PROVINCIAL POLICING STANDARDS
PROVINCIAL POLICING STANDARDS

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ADDENDA – Supplemental Policies & Documents

Addendum 1 – Interim Continuation of Standards Developed by the Former British Columbia Police Commission (BCPC)

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Definitions

"Ammunition" – a projectile intended for use with a firearm.

"Director" - the director of police services referred to in section 39 (1) of the Police Act.

“Firearm” – a barrelled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barrelled weapon, and anything that can be adapted for use as a firearm (as per section 2 of the Criminal Code, R.S.C. 1985, c. C-46). A conducted energy weapon is not considered a firearm for the purposes of BCPPS 1.1.1 and 1.1.2.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Pistol” – a handgun; a firearm designed to be held in one hand.

Standards

Approved firearms and ammunition

The chief constable, chief officer, or commissioner:

(1) Must ensure only firearms approved by the director are carried and used by officers. Approved firearms are semi-automatic pistols with the following specifications:

   (a) Double/single or double action-only trigger mechanism;
   (b) Single action trigger force of not less than 1.36 kg;
   (c) Hammer/firing pin block safety mechanism; and
   (d) Barrel of not less than 76 mm and not more than 127 mm in length.

(2) Must ensure the duty ammunition issued and used in a firearm described under Standard (1) are 0.40 calibre Smith and Wesson or 9 mm factory loaded cartridges with the following specifications:

   (a) Hollow point bullet design;
   (b) Bullet weight no less than 8.035 grams (124 grain); and
   (c) Muzzle velocity between 290 m/second to 396 m/second, when fired in a firearm referred to in Standard (1).
(3) May authorize, or designate in writing a person who may authorize, an officer to carry for a special purpose a firearm and ammunition of a type other than that referred to in Standards (1) and (2) above.

(4) Must prohibit officers from carrying a firearm or ammunition other than those referred to in Standards (1), (2), or (3) above.

(5) Must, on the request of the director, submit a report on all special firearms and ammunition issued and the reason for issuing them if an authorization is made under Standard (3).

Holsters

(5.1) Must ensure that only holsters, of any type, which have been approved by the chief constable, chief officer, commissioner or their delegate, are used by officers.

(5.2) Must ensure that officers are provided training for each type of holster that is issued for use.

Off duty carrying of firearms and ammunition

(5.3) Must ensure that officers carry their issued firearms only when on assigned duty, unless otherwise authorized in writing or described in policy.

Maintenance of firearms

(6.1) Must ensure that an up-to-date inventory of all the police force’s firearms is maintained.

(6.2) Must ensure that each firearm and all ammunition is securely stored when not in use.

(6) Must ensure that each firearm in the inventory of their police force is maintained in good working order.

Training, qualification and requalification for firearms

(7) Deleted. See BCPPS 1.1.2 Firearms Training and Qualification.

(8) Deleted. See BCPPS 1.1.2 Firearms Training and Qualification.

(9) Deleted. See BCPPS 1.1.2 Firearms Training and Qualification.

Policies and procedures

(10) Must ensure policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

"Ammunition" – a projectile intended for use with a firearm.

“Firearm” – a barrelled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such a barrelled weapon, and anything that can be adapted for use as a firearm (as per section 2 of the Criminal Code Canada). A conducted energy weapon is not considered a firearm for the purposes of BCPPS 1.1.1 and 1.1.2.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Pistol” – a handgun; a firearm designed to be held in one hand.

Standards

The chief constable, chief officer, or commissioner must:

Initial training and qualification

(1) Ensure that an officer successfully completes a training course, approved by the Chief Constable, Chief Officer or Commissioner, for each type of firearm issued to that officer, and is qualified, before the officer is authorized to carry and use a firearm or ammunition under Standard (1),( 2), or (3) of BCPPS 1.1.1 Firearms and Ammunition.

Qualification tests

(2) Ensure that any officer authorized to carry and use a pistol is qualified on the use of the pistol each year, in accordance with the protocols described in the BC Pistol Qualification attached to this Standard as Appendix “A”.

(3) Ensure that any officer authorized to carry and use a firearm or ammunition other than a pistol is qualified on the use of the firearm each year, in accordance with qualifications approved by the the Chief Constable, Chief Officer or Commissioner.
Additional requirements

(4) Ensure that any officer authorized to carry and use a firearm is required, every three years at minimum, to articulate to the satisfaction of a use-of-force instructor as to when lethal force is justified.

(5) Ensure that any officer authorized to carry and use a firearm is in compliance with BCPS 3.2.2 Crisis Intervention and De-escalation Training.

Practice training

(6) Ensure that any officer authorized to carry and use a firearm is required, every three years at a minimum, to:
   (a) complete practice training, as determined by the police force, regarding firearms tactics and use-of-force decision making; and
   (b) complete practice training, as determined by the police force, regarding shooting at distances of 25 metres and greater.

Record keeping

(7) Ensure that written records are maintained of the firearms qualification test completed by each officer in the police force including:
   (a) The date;
   (b) The identity of the officer;
   (c) The testing conducted and the testing results; and
   (d) The name of the qualifying instructor.

(8) Ensure that written records are maintained of the firearms training completed by each officer in the police force including:
   (a) The date;
   (b) The identity of the officer;
   (c) The type of training conducted, including the purpose and learning objectives for the session; and
   (d) The name of the instructor.

Policies and procedures

(9) Ensure policies and procedures are consistent with these BC Provincial Policing Standards.
Appendix “A” for BCPPS 1.1.2 – Training and Qualification

BC Pistol Qualification

Version 1.0

Effective: January 1, 2017
Overview

The *BC Pistol Qualification* consists of three parts:

Part 1: Course of fire test consisting of six stages
Part 2: Additional pistol handling skills tests; and
Part 3: Practice firing.

Parts 1, 2 and 3, as well as the stages or skills within each part, can be administered in any order. The three parts do not have to be conducted on the same day.

An officer must successfully complete/pass all aspects of the *BC Pistol Qualification* in order to be qualified to carry and use a pistol.

Records must be kept in accordance with *BCPPS 1.1.2 (8)*.

Failing a stage or skill

An officer will have three attempts to pass each stage of Part 1 and each skill of Part 2 of the *BC Pistol Qualification*. If an officer does not pass on any stage or skill, the officer will receive remediation/coaching prior to the third attempt. Once a stage or skill is passed, it does not need to be repeated.

If an officer does not pass a stage after three attempts, the officer is not qualified to carry and use a pistol and must return on a subsequent day and re-test on all the stages.

Part 1 – Course of fire test

In order to pass:

(1) Every round fired must be within the prescribed scoring area (i.e., 100% accuracy).
(2) Every round must be delivered within the time limit; and
(3) There must be no violation of universal safe handling procedures.

Targets and scoring areas:

(1) The target must be a human silhouette with a maximum of 30 inches (76 cm) long and 17 inches (43 cm) wide. Within the silhouette, the head should be a maximum of 10 inches (25 cm) long and 7 inches (18 cm) wide.
(2) For head shots the shots must be within the neck and head of the target. The neck is defined as above the line of where body armour ends.
(3) For all other stages a shot striking anywhere on the silhouette target and fully enclosed on the silhouette are considered successful hits.
Note: If the shooter encounters an unintentional stoppage during a stage and it is cleared appropriately, the shooter can be allowed to finish that stage.

