;
- detention;

- evidence collection;
- security;
- identification;
- interdepartment agreements;
- defence counsel visits;
- court and prosecutorial liaison;
- media relations/public information;
- food, water, and sanitation; and
- medical treatment.

Notes: Although alternatives should be actively sought, departments should devise emergency contingency plans for mass arrest situations. The plans should include provisions for prisoner and officer security, and the facilitation of the restoration of order by means of arrest.

D12.1.8

Written policy requires procedures for responding to industrial relations disputes and/or acts of civil disobedience.

Notes: Policy should reflect that police response should be neutral, non-confrontational, and independent.

D13 - Tactical Operations³

D13.1 Management (Tactical Operations)

D13.1.1

Written policy states that the Chief of Police has overall responsibility for ensuring his department has access to a special operations function for conducting deployment of the Emergency Response Team (ERT) which includes the tactical team, the negotiation team, and Commanders.

Notes: The intent of this standard is to require a continuing supervisory effort with respect to ERT usage and negotiation to ensure constant planning and operational readiness in view of the critical nature of these functions.

³ This section includes amendments to the BCPC standards resulting from a provincial review of Emergency Response Teams, completed by Police Services Division in 2003. Some of these amendments called for a British Columbia Association of Chiefs of Police (BCACP) Working Committee to be established to identify training standards and selection and testing criteria for key ERT functions. The Working Committee's final report and recommendations were endorsed by the BCACP in 2006. Standards which refer to the Working Committee have been updated to reflect the completion of the Committee's work. A copy of the Committee's final report is provided in Appendix A.

D13.1.1A

Written policy identifies the department's service level and delivery method for emergency response in accordance with the department's needs and capabilities. A department may choose to:

- use the department's own team(s);
- enter into an agreement with other department(s) for joint delivery; or
- contract with another department.

Notes: A department may choose a service level and/or delivery model that best meet its needs. For example, a small-sized department may find it more feasible to maintain its own containment team only and contract with another larger department for functions beyond containment, such as those dealing with barricaded persons and hostage rescue.

D13.1.2

Where the department has established an ERT, written policy requires that an ERT Procedural Manual be developed that:

- Clearly articulates the mandate of the ERT;
- Identifies the position responsible for authorizing the deployment of ERT (including authorization for partial deployments) and describes the deployment decision-making process;
- Describes the operational structure of ERT (including an organization chart) and provides clear definitions of the accountabilities of each type of ERT member (Commander; Tactical Liaison Officer (where applicable); Team Leader; tactical team members; and negotiators);
- Provides a detailed method of developing operational plans;
Describes call out procedures with up-to-date pager and telephone numbers for all ERT members (including tactical team members, negotiators and Commanders);
- Contains a shift schedule and vacation planner for tactical team members and negotiators to facilitate call out procedures and to ensure a minimum contingent of members is available for all calls. When a minimum number of members is not available, written policy describes the procedures for calling out a designated back up team and for calling out additional negotiators;
- Contains a current CV of ERT experience for all tactical team members and negotiators. Tactical team members and negotiators should be required to provide up-dates to their CVs semi-annually;
- Contains copies of the Memorandum of Understanding between ERT jurisdictions identified for back up or relief capabilities;
- Describes the debriefing process which includes a requirement for police managers to respond to written debriefing reports;
- Describes the method by which ERT call outs will be recorded for statistical purposes; and
- Contains a specialized section for negotiators that provides:
 - a list of equipment (including personal equipment such as vests, bad weather gear and helmets, and communications equipment) to be assigned to the negotiators; and
 - clearly articulates the specific role of negotiators in the tactical triangle.

D13.1.2A

Where the department has contracted with another department for ERT services, written policy requires that a written Memorandum of Understanding between the two departments be developed to:

- identify the level of service that needs to be provided;
- identify the position responsible for authorizing the deployment of the contracting ERT team(s);
- establish procedures governing the use of the ERT team(s);
- address issues around Commanders and negotiators.

D13.1.2B

Where the department has entered into an agreement with other department(s) for joint delivery of ERT services, written policy requires written Memorandums of Understanding between the participating departments be developed and ensures an ERT manual is developed and made available to each member providing ERT service.

Notes: The ERT manual should contain all policies and procedures that are identified in D13.1.2.

D13.1.2C

Exclusive of ERT and hostage negotiation (see D13.1.2), written policy establishes procedures for governing other special operations, including:

- vice and organized crime raids;
- special purpose vehicles;
- bomb disposal;
- bomb threats;
- coverage of special events;
- VIP protection;
- coverage of disasters; and
- coverage of civil disorders.

Notes: Policy should identify the organizational configuration of the special operations component as well as the position authorized to activate operations. For those special operations the department does not perform, the policy must identify where such assistance is available and how it is requested.