<table>
<thead>
<tr>
<th>Stage</th>
<th>BC Pistol Course of Fire</th>
<th>Objective</th>
<th>Skills tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distance – minimum 15 metres. Maximum time allowed is 30 seconds (no substantial time restraint). - From holster 5 rounds. Barricade, kneeling, or prone optional.</td>
<td>Without time constraint, the shooter must accurately hit a target a minimum of 15 metres away with all five shots.</td>
<td>Distance – sight alignment - Distance – trigger control - Marksmanship-aimed fire - Performance without time constraint pressure</td>
</tr>
<tr>
<td>2</td>
<td>Intermediate Distance – 9 metres. From holster 1 round in maximum 3 seconds - From a ready position, 1 round in maximum 2 seconds</td>
<td>With a moderate time constraint, the shooter must accurately hit a target a minimum of 9 metres away with one shot from the holster and one from the low ready position.</td>
<td>Intermediate distance – sight alignment - Quick sight acquisition and shoot - Intermediate distance – trigger control - Strong hand draw - Firing from combat tuck position - Performance with only moderate time constraint pressure</td>
</tr>
<tr>
<td>3</td>
<td>Close Distance, strong hand only – 3 metres - From holster 3 rounds in a maximum time of 3 seconds</td>
<td>With a moderate time constraint, the shooter must accurately hit a target a minimum of 3 metres away.</td>
<td>One hand shooting - Point shooting - Short distance – trigger control - Strong hand draw</td>
</tr>
<tr>
<td>4</td>
<td>Support Hand – 3 metres - Support hand only 3 rounds from a ready position. Maximum of 5 seconds</td>
<td>The shooter must shoot accurately with the support hand.</td>
<td>Ability to shoot in an emergency when unable to use strong hand</td>
</tr>
<tr>
<td>5</td>
<td>Fail to stop – 5 metres - From holster, 1 to the body and 1 to the head (maximum 4 seconds) - From holster, 2 to the body and 1 to the head (maximum 5 seconds) - From a ready position, 2 to the body and 2 to the head position (maximum 5 seconds)</td>
<td>The shooter must accurately transition from the primary target area to a secondary target area.</td>
<td>Target transition - Performance under time constraint</td>
</tr>
<tr>
<td>6</td>
<td>Speed – 7 metres. Draw and present (two-handed shooting). Maximum 3 seconds - 1 round x 2 (conducted twice)</td>
<td>Under significant time constraint, the shooter must accurately draw, present, and fire one round.</td>
<td>Flash sighting - Strong hand draw - Performance under significant time constraint</td>
</tr>
<tr>
<td>Challenge must be called at least once during the course of fire.</td>
<td>The officer must issue a verbal police challenge in a clear, confident manner, and the trigger finger must be indexed on the frame of the pistol.</td>
<td>Police challenge</td>
<td></td>
</tr>
</tbody>
</table>

**Part 2 – Additional pistol handling skill testing**

These skills can be tested separately from the Course of fire. Alternatively some of these skills can be incorporated into the Course of fire (e.g., Phase 1 stoppage and emergency reload).

These skills must be performed to the satisfaction of a police force firearms instructor.

*Note: If the phase 1 stoppage and emergency reload is tested as part of the Course of fire, 2 additional seconds are added to the particular stage in which it is included.*

The skill tests below can be conducted in any order.

1. Pistol inspection and function test;
2. Administrative loading/unloading;
3. Speed reloading;
4. Phase 1 stoppage;
5. Phase 2 stoppage;
6. Emergency reloading; and
7. Support hand draw.

**Part 3 – Practice firing**

Each year every officer must complete practice firing of their pistol for a minimum of 100 rounds, including the rounds fired during the annual course of fire test.
Definitions

“Intermediate weapon” – a device intended or designed to be used as a weapon, but for which the normal use is not intended or likely to cause serious injury or death. Impact weapons, aerosols, and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons.

“Restraint” or “restraint system” – any mechanical device or system of mechanical devices that when used in their ordinary and intended manner restrict the normal physical activity or range of motion of an individual in part or in whole.

“Device” - all intermediate weapons and restraints or restraint systems captured by the above definitions.

Policy Directive

In accordance with Standard (1) of BCPPS 1.2.2 Intermediate Weapons, the chief constable, chief officer, or commissioner must ensure that any new weapon carried and used by officers of their police force has been approved by the director of police services through the following Intermediate Weapon and Restraint Approval Process.

Application

(1) A police force that identifies a potential need or use for a new restraint or a new intermediate weapon must apply to the director of police services to request consideration of the device. A separate application is required for each device.

(2) The police force must provide the director of police services with a written rationale and supporting documentation of any existing information, specifications, and research regarding the device. At a minimum, the police force must provide information asto:

(a) Why the device is needed;
(b) The function of the device;
(c) The range of possible uses for the device and its methods of deployment;
(d) Analysis of identified potential health effects or injury potential associated with the device;
(e) Analysis of possible training, recertification and qualification options and implications;
(f) A summary of existing research surrounding the device;
(g) Analysis of possible legal issues and safety standards;
(h) Analysis of costs involved in the implementation;
(i) Analysis of potential policies, facility renovations, or training that could respond to the issue intended to be addressed by the device through means other than use of a weapon or restraint; and
(j) The manufacturer’s formal statement on device safety and intended use. At a minimum, this must include:
   (i) Efficacy of the device;
   (ii) Intended use of the device;
   (iii) Recommended policy considerations concerning the device’s use;
   (iv) Safety of the device and any cautions or restrictions on use; and
   (v) Any anticipated device impacts, short or long term, that are currently uncertain or unknown.

Intermediate weapon and restraint advisory panel

(3) Once an application is received from a police force, the director of police services will strike an intermediate weapon and restraint advisory panel, coordinated by Police Services Division (PSD). The panel must be made up of at least six agencies, including PSD and five other agencies representing a mix of law enforcement and non-law enforcement interests. Panel participants must disclose any conflicts of interest they have, including direct or indirect financial interests in the manufacturer of the device. The panel may consult with police and non-police subject matter experts for more information. The panel is to invite written submissions from the public. Minutes must be kept of the proceedings of the panel.

(4) The panel will make a written recommendation to the director of police services to either reject the device or support a field trial of the device. The panel should consider the following criteria:
   (a) The device is effective and not likely to cause grievous bodily harm or death;
   (b) The device is affordable;
   (c) Officer training is available;
   (d) Device maintenance procedures are available (e.g., repairs, recharging, storage and testing);
   (e) If the device is an intermediate weapon, the accuracy in the targeting of the weapon is acceptable;
   (f) The onset time of incapacitation, the time period for incapacitation, and the degree of incapacitation are acceptable;
   (g) The effects on the physical condition and health of the subject are minimized;
(h) Independent research on the effects of the device is available;  
(i) Written submissions from the public, community groups, stakeholders, as well as law enforcement agencies; and  
(j) Any other criteria considered relevant by the panel.

(5) The panel may establish conditions for a field trial, including:

(a) Whether the field trial is to be conducted in the applicant or another police force, or more than one police force; and  
(b) The duration of the field trial, which must not be less than one month and ideally be six to twelve months in duration.

(6) The panel’s recommendation will be determined by the majority opinion; unanimous agreement by all members of the panel will not be required.

Field trial

(7) The director of police services will review the panel’s recommendations and either reject the device or authorize a field trial. The field trial must be conducted and an evaluation performed collaboratively by the police force and the director. The director will specify parameters for the field trial, including:

(a) Any conditions recommended by the panel under (6), above;  
(b) Responsibility for costs associated with the field trial;  
(c) The data that must be collected during the field trial on a form approved by the director, including but not limited to:  
   (i) Usage information,  
   (ii) Medical effects monitoring, and  
   (iii) Data on complaints, if any; and  
(d) The requirements for a written evaluation report.

(8) Following the field trial, the director of police services will reconvene the panel to review the results of the field trial and the evaluation report. The panel will make a final recommendation to approve or reject the proposed device for use in BC.

Approval to use the device

(9) The director of police services is responsible for the final approval or rejection of the proposed device for use in BC.

(10) When a device is approved for use in BC, the director of police services will develop BC Provincial Policing Standards for the device.
(11) A police service may not use the device until:

(a) The director of police services has published *BC Provincial Policing Standards* for the device; and

(b) The police force has filed with the director of police services policies and procedures for the device that are consistent with the *BC Provincial Policing Standards*. 
Definitions

"Director" – the director of police services referred to in section 39 (1) of the Police Act.