D13.1.3

Written policy requires that each department that has established an ERT have responsibility to ensure that an appropriate number of tactical team members and negotiators are available. Written policy identifies a position within the ERT chain of command responsible for determining the number of ERT members required for an incident. This position will have authority to call in back up and/or relief team members when appropriate.

Notes: The intent of the standard is to ensure the safety of ERT officers as well as the success of ERT operations.

D13.1.4

Written policy governs procedures for deploying ERT officers to supplement other operation components or functions.

Notes: Guidelines should be established for the use of special operations officers to supplement other operations, such as patrol, as the need arises. The policy should specify supervisory arrangements and whether special operations officers are to be assigned as an integral unit.

D13.1.5

Written policy establishes procedures for cooperation and coordination between ERT and other operational components or functions.

Notes: The intent of this standard is to establish procedures to alleviate potential misunderstandings among all components or functions, to provide for the safety of officers, and to ensure the success of the operation.

D13.2 Operations (Tactical Operations)

D13.2.1

Written policy requires that each department that has established an ERT adopt the selection and recruitment criteria for Team Leaders, Tactical Liaison Officers, tactical team members and negotiators established by the British Columbia Association of Chiefs of Police Training, Selection and Recruitment Working Committee (See Appendix A).

D13.2.2

Written policy requires that each department that has established an ERT adopt the testing criteria for ERT tactical team members and negotiators established by the British Columbia Association of Chiefs of Police Training, Selection and Recruitment Working Committee (See Appendix A).

Notes: ERT firearms and physical re-qualifications should be conducted at least every six months.

D13.2.2A

Written policy requires that each department that has established an ERT adopt the minimum training standards for tactical team members and negotiators established by the British Columbia Association of Chiefs of Police Training, Selection and Recruitment Working Committee (See Appendix A).

Notes: A training plan should be developed, including specified training times for cross training and joint training scenarios. The plan should be reviewed annually and revised as required.

D13.2.3

Written policy requires that each department that has established an ERT maintains specialized equipment for its operations and a secure vehicle for the storage and transportation of its supplies and specialized equipment.

Notes: Special equipment is needed to provide ERT officers with proper protection. Each department should identify a position within ERT responsible for ensuring the maintenance and storage of the vehicle and other specialized equipment.

D13.2.4

Written policy requires that each department that has negotiators ensure that the negotiators are properly equipped.

Notes: Special equipment is needed to provide negotiators with advanced communication capabilities and proper protection. Each department should identify a position responsible for ensuring the maintenance and storage of specialized equipment for negotiators.

D13.2.5

The department has a written plan for handling hostage and barricaded persons situations, and includes provisions for the following as applicable:

- notification of ERT personnel;
- notification of appropriate persons within and outside the department, such as command officers, dog handlers, or helicopter pilots;
- establishment of an inside and outside perimeter;
- evacuation of injured victims;
- evacuation of bystanders;
- establishment of a command post and chain of command;
- request for ambulance, rescue, or fire equipment;
- authorization for news media access, and news media policy;
- authorization for use of force and chemical agents;
- communication with the barricaded person;
- interaction between ERT and hostage negotiation personnel and responsibilities of each;
- communications with other departments;
- list of negotiable items and non-negotiable items;
- provision for chase/surveillance vehicles and control of travel routes; and
- debriefing and documentation.

Notes: Guidelines for hostage and barricaded persons situations need to be developed and tested prior to use in a real situation. Once in effect, they should be widely circulated and subject to annual review and modification.

D13.2.6 deleted

D13.2.7

The department has, or has access to, a bomb disposal operation and has a written plan for handling a bomb threat or emergency, including:

- designating the bomb disposal unit commander as officer in charge of the situation;
- role of personnel in ascertaining details from the bomb threat caller;

- notification of persons in the department chain of command;
- establishment of a security perimeter;
- organization of search teams;
- search procedures;
- equipment required by search teams;
- if a suspected device is located, notification of bomb disposal personnel;
- evacuation policy in schools and other buildings;
- coordination with the fire department;
- coordination with investigators or evidence specialists;
- communications procedures during periods of radio silence; and
- debriefing and documentation.

Notes: The intent of this standard is to ensure that only suitably trained and equipped personnel are utilized, and that a plan is developed to deal with these circumstances.

D13.2.8

The department has a written plan for handling the security of VIP's and security risks, which may include provisions for the following:

- designation of a single person or position as supervisor and coordinator of any given security detail;
- equipment requirements including vehicles, body armour for VIP's and security officers, and weapons for officers;
- planning and reconnoitering travel routes and alternates;
- courtroom security liaison;
- advance inspection of sites and facilities;
- arrangements for gathering intelligence information;
- coordination of operations within the department and with outside departments;
- identification of emergency first-aid, ambulance, and medical facilities;
- communications; and
- identification by designation (such as lapel pins).