“Conducted energy weapon” or “CEW” – a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“Intermediate weapon” – a device intended or designed to be used as a weapon, but for which the use is not intended or likely to cause serious injury or death. Impact weapons, aerosols and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons.

“Officer” - a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

Standards

The chief constable, chief officer, or commissioner:

Approved intermediate weapons

(1) Must ensure the intermediate weapons carried or used by officers of their police force have been approved by the director (see also BCPPS 1.3.2 Approved CEW Models).

(2) May, notwithstanding Standard (1) above, permit an officer to carry and use an intermediate weapon other than a CEW if the weapon was in the operational inventory of their police force or another British Columbia police force on or before January 30, 2012 (see also BCPPS 1.3.2 Approved CEW Models).

Maintenance of intermediate weapons

(2.1) Must ensure that each intermediate weapon in the inventory of their police force is maintained in good working order.

(2.2) Must ensure that each intermediate weapon is securely stored when not in use.
Training, qualification, and requalification

(3) Must ensure an officer successfully completes a training course and is qualified to use an intermediate weapon before the officer may be authorized to carry and use that weapon under Standard (1) or (2) above (see also BCPPS 3.2.1 CEW Operator Training).

(4) Must ensure any officer authorized to carry and use an intermediate weapon under Standard (1) and or (2) above is requalified to use that weapon at least once every three years unless otherwise required by BCPPS dealing specifically with that intermediate weapon (see also BCPPS 3.2.1 CEW Operator Training).

(5) Must ensure that written records are maintained of the intermediate weapons training and requalification courses completed by each officer in the police force.

Off duty carrying of intermediate weapons

(5.1) Must ensure that officers carry their issued intermediate weapons only when on assigned duty, unless otherwise authorized in writing or described in policy.

Policies and procedures

(6) Must ensure policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

“Bodily harm” – any hurt or injury to a person that interferes with the health or comfort of the person and is more than merely transient or trifling in nature.

“Conducted energy weapon” or “CEW” – a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“CEW display” – the act of pointing, aiming or showing the CEW at or to a person, without discharging the CEW, for the purpose of generating compliance from a person.

“CEW draw” – the act of unholstering or removing the CEW from the holster without discharging it, as a preparatory step so that it is ready for use should it become necessary (i.e., not used to generate compliance).

“Crisis intervention and de-escalation techniques” - CID techniques include verbal and nonverbal communications that are designed to de-escalate crises.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Reasonable grounds” – includes both a subjective and an objective component and means that the officer must personally believe that the decision or action is necessary, and in addition, the decision or action must be able to stand the test of whether an objective third person, who is acting reasonably—and is informed of the officer's training, experience and the factual circumstances known at the time—would also reach the same conclusion.

Standards

The chief constable, chief officer, or commissioner must:

CEW discharge

(1) Prohibit officers from discharging a CEW against a person unless:

   (a) The person is causing bodily harm to either themselves, the officer, or a third party; or

   (b) The officer is satisfied, on reasonable grounds, that the person’s behaviour will imminently cause bodily harm either to themselves, the officer, or a third party.
(2) In addition to Standard (1) above, prohibit officers from discharging a CEW against a person unless the officer is satisfied, on reasonable grounds, that:

(a) Crisis intervention and de-escalation techniques have not been or will not be effective in eliminating the risk of bodily harm; and
(b) No lesser force option has been, or will be, effective in eliminating the risk of bodily harm.

(3) Prohibit officers from discharging an electrical current from a CEW on a person for longer than five seconds, unless the officer is satisfied, on reasonable grounds, that:

(a) The initial five-second discharge was not effective in eliminating the risk of bodily harm; and
(b) A further discharge will be effective in eliminating the risk of bodily harm.

(4) Ensure that officers:

(a) Issue a verbal warning prior to discharging a CEW against a person, unless such a warning would place any person at further risk of bodily harm or imminent bodily harm;
(b) Do not discharge a CEW near flammable, combustible or explosive material, including alcohol-based oleoresin capsicum (OC) spray, where there is a risk of these igniting;
(c) Do not discharge a CEW against a person where the person is at risk of a fall from an elevated height, unless the officer has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;
(d) Do not discharge a CEW against a person in water where there is a danger of the person drowning due to incapacitation from the CEW, unless the officer has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;
(e) Do not discharge a CEW against a person operating a vehicle or machinery in motion, unless the officer has reasonable grounds to believe that the potential for death or grievous bodily harm is justified;
(f) Do not discharge more than one CEW simultaneously against a person, unless the officer has reasonable grounds to believe that the potential for death or grievous bodily harm is justified; and
(g) Avoid a person’s head, neck, or genitalia as target zones for discharge of the CEW.

(5) Ensure that Standards (1) to (4) above apply to discharges in any mode.

**CEW draw or display**

(6) Prohibit officers from drawing or displaying a CEW unless the officer is satisfied on reasonable grounds that the situation has some potential for bodily harm.
Policies and procedures

(7) Ensure policies and procedures are consistent with these *BC Provincial Policing Standards*. 
Definitions

“Conducted energy weapon” or “CEW” – a weapon that when discharged uses a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Approved CEW models

(1) Only the CEW models approved by the director of police services are used. The approved models are: TASER® X26 and TASER® X26P.

Policies and procedures

(2) Policies and procedures are developed governing CEWs prior to CEWs being used.

(3) Policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

“Administrative CEW download” – the process that occurs when technical data is downloaded from the conducted energy weapon (CEW). Download data includes date, time, and duration of the weapon’s discharge(s).

“CEW display” – the act of pointing, aiming or showing the CEW at or to a person, without discharging the CEW, for the purpose of generating compliance from a person.

“CEW probe cartridge” – an encasement that contains blast doors, probes, wires, AFIDs and other components that is attached to and required for probe deployment of a CEW. Cartridges vary in length of wire, probe type and distance probes will travel to embed in a person to deliver an electrical charge from the CEW.

“Conducted energy weapon” or “CEW” – a weapon designed to use a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Operational CEW discharge” – the act of firing a CEW in any mode against a person, whether intentional or not, and including when the CEW is discharged but malfunctions or is unsuccessful in reaching the intended person.

“Operational CEW download” – the process that occurs when technical data is downloaded from the CEW after an operational discharge of the CEW involving a subject. Operational CEW download data includes date, time, and duration of the weapon’s discharge(s).

“Use-of-force report” – the information that must be provided, in a provincially-approved format, when an officer applies force against a person.
Standards

The chief constable, chief officer, or commissioner must:

CEW control processes

(1) Ensure an up to date inventory of all CEWs and CEW probe cartridges controlled or owned by the police force is maintained.

(2) Ensure secure storage of CEWs and CEW probe cartridges so that only person(s) authorized by the chief constable, chief officer, or commissioner have access to CEWs and CEW probe cartridges.

(3) Implement a documentation process for authorized officers to sign out and return CEWs and CEW probe cartridges, in a manner that ensures all CEWs and CEW probe cartridges can be tracked and accounted for by identifying: assigned officer; CEW unique identifier; number of CEW probe cartridges; and the date and time the CEW and CEW probe cartridges were signed out and returned. This applies to both personal issue CEWs and CEWs available for shared use by any authorized officer within the police force.

(4) Ensure that there is a person responsible at all times for the control process referred to in Standard (3) above.

Post CEW discharge requirements

(5) Ensure that, after an operational CEW discharge:

(a) The CEW is removed from service;
(b) An operational CEW download is conducted;
(c) A copy of the operational CEW download report is linked to the officer’s use-of-force report; and
(d) If serious injury or death occurred proximate to the discharge, the CEW is not returned to service until it is tested, and repaired and retested if required (see BCPPS 1.3.5 CEW Testing).