Notes: Generally provincial or federal police will be responsible for V.I.P. security. The department policy should state the relationship and responsibilities of each party to avoid confusion and to act as guidance when such security is required in the department's jurisdiction.

D13.2.9

The department has a written plan for handling special events, which includes provisions for the following:

- designation of a single person or position as supervisor and coordinator;
- estimate of traffic, crowd control, and crime problems expected;
- traffic direction and control;
- use of special operations personnel;

- logistics requirements;
- VIP escort;
- coordination inside and outside the department; and
- debriefing and documentation.

Notes: The intent of the standard is to encourage the development of an overall plan setting out requirements for specific planning and operation for each individual event.

D14 - Prisoner Transportation

D14.1 Management (Prisoner Transportation)

D14.1.1

Written policy requires that information relating to a prisoner's escape or suicide potential or other personal traits of a security nature be included in the documentation that accompanies the prisoner during transport.

Notes: The intent of this standard is that other transporting and/or holding agencies be specifically alerted to any potential security problems that a prisoner may present during transport or lodging. This information should include escape or suicidal tendencies as well as unusual illnesses.

D14.2 Operations (Prisoner Transportation)

D14.2.1

Written policy requires that vehicles used for transporting prisoners on a regular basis are modified to minimize opportunities for the prisoner to escape and to separate the driver from the prisoner by a safety barrier.

Notes: The intent of this standard is to ensure escorting officers are suitably protected.

D14.2.2

Written policy requires a search of each prisoner prior to being transported.

Notes: Prisoners should be searched each time they come into the transporting officer's custody, including transport to and from court appearances.

D14.2.3

Written policy requires the search of transport vehicles before and after transporting prisoners.

Notes: Each time a prisoner is to be transported, the vehicle should be examined to ensure that no weapons or other items are present.

D14.2.4

Written policy describes the security and control of prisoners transported to medical care facilities for treatment or examination.

Notes: If the prisoner is admitted to the hospital, the police should provide for security as necessary.

D14.2.5

Written policy requires that the department notify the sheriff of the court when a prisoner to be transported to court is considered a security hazard.

Notes: In such cases, the judge may allow or direct the use of restraining devices in the court and may request the assignment of additional security officers to the court.

D14.2.6

Written policy governs transport of prisoners by an officer of the opposite sex, with exceptions defined.

Notes: In such situations, procedures should provide for recording time of departure, time of arrival, and meterage of the vehicle.

D14.2.7

Written policy describes methods used in transporting mentally disturbed, handicapped, sick or injured prisoners.

Notes: These prisoners present conditions that require special care and attention.

D14.2.8

Written policy requires prisoners to be restrained during transport, with exceptions noted.

Notes: It is necessary for officers to know when and how prisoners are to be restrained and when, where, and how particular restraining devices are to be employed, including special and prohibited methods.

D14.2.9

Written policy describes the use of restraining devices on mentally disturbed, handicapped, sick or injured prisoners.

Notes: It should not be assumed that restraining devices are not required on these prisoners.

E – Support Services

E1 - Detention Facility⁴

⁴ This section includes amendments to the BCPC standards resulting from a provincial review of Detention Facilities, completed by Police Services Division in 2002.

E1.1 Management (Detention Facility)

E1.1.1

Written policy must identify one position within the department with overall responsibility for the operation and maintenance of the detention facility.

Notes: The policy may be in the form of a manual that covers management, operation, security, prisoner accounting, and control.

E1.1.2

Written policy and procedures govern access of persons to the detention facility.

Notes: Policy should address access to the facility by police, counsel, family and others. Policy should identify one position (e.g., Shift Supervisor) within the department who is responsible for authorizing access to the detention facility.

E1.2 Physical Plant

E1.2.1

Detention facilities provide the following minimum conditions for prisoners:

- sufficient lighting;
- sufficient circulation of air;
- access to a toilet, wash basin or shower, and drinking water; and
- a bed and bedding for each prisoner held in excess of eight hours.

Notes: Policy may provide exceptions for prisoners who are deemed to be suicidal or self-destructive.

E1.3 Safety and Sanitation

E1.3.1

Written policy describes fire prevention practices and procedures for the detention facility.

Notes: The department is to maintain a comprehensive fire plan for the detention facility. This plan must state the appropriate procedures for the prevention and prompt control of fire. Guards must be familiar with the fire fighting equipment available in the detention facility.

E1.3.2

The type and location of fire protection equipment is approved in writing by provincial or local fire officials.

Notes: The intent of this standard is to ensure that the department has the appropriate fire protection equipment and systems in place. Fire protection equipment may include heat and smoke detection systems, an automatic fire alarm and an emergency power system.

E1.3.3

Written policy requires the documented inspection and testing of fire protection equipment annually or sooner if required by the manufacturer.

Notes: The intent of this standard is to ensure that fire protection equipment is maintained in operable conditions at all times.

E1.3.4

There is a written and posted emergency evacuation plan for the facility and a designated and signed emergency exit directing the evacuation of persons to hazard-free areas.

Notes: If possible, two separate emergency exits should be provided. The evacuation plan must specify route of evacuation and subsequent disposition and housing of prisoners. The plan must also include provisions for first aid and hospital transportation.

E1.3.5

Written policy requires a weekly documented sanitation inspection of the facility.

Notes: The intent of this standard is to ensure prisoners and staff are not exposed to unsanitary conditions. Policy must state which position within the department is responsible for the sanitation inspection.

E1.4 Operations (Detention Facility)

E1.4.1

Written policy governs the securing of firearms in the holding facility.

Notes: Exceptions to the standard may be made in emergency situations.

E1.4.2

Written policy requires a documented security check, including a search for weapons, prior to each use of an unoccupied cell.

Notes: Policy must state which position within the department is responsible for the security check.

E1.4.3

Written policy requires a documented security inspection, including a search for weapons, of the detention facility at least weekly.

Notes: All holding areas and other areas to which prisoners have access should be searched for weapons and other prohibited articles. Policy must state which position within the department is responsible for the security inspection.

E1.4.4

There is a security alarm system linked to a designated control point.

Notes: Emergency alarm systems are vital to the safety of prisoners and staff and to the security of the facility.

E1.4.5 deleted

E1.4.6

Written policy describes procedures to be followed in the event of an escape.

Notes: The procedures to be followed if an escape occurs should be made known to all facility personnel.

E1.4.7

Written policy requires that a search be made of all prisoners before entry into a cell, and that a written, itemized inventory be made of all property taken from a prisoner.

Notes: The policy should specify and ensure documentation of those items retained by prisoners that are usually taken.

E1.4.8

A booking form is completed for every person booked into the facility and contains the following information to the extent permitted by law:

- arrest information;
- apparent physical and psychological condition;
- medications taken by prisoner;
- property inventory and disposition; and
- prisoner profile coding.

Notes: Booking information should enable the facility staff to (1) increase the safety of staff; (2) protect prisoners from self-destructive behaviour; (3) protect prisoners from other prisoners; (4) identify the prisoner; and (5) identify and secure property.

E1.4.9

Written policy requires that young persons are detained separately from adult prisoners.

Notes: Department policy must be consistent with the Youth Criminal Justice Act. Young persons should be separated by sight and sound from adult prisoners.

E1.4.10

Written policy requires that female prisoners are detained separately from male prisoners.

Notes: Female prisoners should be separated by sight and sound from male prisoners.

E1.4.11

Written policy describes methods for handling, detaining, and segregating persons under the influence of alcohol or drugs or who are violent or self-destructive.

Notes: Such prisoners must remain under close observation by facility staff, or referred for appropriate medical treatment. In situations where the department determines that a prisoner must be immobilized for his/her or another person's safety, the policy must address the conditions for the action to be taken, who may authorize it, and where appropriate, offer guidelines as to its application.

E1.4.12

Written policy describes space arrangements and procedures to follow in the event of a group arrest that exceeds the maximum capacity of the detention facility.

Notes: The policy must identify the detention facility's maximum capacity and must address such matters as provision for extra personnel, additional physical facilities, and booking and detention procedures.

E1.4.13

Written policy governs the return of property to prisoners upon release.

Notes: Property retained for evidentiary or other purposes should be noted on the inventory form.

E1.4.14

Written policy requires a journal to be maintained in which significant or unusual occurrences are recorded. Written policy requires that the journal be stored in a safe location and be available for reference for up to 10 years.

Notes: The intent of this standard is to document noteworthy incidents involving prisoners, staff or facilities.

E1.5 Medical and Health Care Services

E1.5.1

Written policy identifies the policies and procedures to be followed when a prisoner is in need of medical assistance.

Notes: The intent of this standard is to ensure that staff recognize, take appropriate action on, and report all prisoner medical emergencies.

E1.5.2

A first aid kit equivalent to or superior to the WCB Basic First Aid Kit is available in the detention facility, and is subject to a documented weekly inspection and replenished as soon as possible by a trained first aid provider.

Notes: First aid equipment available to facility personnel should provide a capability for proper response to a broad range of anticipated emergencies. Policy must state which position within the department is responsible for the inspection and replenishment of the first aid kit.

E1.5.3

Written policy governs the dispensing of pharmaceuticals or other medical treatment, within the facility by department employees.

Notes: Policy must clearly state that pharmaceuticals, or other medical treatment, are only to be given to prisoners with their informed consent and with appropriate medical authorization.

E1.5.4

Written policy establishes procedures to be followed when a prisoner has an infectious disease.