Monitoring and review

(6) Designate a person responsible for internal CEW incident monitoring that would include being responsible for:

(a) Ensuring that, for every operational CEW download report there is a corresponding use-of-force report and vice versa; and
(b) Accounting for any discrepancies between the operational CEW download report and the use-of-force report.
(7) Ensure that an administrative CEW download is conducted for each CEW at least annually and a record of the download data is maintained on file.

(8) Conduct an internal review of CEW controls and the use of CEWs by police officers in the police force to determine compliance with the BC Provincial Policing Standards and the police force’s policies and procedures, and to identify potential training or policy development issues, at least quarterly. At minimum, the review should examine and document, both at the officer level and for the police force overall:

(a) The circumstances and manner in which CEWs are being used (e.g., imminent bodily harm threshold, number and duration of cycles); and
(b) The reporting of CEW use by police officers.

**Reporting**

(9) Submit annually a written report to the Minister of Public Safety and Solicitor General and the board that must include:

(a) Aggregate counts of CEW displays and operational discharges; and
(b) A summary of the quarterly reviews conducted as per Standard 8 above.

**Policies and procedures**

(10) Ensure policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

“Conducted energy weapon” or “CEW” - a weapon that when discharged uses a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Operational CEW discharge” – the act of firing a CEW in any mode against a person, whether intentional or not, and including when the CEW is discharged but malfunctions or is unsuccessful in reaching the intended person.

Standards

The chief constable, chief officer, or commissioner must:

Automated external defibrillators (AEDs)

(1) Ensure that, for a rural police force that provides policing to a jurisdiction of less than 5,000 population, CEW operators who have been assigned a CEW while on-duty must also be equipped with an AED that is to be carried in their police vehicle.

(2) Ensure that, for an urban police force that provides policing to a municipality of greater than 5,000 population, all on-road patrol supervisors must be equipped with AEDs that are to be carried in their police vehicles.

(3) Ensure that all officers who are authorized to use an AED receive and maintain training in accordance with Emergency and Health Services Commission consent requirements for police use of an AED.

Requests for medical assistance

(4) Ensure that, if an officer uses an AED on a person, emergency medical assistance, either from paramedics or a hospital, is sought as soon as possible.
(5) Ensure that officers request paramedic attendance at all medically high-risk incidents before discharge of the CEW or, if that is not feasible, as soon as possible thereafter. Medically high-risk incidents include when a CEW is discharged in:

(a) Probe mode across the person’s chest;
(b) Probe mode for longer than five seconds; or
(c) Any mode against:
   (i) An emotionally disturbed person,
   (ii) An elderly person,
   (iii) A person who the officer has reason to believe is pregnant,
   (iv) A child, or
   (v) A person who the officer has reason to believe has a medical condition (e.g., heart disease, implanted pacemaker or defibrillator).

Policies and procedures

(6) Ensure policies and procedures are consistent with these BC Provincial Policing Standards.
### Definitions

**“Conducted Energy Weapon” or “CEW”** - a weapon that when discharged uses a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

**“Monophasic charge”** – the maximum of the absolute values of A and B, where A= the integral of all positive current in a pulse, and B= the integral of all negative current in a pulse.

**“Net charge”** – the integral of the value of the current waveform for a specified portion of the pulse.

**“Officer”** – a constable appointed under the *Police Act* or an enforcement officer appointed under s. 18.1 of the *Police Act*.

**“Peak current”** – the peak of the current waveform for the pulse.

**“Pulse repetition rate”** – for an interval which contains N pulses, the pulse repetition rate is (N-1) divided by the time from the first to last pulse.

**“Peak voltage”** – the peak of the voltage waveform for the pulse.

**“Professional engineer”** – a person who is registered or licensed to practice as a professional engineer under the *Engineers and Geoscientists Act of British Columbia*, or the appropriate Act of another province, with training or experience in electrical engineering and who carries out and accepts responsibility for professional activities involving the practice of professional engineering.

**“Pulse duration”** – the time between the points at which the voltage waveform crosses through a specified start point voltage to a specified end point voltage.

### Standards

**CEW testing**

The chief constable, chief officer, or commissioner must:
(1) Ensure that each CEW in use by the police force is tested in accordance with the following schedule:
   (a) Two years after the CEW was acquired;
   (b) Every year thereafter; and
   (c) Immediately after a CEW is used in an incident where either serious injury or death occurs proximate to its use.

(2) Ensure that:
   (a) Testing is conducted in accordance with the protocols described in the Test Procedure for Conducted Energy Weapons Version 2.0, attached to this Standard as Appendix “A”;
   (b) Testing is conducted independent of the manufacturer; and
   (c) The test procedure has been verified to meet the Test Procedure for Conducted Energy Weapons by a professional engineer.

(3) Ensure that if, after testing, a CEW does not meet all the following specifications, the CEW is either destroyed, or repaired and retested, before being put back into service. The CEW must:
   (a) Not have a monophasic charge higher than 180 µC for any individual pulse; and
   (b) Meet the manufacturer’s specifications for the following:
      (i) Pulse repetition rate,
      (ii) Peak voltage,
      (iii) Peak current,
      (iv) Net charge, and
      (v) Pulse duration.

Records

(4) Ensure that, for each CEW in use in the police force, a record of testing is maintained showing:
   (a) The dates testing occurred; and
   (b) The results.

Policies and procedures

(5) Ensure policies and procedures are consistent with these BC Provincial Policing Standards.
Appendix “A” for BCPPS 1.3.5 – CEW Testing

Test Procedures for Conducted Energy Weapons

Version 2.0

2017 / 02 / 17
Test Procedure
for
Conducted Energy Weapons

Version 2.0
2017/02/17
Contents

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Test Procedure for Conducted Energy Weapons

0.0 Disclaimer

The persons referred to as “Authors” herein include the following list of individuals and their organizations: Andy Adler (Carleton University), Dave Dawson (Carleton University, and Ian Sinclair (MPB Technologies). The term “implementers” includes all individuals and organizations which choose to implement any or all of the recommendations in this paper.

0.1 Limited Purpose

The Authors prepared this paper for a readership limited to test personnel and their employer organizations (“Readers”). The purpose of the paper is to assist the Readers by providing a set of recommendations intended to allow Readers to carry out tests on Conducted Energy Weapons (“CEWs”) in a controlled and repeatable manner across jurisdictions. The consistent application of the recommendations may enable Readers to establish that they have followed consistent procedures to determine that their CEWs are performing within specification at time of test. The consistent application of the recommendations may also enable the collection of uniform data to allow future assessment of any trends in performance.

0.2 No Warranty

This paper is provided on the terms “As Is, Where Is”, and the Authors give no warranty or representation of any kind whatsoever as to the appropriate policies for the use of, nor the safety of the use of CEWs. The Authors expressly disclaim all express or implied warranties relating to the contents of the paper. The Authors give no warranty or representation of any kind whatsoever that the recommendations contained in this report are comprehensive. The Authors give no warranty or representation of any kind whatsoever that the recommendations are up to date beyond the date on which the paper is published.

0.3 Working Paper Only

This paper is a “working paper” meaning that it reflects the knowledge of the Authors relating to the procedures for testing of CEWs as at the time the paper is written, without any commitment to update or revise the paper.

0.4 Implementer Responsibility

The Implementer acknowledges and agrees that it is possible and probable that new developments will give rise to a need for new testing limits and it is incumbent upon the Implementer to ensure that he/she understands that the paper is up to date to the knowledge of the Authors, only to the time it is written. The Implementer understands and accepts exclusive liability for the decision to rely on the paper and the decision to implement some or all of the recommendations.

0.5 Implementer Indemnifies Authors

THE IMPLEMENTER SHALL INDEMNIFY AND SAVE THE AUTHORS HARMLESS FROM AND AGAINST ANY CLAIMS, LIABILITY OR COST (INCLUDING LEGAL COSTS) TO WHICH THE AUTHORS MAY BE SUBJECT OR THAT MAY BE BROUGHT AGAINST THE AUTHORS BY REASON OF THE IMPLEMENTER’S DECISION TO IMPLEMENT ANY OR ALL OF THE RECOMMENDATIONS IN THE PAPER.
1.0 Foreword

Several studies including the Braidwood Commission report\(^4\), the Report of the Standing Committee on Public Safety and National Security of the Conducted Energy Weapon\(^6\), the report of the Commission for Public Complaints against the RCMP\(^7\) and other provincial reports and coroners’ recommendations have discussed the need for reliable uniform testing of Conducted Energy Weapons (CEWs) independent of the manufacturer.

This Test Procedure will enable organizations across Canada to test CEWs in a reliable, repeatable manner to determine whether they are operating within manufacturer’s specifications. Test results so obtained will be usable in various ways.

- The CEW inventory of a given police service can be tested on acceptance and regularly thereafter to ensure all issued weapons are functioning as intended.

- Any CEW involved in an incident resulting in personal injury will be able to be tested after the incident to reliably determine its operating parameters.

- All data collected from weapons tests across Canada will be known to be reliable and comparable. As a result, new data will be able to be added to the growing body of knowledge concerning CEW operation over time so that future research may be able to determine trends in age or other factor related changes in performance

This document contains a set of recommendations for measurement of the performance characteristics of conducted energy weapons. It represents the opinions of its authors (Section 8.0), a group of subject matter experts who have been involved in research on or testing of CEWs, and is subject to the disclaimer presented in 0.0.

None of the authors has any financial or personal interest in TASER International or any other CEW manufacturer. Several of the authors have discussed weapons testing with staff from TASER International.

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It is available online via: http://dx.doi.org/10.22215/cewtwp2017
https://curve.carleton.ca/CEWCollection/CEWTest-Procedure-2017-ver2.0.html
2.0 Introduction

2.1 Purpose

The CEW Test Procedure:

- Establishes a methodology by which testing facilities and personnel across Canada will be able to test CEWs and determine whether they are operating within manufacturers' specifications,

- Defines data collection requirements so that data collected during the testing of any CEW in Canada may be used in forensic analysis of that weapon and may also be added to a central data base for future research and data mining programs,

2.2 Scope

This Test Procedure is meant for use with Conducted Energy Weapons that have the following characteristics:

- They are hand held
- They use a pulse or pulse train to deliver electrical energy to the target
- They are meant to function by causing temporary human electro-muscular incapacitation

2.3 Revision Log

<table>
<thead>
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<th>Date</th>
<th>Modifications</th>
</tr>
</thead>
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<td>2010-07-08</td>
<td>Initial Release</td>
</tr>
<tr>
<td>1.1</td>
<td>2010-07-31</td>
<td>Added monophasic charge parameter</td>
</tr>
<tr>
<td>2.0</td>
<td>2017-02-17</td>
<td>Addition of X2 and X26P in new Appendix C. Section 3.3: Altered sampling rate, trigger settings. Section 3.8: Added requirement for gap for X2 testing Added Section 3.9 Bibliography Clarified definition of Net Charge for different units.</td>
</tr>
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2.3 Definitions

Pulse  A short discharge of electrical energy
Peak Voltage  Peak of the voltage waveform for the pulse
Peak Current  Peak of the current waveform for the pulse
Net Charge  The integral of the value of the current waveform for a specified portion of the pulse
Monophasic Charge  The maximum of the absolute values of A and B, where  
A = the integral of all positive current in a pulse, and  
B = the integral of all negative current in a pulse.
Total Charge  The integral of the absolute value of the current waveform for the full pulse duration
Burst Length  Time from the first pulse to the last pulse for a single firing of the CEW
Pulse Duration  The time between the sample points at which the voltage waveform crosses through a specified start point voltage to a specified end point voltage.

Pulse Repetition Rate  For an interval which contains N pulses, the Pulse Repetition Rate is (N-1) divided by the time from the first to last pulse.

Detailed descriptions and values for these parameters are included in the appendices for specific models of CEW.
3.0 Test Equipment

3.1 Introduction
The equipment required for the electrical testing is listed in this section.

3.2 Calibration
All test equipment must be calibrated yearly to national standards.

3.3 Data Acquisition and Storage System
- Minimum resolution of 1% of the maximum specified voltage (Section 10 of Appendices)
- Minimum bandwidth of 10 MHz and sampling rate of 5 MSamples/s or sufficient to achieve at least 1% maximum voltage sampling error as per good engineering practice.
- Anti-aliasing low pass filter (5 MHz) in accordance with good engineering practice
- Minimum 8 bit digitization of stored sample data
- Sufficient storage capacity to record all pulses
- Adequate pretrigger interval if pulse triggering is used
- The data acquisition system shall either: 1) capture the entire data stream, or 2) have a trigger setting to capture all pulses which exceed ± 50 V amplitude.

3.4 Voltage Probe
- Voltage reduction probe (e.g. 1000:1)
- Minimum 10kV rating

AND/OR

3.5 Current Probe
- Suitable for ranges to 30 A

3.6 Resistive Load
- Pure resistance (low reactance, non-inductive) at 100 kHz.
  - Note: wire wound resistors are not generally acceptable.
- 10 W power rating
- Value specified in appendices for specific models of CEW.

3.7 Connecting wires
- Should be as large a gauge as practical in order to minimize impedance
- Should be kept as short as possible

3.8 Mounting Jig
- A jig or other mounting method is required to stabilize the weapon and allow hands-off operation during test. It will typically employ a spent cartridge. (Note 1)

- The mounting jig is required to have a spark gap equivalent to the tested scenario.
- For M26/X26E/X26P cartridges, the spark gap is part of the cartridge.
- For the X2, the spark gap is external to the cartridge and is normally provided by the distance to the wires. A suitable gap should be part of the jig for the X2.
3.9 Insulating Surface
   • The test set up should be mounted on an insulating surface to ensure protection of the test staff from electrical discharge.

Note 1: A mechanical/electrical system equivalent to a spent cartridge may be used. If so, it must include a housing designed to firmly hold the weapon and expose it to equivalent electrical connections and spark gap as would be seen with a spent cartridge.

4.0 General Procedure

4.1 Initial Inspection

Carry out a visual inspection of the weapon prior to testing. If there are obvious physical deficiencies such as poor fitting of the battery pack or safety and trigger switches, do not proceed with the electrical testing.

4.2 Measurement

Acquire and store relevant data from full bursts except where noted. Obtain quantitative data on:
   • Peak Voltage (measured directly or calculated by measuring the peak current and multiplying by the load resistance)
   • Peak Current (measured directly or calculated by measuring the peak voltage and dividing by the load resistance).
   • Net Charge (derived from the current pulse; the portion of the pulse over which Net Charge is calculated is specific to the CEW under test; see the relevant appendix.)
   • Total Charge
   • Monophasic Charge
   • Pulse Duration
   • Pulse Repetition Rate.

4.3 Analysis

Determine if the CEW is In Tolerance or Out of Tolerance by comparison of measured values with specifications.

5.0 Specific Procedure

5.1 Introduction

This procedure gives test set up, conduct and analysis methodology. Detailed test equipment operating procedures have not been provided, but have been described elsewhere. Good engineering practice, proper laboratory processes and familiarity with laboratory measurement equipment is expected. Detailed quantitative data for determining compliance with manufacturer’s specifications are given in the appendices for specific models of CEW.
5.2 Initial Inspection

Prior to beginning testing, record the following
- Manufacturer of the test weapon
- Model number and Serial number
- Battery model and serial number (if available without opening unit under test)
- Battery capacity (if available without opening unit under test)
- Software version installed (if available without opening unit under test)
- Temperature, humidity and atmospheric pressure of the test environment

**CAUTION**: High voltages will be present during the test. Exercise caution in the layout of the equipment and conduct of the test to avoid exposure to the high voltage.