Notes: Prisoners with infectious diseases may pose a significant health risk to staff. The intent of the standard is to ensure that all staff who come into contact with the prisoner, prisoner's clothing, or who enter the prisoner's cell, are notified of the health risk. The detention facility must maintain detailed procedures for dealing with infectious diseases with respect to: 1) handling and segregating the prisoner; 2) preventing the further use of the cell and any equipment or items that may have come in contact with an infected person until they are properly disinfected; 3) the safe and proper disinfecting of cells and equipment; and, 4) any action required should any detention facility employee be exposed to bodily fluids or airborne particulates.

E1.5.5

Written policy establishes procedures to be followed when a prisoner is of questionable consciousness.

Notes: The intent of the standard is that prisoners receive appropriate medical attention. Policy must ensure that guards are trained in assessing the level of consciousness of prisoners, e.g., training in the use of the Glasgow Coma Scale.

E1.6 Police Responsibilities Regarding Prisoners

E1.6.1

Written policy requires that a prisoner's opportunity for lawful release from custody is not impeded.

Notes: The intent of the standard is to ensure compliance with the Criminal Code and Charter of Rights and Freedoms.

E1.6.2

Written policy ensures confidential access to counsel.

Notes: Every effort should be made to ensure privacy in contacts between counsel and their clients.

E1.6.3

Written policy sets forth procedures for a prisoner's access to a telephone, telephone directory and legal aid assistance.

Notes: Any limits in the use of the telephone such as the type and number of calls and their duration should be stated.

E1.6.4

Three meals are provided to all prisoners in the facility during each 24 hour period.

Notes: No more than 14 hours should elapse between meals, except when a different dietary regimen is medically indicated. When requested for religious or medical reasons, the department should take all reasonable steps to provide an alternative dietary regimen for the prisoner.

E1.7 Supervision of Prisoners

E1.7.1

Written policy requires the constant monitoring of prisoners by department staff.

Notes: Constant monitoring is essential for maintaining security and ensuring the safety and welfare of prisoners.

E1.7.2

Written policy requires that each prisoner be physically visually checked at least every 20 minutes by department staff. Each prisoner is to be physically visually checked during the times that the prisoner may be alone in the facility (i.e. during the time lag between when a guard is called out and his/her arrival, during guard coffee and lunch breaks).

Notes: Prisoners who are security risks should be under closer surveillance and may require more frequent observation. A visual check means verifying the security and well being of the prisoner. For the purpose of this standard, a visual check does not include video surveillance.

E1.7.3

Written policy specifies procedures when prisoners are supervised by a staff member of the opposite sex.

Notes: Generally speaking, prisoners should be guarded and monitored by staff members of the same sex when possible. However, in situations when a same sex staff member is not available, written procedures should detail how the guarding and monitoring process is to occur. The purpose of the procedures are to ensure the privacy and dignity of prisoners. This Standard applies to Communication Centre personnel who provide temporary or back-up guarding or monitoring of prisoners.

E1.7.4

Written policy governs prisoners' visitations and describes procedures for registering visitors to the facility and for searching visitors.

Notes: Prisoners may be permitted visitors consistent with security and operational considerations.

E2 - Communications

E2.1 Management (Communications)

E2.1.1

Written policy establishes the department's communications component.

Notes: The purpose of this policy should be to place accountability for the communications function within the department's organizational configuration. The standard may be met if this function is provided by another department.

E2.1.2

Written policy establishes the department's communications activities, and includes:

- radio communications;
- telephone communications;
- automated data communications; and
- alarm monitoring.

Notes: The policy should specify the responsibilities associated with each activity.

E2.1.3

Written policy establishes the authority and responsibilities of personnel assigned to the communications component.

Notes: A written job description should contribute to standardization of service rendered, reduce errors, aid the training effort, and reduce confusion during emergency situations.

E2.1.4

Written policy limits access to the communications centre to authorized personnel.

Notes: In general, access should be limited to those persons who operate and command the centre and to others specifically authorized.

E2.1.5

Written policy establishes procedures for routine telephone line load studies.

Notes: Without the proper number of telephone lines, calls placed to the department may receive a busy signal or go otherwise unanswered due to lack of equipment.

E2.1.6

Written policy establishes procedures for recording department radio transmissions and emergency telephone conversations within the communications centre.

Notes: These recordings are an indispensable source for criminal investigation, internal investigations, training, and audits of the department's service delivery system. A minimum of one month is recommended for retention.

E2.1.7

Written policy establishes criteria and procedures for reviewing recorded conversations.

Notes: Access to recordings should be limited and available only through a specific procedural method.

E2.2 Operations (Communications)

E2.2.1

Written policy establishes procedures for performing telephone and automated data communications functions.

Notes: The policy may be a manual on the operations or activities in the communications centre. Personnel in the centre should have the manual accessible for reference.

E2.2.2

Written policy establishes radio communication procedures.

Notes: The intent of this standard is to ensure appropriate radio codes and procedures are utilized. Standardization of procedures avoids misunderstandings, increases efficiency, and provides a professional image for the public who monitor police radio broadcasts.