5.3 Measurement

5.3.1 Setup

- Set up the test equipment on the insulating surface.
- Select a sampling rate on the Data Acquisition System of 5 MSamples/s or greater.
- Connect the probe(s) to the test apparatus:
  - connect the high voltage probe across the test load.
  - place the current probe around the appropriate lead from the weapon to the load.
- Connect the probe leads to the Data Acquisition System
- Prepare the weapon for test by stabilizing it with a spent cartridge. (Note 1, Note 2)
- Set up the weapon in the test jig or similar apparatus to allow hands-off support.
5.3.2 Test

- Connect the weapon across the test load. (Note 3)
- Pull the trigger on the weapon to initiate the burst.
- Allow the weapon to fire for the full duration of the burst.
- Verify that all data has been acquired and stored.
- Fire the weapon two more times and record the data. (Note 4)
- Verify data has been acquired and stored.
- Identify the data records with the serial number of the weapon under test.

**Note 2:** Repeated use of the spent cartridge will result in build up of deposits due to arcing. Inspect and clean the cartridge regularly.

**Note 3:** We consider the test loads recommended by TASER International (600 Ohm for the X26/X26P/X2 and 500 Ohm for the M26) to be an adequate model of the impedance load of the body. These CEWs behave largely as a current source and have relatively little variation in charge with load. Savard et al\(^{11}\), found a variation of approximately 25% from the average current across loads below 1000 Ohm. Such variation may be accounted for by the safety factor

**Note 4:** The full procedure with three weapon firings is meant to collect additional data for future data mining. This should be used for acceptance testing and regularly scheduled maintenance testing. For users wishing to conduct daily testing, only two firings are required in order to determine weapon compliance with manufacturer’s specifications.

6.0 Data Analysis

6.1 Data Analysis Software

Tests may be run most efficiently with data analysis software. (Note 5)

6.2 Parameters averaged over the last second of the burst

The software will determine the following from pulses that fit into the last second of the burst during the first firing of the weapon:

- Pulse Repetition Rate

6.3 Parameters averaged over the last 8 pulses

The analysis software will also determine the following by averaging data from the last 8 pulses recorded for the second firing of the weapon:

- Peak Voltage
- Peak Current
- Net Charge (Note 6)
- Pulse Duration
6.4 CEW status as per manufacturer specifications

All of the previous five values are required in order to determine whether operation of the weapon is within manufacturer's specifications. Compare the output of the analysis software with the manufacturer's specifications given in the appendix. Determine for each of the parameters whether the weapon's performance was,

- Above Tolerance
- In Tolerance
- Below Tolerance

6.5 Within Specification

If all five parameters are In Tolerance, then the weapon may be reported as having performed within manufacturer's specifications. (Note 7)

6.6 Charge Measurements

The analysis software will determine the following for each pulse in each of the three firings of the weapon:

- Monophasic Charge
- Total Charge

CEWs with Monophasic Charge for any individual pulse in excess of the value listed in the corresponding appendix should be declared Out of Tolerance (Note 8).

6.7 Parameter Statistics over the burst

The software should calculate and store, for each of the seven parameters listed (Pulse Repetition Rate, Peak Voltage, Peak Current, Net Charge, Pulse Duration, Monophasic Charge and Total Charge) the value for each pulse for each firing.

In addition, the maximum, minimum and average of each parameter for all pulses in each of the three firings should be calculated and stored. Note that the average pulse repetition rate is the pulse repetition rate for the burst length, and not the average of the pulse repetition rates for each pulse in the burst.

Note 5: An implementation of the analysis software has been created by Carleton University. This software may be used in the analysis of the stored data. It is available under an open-source license (Adler et al, 2011).

Note 6: The appropriate period over which Net charge is calculated varies with CEW model. For clarity, this document provides specific terminology for each calculation. For the M26, the Strike Phase Net Charge is used; for the X26/X26E, the Main Phase Net Charge is used; for the X26P/X2, the Full Pulse Net Charge is used. See the corresponding appendices for details.

Note 7: If a weapon performs out of tolerance, replacement of the batteries or Digital Power Module may bring the weapon to within expected performance. Note that for some weapons, introduction of a new DPM may introduce new operating software, which will create an
essentially new configuration for the weapon. This procedure should only be carried out if prior agreement on this policy has been established with the owner of the weapon and, in any event, a complete test series should be repeated on the new weapon/power system combination and reported as a separate test with a separate test report.

**Note 8:** There is no specification which applies exactly to the waveforms of complex CEW discharges. In our opinion, the most relevant specification is that of IEC TS 60479 Part 2 (Section 11) which considers the “effects of unidirectional single impulse currents of short durations” (0.1 ms and above). This section of the specification defines curves based on the "probability of fibrillation risk for current flowing through the body from the left hand to both feet". We base our calculation on the "C1 curve" which is defined as "no risk of fibrillation". For a 0.1 ms pulse, this is equivalent to a 710 µC charge. To account for differences in body size and placement of stimulation electrodes, we recommend an additional safety factor of four be imposed, so the maximum allowable value for any individual stimulating pulse would be the value listed in the corresponding appendix for specific models of CEW. Since CEW waveforms are not unidirectional, two possible parameters may be compared to the IEC 60479-2 based threshold: 1) Total Charge, or 2) Monophasic Charge. Total Charge is a more conservative measure, however, Monophasic Charge may be justified based on physiological models such as Reilly et al\(^\text{10}\). Based on our understanding of the current literature, Monophasic Charge is the appropriate measure\(^2\).
7.0 Sample Report Format

7.1 Report Format

The following report format is presented as a sample which shows all of the relevant information collected during testing. Comments in Line 7 could include, for example, notes on the operation of the CEW display or on its general appearance or on obvious discrepancies in the operation of the device itself.

<table>
<thead>
<tr>
<th>Conducted Energy Weapon Test Report</th>
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<tbody>
<tr>
<td>Weapon: (mfr and model)</td>
<td>Serial Number:</td>
</tr>
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<td>Police Service:</td>
<td>Police Officer:</td>
</tr>
<tr>
<td>Test Service:</td>
<td>Tester:</td>
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</tbody>
</table>

| Visual Inspection                   | Case □ Battery □ Electrodes □ |
| Data Download Performed            | □ |
| Comments                            | |
| Software Version                   | |
| Battery Charge                      | |
| Battery Model and Serial            | |
| Temperature                         | |
| Humidity                            | |
| Atmospheric Pressure                | |

<table>
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<tr>
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<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Peak Voltage (V)</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peak Current (A)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net Charge (μC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse Duration (μs)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pulse Rep Rate (P/s)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Monophasic Charge (μC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Charge (μC)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burst Length (s)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Within Specifications: Yes □ / No □

Note: The “Net Charge” definition for the weapon under test should be used (Note 6).

7.2 Data Protection

If an electronic report is used, care should be taken to electronically protect the data from corruption. Digital signatures or encryption may be employed.
8.0 Acknowledgements

This Test Procedure was developed as a result of an initiative spearheaded by Carleton University, Systems and Computer Engineering who organized workshops on the topic of CEWs with partial funding from Public Safety Canada and the Canadian Police Research Centre (CPRC). These workshops brought together a wide range of participants with experience in the field to discuss concerns around the use of these weapons and to develop suggestions for a way forward.

The group which put together this version of this document included the following participants:

Dr. Andy Adler, Carleton University

Mr. Dave Dawson, Carleton University

Dr. Ian Sinclair, MPB Technologies (with thanks also for the contents of Appendices A and B which were based on his publications of Test Concepts for the TASER M26 and X26)

The previous version of this document (version 1.1, 2010-07-31) included the following participants:

Mr. Ron Evans, Datrend Systems Inc.

Mr. Laurin Garland, Vernac Ltd.