E2.2.3

Communications personnel have immediate access to at least the following departmental resources:

- officer in charge;
- duty roster of all personnel;
- telephone numbers of all department personnel; and
- telephone numbers of all emergency service agencies.

Notes: Such information must be kept current.

E2.2.4

Written policy establishes procedures for obtaining necessary services external to the department.

Notes: These services include fire equipment, environmental, social, ambulance, helicopter or other aircraft, towing, transport, and other services that are not components of the individual department.

E2.2.5

Written policy establishes procedures for prompt handling and appropriate routing of misdirected emergency calls.

Notes: Departments should accept misdirected emergency calls and promptly relay information to the department having jurisdiction.

E2.2.6

Written policy specifies the information to be recorded when a police officer responds to a request for service, including:

- date and time of request;
- name, address and phone number of complainant (if possible);
- type of incident reported;
- location of incident reported;
- time of dispatch;
- time of officer arrival;
- time of officer return to service; and
- disposition or status of reported incident.

Notes: This information should be recorded for all requests, including those received by telephone, in person, self-initiated by officers, or reported to officers in the field.

E2.2.7

When the police department responds to a request for service, a complaint control number is assigned.

Notes: The number should serve as the basis for filing and retrieving subsequent reports of the incident.

E2.2.8

Written policy requires officers to report their operational status.

Notes: Such records should maintain a level of security for the officers and retain records of vehicles and persons stopped by officers.

E2.2.9

A record is made of backup officers assigned to assist a primary officer.

Notes: The intent of the standard is to increase officer safety and increase record accuracy.

E2.2.10 The department has the capability of immediate playback of recorded telephone and radio conversations.

Notes: Such a capability facilitates clarification of confused messages.

E2.2.11

Written policy specifies the department's role in monitoring and responding to private security alarms.

Notes: The department should have a formal policy concerning monitoring commercial and private residential alarm systems.

E2.2.12

The department's communications personnel have immediate access to tactical dispatching plans.

Notes: The dispatching plans should include procedures to be followed in directing resources and obtaining information on crimes in progress, and tactical operations.

E2.2.13

Written policy specifies criteria for accepting and delivering emergency messages, and notifying next of kin of deceased, ill or injured persons.

Notes: Guidelines should be established to define the types of messages to be accepted and delivered.

E2.2.14

The department maintains a current list of certified language interpreters.

Notes: The intent of this standard is to ensure that department personnel have an available resource in order to communicate with persons whose primary language is not that spoken by the majority. This standard is met if the department has an agreement with an agency qualified to offer this service.

E2.3 Facilities and Equipment

E2.3.1

Written policy specifies security measures for the communications centre, and includes:

- protecting equipment; and
- providing for back-up resources.

Notes: The capability to maintain communication in all emergency situations dictates that security measures be implemented to protect communications personnel and equipment.

E2.3.2

The department has an alternate source of electrical power sufficient to ensure continued operation of emergency communication equipment in the event of the failure of the primary power source.

Notes: The alternate power source should be inspected and tested regularly.

E2.3.3

Maps detailing the department's service area are visually available to communications personnel.

Notes: Communications personnel should be able to identify a caller's location and dispatch field units immediately.

E2.3.4

Officer status indicators are visually available to each communications operator.

Notes: By monitoring the officer status system, the operators know where and how long each officer has been out on a call.

E2.3.5

The department's telephone system is designed to separate emergency from non-emergency calls.

Notes: The department should always have enough trunk lines available so that incoming emergency calls do not receive a busy signal.

E2.3.6

The department has 24 hour two-way radio capability, providing continuous communication between the communications centre and officers on duty.

Notes: Immediate communications capability provides a measure of safety and security to police and the public.

E2.3.7

The department's radio system is engineered to produce a 12-decibel or greater SINAD ratio to mobile receivers in 95 percent of the department's service area, and to portable radio receivers in 80 percent of the department's service area.

Notes: The SINAD ratio is a measure of the relationship of the radio signal, noise, and distortion. It serves as a basis for estimating whether a receiver will respond to and reproduce a transmitted signal. The 12-decibel level has been established as the desired minimum for satisfactory reception. Because of terrain and other factors, it may not be economically feasible to provide the 12-decibel SINAD signal level to all areas within the jurisdiction. Coverage of 95 percent for mobile and 80 percent for portable radio receivers is generally considered acceptable.

E2.3.8

The department has telecommunication services for people with special needs.

Notes: The intent of this standard is to ensure that persons having a hearing, speech or vision impairment and those who are physically disabled have equal access to police services. The standard may be met by having telecommunication devices that amplify sound for the deaf, type keys for those

who have speech impairment, large button phones for the visually impaired and speaker phones for the physically disabled.

E3 - Records

E3.1 Management (Records)

E3.1.1

Written policy establishes the department's central records component.

Notes: The purpose of this standard is to place accountability for the records function in an identifiable position.

E3.1.2

Written policy establishes the department's central records functions, including:

- report review;
- report control;
- report maintenance; and
- report retrieval.

Notes: The review activity should ensure that field reports are completed in compliance with administrative policy. Report review may also include coding reports for Uniform Crime Reporting (UCR) purposes. The records function also includes routing reports to specialized entities and ensuring status reports on follow-up.

E3.1.3

Written policy establishes a case status control system.

Notes: The policy should specify information that should be recorded, such as investigator assigned, date assigned, case number, and report due date.

E3.1.4

Written policy establishes a system to account for the status of reports.

Notes: An administrative designation such as "open", "inactive pending further information", or "closed" is assigned to each report, as appropriate.

E3.1.5

Written policy requires the reporting of every incident in the following categories if the incident is alleged to have occurred in the department's service area:

- reports of crimes;
- citizen complaints;

- citizen requests for services when an officer is dispatched;
- criminal and non-criminal cases initiated by police; and
- incidents involving arrests or prosecution.

Notes: The purpose of this standard is to establish reporting consistency.

E3.1.6

Written policy specifies:

- the forms to be used in reporting; and
- procedures to be followed in completing reports.

Notes: The department should adopt a set of forms to standardize reporting and structure them to ensure that basic information is recorded for all crimes and incidents.

E3.1.7

Written policy specifies procedures to be followed in supervisory review of field reports.

Notes: Supervisory review should be required, and the form should be designed for the signature of the reviewing supervisor. Typically, supervisory review is a function of the first-line supervisor and is intended to ensure that the assignment has been satisfactorily completed and reported.

E3.1.8

Written policy establishes criteria and procedures for the disclosure of information from departmental records.

Notes: Such policy should be consistent with case law and with applicable provincial and federal legislation.

E3.1.9

The department has a records retention schedule.

Notes: The schedule for retaining records should be consistent with legal requirements.

E3.1.10

Written policy specifies procedures for handling funds by records personnel, including:

- designation of persons permitted to receive money;
- receipt procedures;
- accountability;
- security; and
- audits.

Notes: The procedures should enhance security and accountability of all monies received by the department.

E3.1.11

Written policy establish a classification system for the purpose of document security.

Notes: Document is meant to include that information which is held in computer information systems.

E3.2 Operations (Records)

E3.2.1

Central records information is accessible to operations personnel at all times.

Notes: In smaller departments, designated persons should be given authority to access central records information at any time.

E3.2.2

The department maintains an indexing system to all files.

Notes: The index may be manual or automated and should serve as a cross-reference to all files by name, incident type, and location.

E3.2.3

The department maintains an index of found, recovered, and evidentiary property.

Notes: The purpose of this standard is to establish accountability.

E3.2.4

Written policy establishes procedures for maintaining a warrant and wanted persons file, and includes:

- maintenance criteria;
- establishing criteria for receiving information from other jurisdictions;
- recording information in department files;
- reviewing and confirming information; and
- cancelling warrant and closing file.

Notes: These procedures are particularly important when computerized information concerning wanted persons is used. The procedure should include the mechanics of initiating a file, assigning the file, and filing warrants in a way that ensures immediate accessibility. Warrants and the master name index should be cross-referenced.

E3.2.5

Written policy establishes procedures to ensure that identifiable stolen property is entered on, and removed from the Canadian Police Information Centre (CPIC) in a timely manner.

Notes: The intent of this standard is to ensure that property, such as stolen vehicles, is entered and removed as soon as possible.

E3.2.6

Written policy establishes procedures for maintaining records of traffic tickets.

Notes: Copies of tickets should be filed in department records.

E3.2.7

Written policy establishes criteria for recording arrest information, including:

- preparing reports;
- fingerprinting; and
- photographing.

Notes: The policy should specify those offenses for which fingerprints and photographs are required.

E3.2.8

Written policy establishes procedures for collecting and submitting crime data to the national Uniform Crime Reporting program.

Notes: The standard will be satisfied if the department reports data to another system for subsequent inclusion in the national system.

E3.2.9

Written policy requires that records be maintained on the disposition of all cases where charges were laid.

Notes: By analyzing the charge/conviction ratio and knowing the number of cases declined or dismissed and the underlying rationale for the prosecutorial action taken, police personnel can identify and correct departmental problems as well as those caused by other agencies. Additionally, this information is required for CPIC entry maintenance.

E3.2.10

A record system maintained for criminal warrants permits 24 hour access.

Notes: The need for timely and accurate information on criminal warrants is continuous, not limited to conventional working hours.

E3.2.11

Information regarding each item of legal process is recorded, including the following elements:

- date and time received;
- type of legal process;
- nature of document;
- source of document;
- person(s) named in document;

- officer assigned for service;
- date of assignment;
- file number; and
- date service due.

Notes: A unique file number should be assigned.

E3.2.12 Records on the service or execution of legal process documents include the following elements:

- date and time served;
- name of server;
- person on whom process was served or executed;
- method of service;
- location of service; and
- date of return to originator.

Notes: The record must reflect the nature and date of the disposition of the instrument.

E3.2.13

Written policy requires that priorities be established for executing outstanding arrest warrants.

Notes: Quick action on the part of police departments in executing outstanding warrants can significantly increase the likelihood of apprehension.

E3.2.14

Written policy governs receipt, disbursement, and audit of funds administered for the legal process function.

Notes: Records should be maintained in accordance with accepted accounting principles.

E4 - Property Management

E4.1 Seized and Found Property

E4.1.1

Written policy establishes a property management function.

Notes: Policy outlining the functioning of the property management system is necessary to ensure continuity and consistency of operation.

E4.1.2

All property stored by the department is within a designated secure area or areas, and conforms with all environmental requirements.

Notes: Administrative and physical security procedures are mandatory to ensure that all property stored by the department is properly controlled. It is also necessary to ensure that all property is stored in a safe environment.

E4.1.3

The department conducts an annual documented audit of seized and found property.

Notes: The purpose of the standard is to ensure the integrity of the system, and should be conducted by a person other than the person immediately responsible for the property management function.

E4.1.4

Written policy requires that only authorized personnel have access to areas used by the department for storage of property.

Notes: The intent of this standard is to ensure safe storage of property, and the integrity of evidence.

E4.1.5

Items of property requiring added protection (money, precious metals, jewellery, gemstones, weapons, narcotics, hazardous materials, and dangerous drugs), are stored in separate, locked, secure areas located within the department's property storage area or areas.

Notes: Extra security measures should be taken when, from whatever source, items considered to be sensitive, high in value, or otherwise constituting an increased security risk are booked into the property room.

E4.1.6

Written policy requires the use of a detailed inventory relating to the acceptance, release, and destruction of narcotics and restricted drugs held by the department.

Notes: This standard ensures compliance with federal legislation.

E4.1.7

Secure refrigerated storage is available for perishable items.

Notes: Perishable items of evidence, such as blood samples and urine specimens, should be preserved by refrigeration so that their properties will be as unchanged as possible when they are examined in a laboratory or presented in court.

E4.1.8

Secure facilities are provided for storage of found, recovered, or evidentiary property during periods when the property room is closed.

Notes: Provisions should be made for securing items of property when the property room is closed to prevent their removal or alteration by unauthorized persons.

E4.1.9

Final disposition of found, recovered, and evidentiary property is accomplished within twelve months after legal requirements have been satisfied.

Notes: Prompt, authorized property removal (final disposition/destruction) prevents an overload on the property management system and reduces the requirement for additional storage space. Police departments should establish procedures for the prompt photographing and return of property to victims, with crown counsel's approval, if charges are pending.

E4.1.10

Written policy governs the disposal of property held by the department.

Notes: The disposal of property must be in accordance with the Municipal Act or City Charter.

E4.2 Department Owned Property

E4.2.1

Written policy specifies the requisition and distribution of department property.

Notes: The scope of this standard is inclusive of all department property.

E4.2.2

Written policy requires a current inventory of department owned property.

Notes: The intent of the standard is to provide managers with control over property.

E4.2.3

Written policy requires an annual analysis of police issue equipment to all field personnel, and includes:

- vehicles;
- emergency vehicle equipment;
- weapons, including equipment to carry or retain weapons and ammunition;
- uniform clothing; and
- portable transceivers.

Notes: The intent of this standard is to ensure that officers are able to utilize the most effective equipment for productivity and safety.



PROVINCIAL POLICING STANDARDS – ADDENDA

ADDENDA -	Supplemental Policy Directives	Page 82 of 83
ADDENDUM 1 -	Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC)	Effective: June 11, 2014 Revised: n/a
Appendix A –	BCACP Emergency Response Team Standards	

Appendix “A” for ADDENDUM 1 – Continuation of Policing Standards Established by the Former British Columbia Police Commission (BCPC)

BCACP Emergency Response Team Standards

Prepared by BCACP ERT Sub-Committee

2006/06/16

Notes: In 2003, Police Services Division published its final report following a provincial review of Emergency Response Teams. The report recommended the creation of a British Columbia Association of Chiefs of Police (BCACP) Working Committee to identify training standards and selection and testing criteria for key ERT functions. This Appendix, BCACP Emergency Response Team Standards, is the final report of the BCACP Sub- Committee. The Sub-Committee’s recommendations were endorsed by the BCACP on November 23, 2006. The criteria established by the Sub-Committee are referred to in standards D13.2.1, D13.2.2 and D13.2.2A.

Note: Appendix A has been severed. Police may obtain the full version via their home agency or SGPSPB@gov.bc.ca.