Mr. Mark Miller, Datrend Systems Inc.
9.0 Bibliography


8 DP Dawson, Y Maimaitijiang, A Adler. "Development of a Performance Calibration System for X-26 TASERs". International Workshop on Medical Measurement and Applications (MeMeA), Ottawa, Apr 30 – May 1, 2010

9 IEC/TS 60479-2:2007, "Effects of current on human beings and livestock – Part 2: Special Effects", Figure 20, “Threshold of ventricular fibrillation”.


Appendix A
Detailed Specifications
TASER M26

A.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER M26. The parameters of interest are based on

A.2 Pulse Waveform

The TASER M26 pulse consists of a damped oscillation with a 17 $\mu$s time constant. The initial half sinusoid is known as the "Strike Phase" as shown in Figure A1. The pulses are delivered in a burst as shown in Figure A2. The burst consists of about 75 pulses over 5 seconds, at the rate of 15 pulses per second if an alkaline battery is used. The burst has 100 pulses at the rate of 20 pulses per second if a NiMH battery is used.

![Figure A1: Pulse, consisting of Strike Phase and Decay Phase](image)

![Figure A2: Burst of approximately 75 or 100 Pulses](image)
### A.3 Parameters of Interest

Information is derived primarily from the Strike Phase, since this is the pulse that captures the motor neuron. It is 10 µs long, and delivers about 100 µC of charge in a single direction, whereas the remainder of the pulse delivers about 100 µC spread over 40 µs in alternating negative and positive directions.

Some plots show the Strike Phase above the axis, some show it below the axis (Figure A3). This is merely a question of how the load is connected to the scope. Either orientation of the pulse shows the same thing.

![Graphs showing voltage and current for M26 pulses](image)

**FIGURE A3: M26 PULSE INVERSIONS**

Parameters of individual M26 pulses will be calculated as shown in Figure A4 to Figure A8. These describe, respectively,

- peak voltage (strike phase)
- peak current (strike phase)
- net charge (strike phase)
- pulse duration (full pulse),
- pulse repetition rate
- Monophasic Charge
- Total Charge

For the M26, the *Net Charge* is to be calculated over the *Strike Phase*. This parameter is also known as the *Strike Phase Net Charge*. (See Section A.5.)
A.4 Peak Voltage and Peak Current

**FIGURE A4: M26 PEAK STRIKE PHASE VOLTAGE AND CURRENT**
A.5 Net Charge (Strike Phase Net Charge)

Start when pulse increases to 150V / 500Ω = 300 mA

Finish at first zero crossing

Net Charge for M26 Absolute value of area under the current curve of the Strike Phase

Current (A)  
Time (t)

FIGURE A5: M26 STRIKE PHASE NET CHARGE

Charge unit Coulombs = Amps × seconds

A. 6 Pulse Duration

Start at initial crossing of ±150 V

Finish when pulse decreases to 225V = 500Ω × 450 mA to avoid 20 μs tail close to zero.

Voltage (V)  
Time (t)

FIGURE A6: M26 FULL PULSE DURATION
A.7 Pulse Repetition Rate

FIGURE A7: M26 PULSE REPETITION RATE
A.8 Monophasic Charge and Total Charge

**FIGURE A8: M26 MONOPHASIC CHARGE**

- **A** = integral of positive current in pulse waveform
- **B** = integral of negative current in pulse waveform

Monophasic Charge: Maximum of absolute values of **A** and **B**

Total Charge: Sum of absolute values of **A** and **B**
A.9 Specifications

Advanced TASER™ M26 Electronic Control Device Specification Version 2.0, 2009-02-06 contains the following electrical specifications.

TABLE A1: TASER M26 SPECIFICATIONS AS PER TI

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waveform</td>
<td>Damped oscillation</td>
</tr>
<tr>
<td>Peak loaded voltage</td>
<td>6,900 to 9,400 V</td>
</tr>
<tr>
<td>Strike Phase Net Charge</td>
<td>70 to 120 µC</td>
</tr>
<tr>
<td>Pulse duration</td>
<td>32 to 60 µs</td>
</tr>
<tr>
<td>Pulse rate (NiMH rechargeable cells)</td>
<td>15 to 26 pulses per second</td>
</tr>
<tr>
<td>Pulse rate (alkaline cells)</td>
<td>11.25 to 19.5 pulses per second</td>
</tr>
</tbody>
</table>

Two other specifications, Strike Phase Duration and Full Pulse Net Charge are also listed in the specification, but are not included here. The values listed are taken to be sufficient for the purpose of characterizing a device.

The TI specifications call the beginning of the pulse the “Main Phase”. For the purpose of this testing and reporting, this nomenclature has been changed to “Strike Phase” in order to avoid confusion with the Main Phase of the X26 pulse.

The “Strike Phase” is both the arc-creating and current-delivering phase in the M26; the remainder of the pulse could be termed the “Decay Phase”, as it represents the pulse decay in the form of a damped sinusoid.

It is noted in the TASER documentation in part as follows:

- output specifications were derived from a 500 Ω resistive load
- output specifications may vary depending on temperature, battery charge, and load characteristics.
- Pulse rate specifications at room temperature. Temperatures below 32 F (0 C) can significantly reduce the pulse rate.

---

A.10 Test Details

These test details are required in order to determine whether the init under test is operating within manufacturer's specifications. Additional test data such as maximum, minimum and average for each parameter from all pulses over all three firings should also be reported.

**TABLE A2: TASER M26 SPECIFICATIONS WITH TEST CONDITIONS**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Condition</th>
<th>Spec into 500 Ω Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peak Voltage</td>
<td>Peak of absolute value of voltage, on a pulse averaged over the last eight pulses</td>
<td>6900 – 9400 V</td>
</tr>
<tr>
<td>Peak Current</td>
<td>Peak of absolute value of current, on a pulse averaged over the last eight pulses</td>
<td>13.8 – 18.8 A</td>
</tr>
<tr>
<td>Net Charge (Strike Phase Net Charge)</td>
<td>Area under Strike Phase current vs time curve, on a pulse averaged over the last eight pulses</td>
<td>70 – 120 µC</td>
</tr>
<tr>
<td>Pulse Duration</td>
<td>Between initial point of waveform(^1) and final point(^2), on a pulse averaged over the last eight pulses</td>
<td>32 – 60 µs</td>
</tr>
<tr>
<td>Pulse Repetition Rate</td>
<td>Average over last second of 1(^{st}) firing - Alkaline battery - NiMH battery</td>
<td>15 +5/-4 pulses/s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 +6/-5 pulses/s</td>
</tr>
<tr>
<td>Monophasic Charge(^{*}) (see Note 7 on Page 10))</td>
<td>The maximum of the absolute values of A and B, where A = the integral of all positive current in a pulse and B = the integral of all negative current in a pulse.</td>
<td>&lt; 180 µC</td>
</tr>
</tbody>
</table>

- TASER International TASER M26 Specifications have been applied.
- Load resistor is 500 Ω non-inductive high voltage pulse-tolerant
- Peak current specs calculated from peak voltage: e.g. 13.8 A = 6900 V/500 Ω
- Use expended cartridge for the tests; check contacts when changed to next test unit
  - Sparks jump across additional gaps when this part of the device is installed
  - This simulates the actual conditions of deployment
- Carry out tests on a non-conductive surface
- Minimum digitizer resolution 75 V (corresponding to 1% of the maximum specified peak voltage)
- Raw trace data to be retained to permit further post-test analysis.
- * Monophasic Charge is not part of TASER International Specifications

\(^1\) Initial point is first sample in the pulse where absolute voltage reaches 150 V with 500 Ω load
\(^2\) Final point is last sample in the pulse where absolute voltage drops below 225 V with 500 Ω load
A.11 Sample Test Data

Test data to be measured/calculated during a typical test are as follows:

### TABLE A3: TASER M26 CEW TEST OBSERVATION DETAILS

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Method of Measurement</th>
<th>Typical Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Number</td>
<td>Device label</td>
<td>M-26</td>
</tr>
<tr>
<td>Serial Number</td>
<td>Device label</td>
<td>P1-009601</td>
</tr>
<tr>
<td>Battery Status</td>
<td>Battery usage record. Power supply voltage</td>
<td>&lt; 25 discharges</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12 Vdc</td>
</tr>
<tr>
<td>Lab Temperature</td>
<td>Thermometer in the lab</td>
<td>26 C</td>
</tr>
<tr>
<td>Battery Version</td>
<td>Battery labels. Power supply description</td>
<td>Duracell Ultra</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fixed DC Supply</td>
</tr>
<tr>
<td>Load resistance</td>
<td>Multimeter</td>
<td>495 Ω</td>
</tr>
</tbody>
</table>

### TABLE A4: TASER M26 CEW OPERATING PARAMETERS, TYPICAL VALUES

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Method of Measurement</th>
<th>Typical Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peak Voltage</td>
<td>Maximum voltage out of all samples during Strike Phase.</td>
<td>7400 V</td>
</tr>
<tr>
<td>Peak Current</td>
<td>Maximum current out of all samples during Strike Phase.</td>
<td>15.2 A</td>
</tr>
<tr>
<td>Net Charge (Strike Phase Net Charge)</td>
<td>Current at each sample of the strike phase multiplied by the time between data samples, all samples then summed up.</td>
<td>105 μC</td>
</tr>
<tr>
<td>Pulse Duration</td>
<td>Time between crossing of initial and final thresholds of the full pulse</td>
<td>40 μs</td>
</tr>
<tr>
<td>Pulse Repetition Rate</td>
<td>Number of pulses during the burst minus 1 divided by the burst length.</td>
<td>14.5 pps</td>
</tr>
</tbody>
</table>

Note that TASER International also specifies Full Pulse Net Charge and Strike Phase Duration as parameters for the M26. It is believed that Strike Phase Charge and Full Pulse Duration are the more important parameters. This also maintains consistency with the parameters measured for the X26 model.
Appendix B
Detailed Specifications
TASER X26E
Appendix B
Detailed Specifications
TASER X26E

B.1 Introduction

This appendix gives details of the waveform, definitions and specifications for the parameters of interest for the TASER X26E. (The weapon previously labelled X26 was designated as the X26E when the X26P was introduced.)

B.2 Pulse Waveform

The TASER X26E pulse consists of an “Arc Phase” and a “Main Phase” as shown in Figure B1. The pulses are delivered in a burst consisting of approximately 95 pulses over 5 seconds, at the rate of 19 pulses per second, as shown in Figure B2.

FIGURE B1: PULSE, CONSISTING OF ARC PHASE AND MAIN PHASE

FIGURE B2: BURST OF APPROXIMATELY 95 PULSES
B.3 Parameters of Interest

Information is derived primarily from the main phase, where most of the pulse energy resides. The main phase delivers about 100 µC of charge, whereas the arc phase has only 10 µC. The purpose of the arc phase is to create an arc to allow efficient delivery of current during the main phase.

The arc phase has a faster rise time and a higher peak than seen on many oscilloscopes, because of integrating effects in voltage and current probes. For this reason, measurements of the peak voltage, peak current and charge of the arc phase may be in error.

Parameters of individual X26 pulses are calculated as shown in Figure B4 to Figure B8. These describe, respectively,

- peak voltage (main phase)
- peak current (main phase)
- net charge (main phase)
- pulse duration (full pulse),
- pulse repetition rate,
- Monophasic Charge
- Total Charge

For the X26/X26E, the Net Charge is to be calculated over the Main Phase. This parameter is also known as the Main Phase Net Charge. (See Section B.5.)
B.4 Peak Voltage and Peak Current

FIGURE B3: X26 PEAK MAIN PHASE VOLTAGE AND CURRENT
B.5 Net Charge (Main Phase Net Charge)

Start at departure of main phase above 0V (0 mA)

Finish when pulse decreases to 50V / 600Ω = 83 mA

Net Charge for X26E:
Area under the current curve of the Main Phase

Subtract the small area of the first dip below zero.

Charge unit Coulombs = Amps × seconds

FIGURE B4: X26 MAIN PHASE NET CHARGE

B.6 Pulse Duration

Start at initial crossing of ±50 V

Finish when pulse decreases to ±50 V

Pulse Duration (full pulse)

FIGURE B5: X26 PULSE DURATION
B.7 Pulse Repetition Rate

FIGURE B6: X26 PULSE REPETITION RATE
**B.8 Monophasic Charge and Total Charge**

**A = integral of positive Current in pulse waveform**

**B = integral of negative Current in pulse waveform**

**Monophasic Charge:**
Maximum of absolute values of A and B

**Total Charge:**
Sum of absolute values of A and B

**FIGURE B7: X26 MONOPHASIC CHARGE**
B.9 Specifications

TASER™ X26E Series Electronic Control Device Specification Version 2.0, 2009-02-06\(^1\) contains the following electrical specifications.

<table>
<thead>
<tr>
<th>Item</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waveform</td>
<td>Complex shaped pulse</td>
</tr>
<tr>
<td>Peak loaded voltage</td>
<td>1,400 to 2,520 V</td>
</tr>
<tr>
<td>Main Phase Net charge</td>
<td>80 to 125 µC</td>
</tr>
<tr>
<td>Pulse duration</td>
<td>105 to 155 µs</td>
</tr>
<tr>
<td>Pulse rate</td>
<td>16.5 to 20 pulses per second</td>
</tr>
</tbody>
</table>

It is noted in the TASER documentation as follows:

- output specifications were derived from a 600 Ω resistive load
- output specifications may vary depending on temperature, battery charge and load characteristics
- Pulse rate specifications are at room temperature. Temperatures below 32°F (0 C) can significantly reduce the pulse rate

\(^1\)Taser International, Taser Electronic Control Devices Electrical Characteristics – X26, 2009-02-01, Online: www.ecdlaw.info/outlines/EC_02-01-09_%20X26_Elec_Char.pdf
Principles for Standards for Police Service Dogs

The goal of the Provincial Standards for police service dogs is to have effective and accountable police service dog units, which minimize bites and injuries, without hindering the appropriate use of police service dogs to further public safety.

- **Police dogs are important policing tools and can be used for a variety of tasks.** They can be used for: searching and locating suspects; apprehending suspects; searching for evidence; protecting the handler; searching for missing people; controlling crowds; searching for drugs or explosives; and community relations and other demonstration events.

- **Police dogs are also intermediate weapons; police dogs bite.** One of the tasks of police dogs is to apprehend suspects by biting. Police dogs can bite either on command, or automatically in certain situations commensurate with their training, or sometimes even accidentally. The potential for a dog bite is inherent in every deployment, although not every deployment will result in a bite.

- **A police dog bite can cause injury.** Sometimes the injury can be substantial and serious.

- **The use of a dog, as with all other force options, must be proportional to the level of risk posed to the officer, the suspect and the community as a whole.** The need to locate or apprehend someone must always be balanced with the potential for a police dog bite and its likely resulting injury.

- **Police dog bites must be minimized as much as reasonably possible and must be proportional to the risk posed to the handler and to others.** Minimizing bites can take the form of determining not to deploy a dog at all if the circumstances are not serious enough (e.g. shoplifting, by-law offences), to adjusting handling techniques to limit the possibility of a bite (e.g., shortening leash; keeping visual contact; and recalling the dog) and removing the dog off a bite as soon as possible.

- **Police dogs must be well trained.** They require high levels of initial training, and continuous maintenance of their performance. Dogs must be able to perform at an appropriate level throughout the year, not just at annual testing. Training a dog to release the bite promptly on command is extremely important; this includes the ability to release the bite even if the person may still be struggling due to fear or pain.

- **Police dogs must always be under control of their handler, and the handler is always responsible for the behaviour of their dog.** This includes reasonably anticipating situations
where the dog may bite, even if unprovoked, and taking all reasonable actions to prevent such behaviour or circumstances (e.g., keeping distance; keeping dog on short leash; and visual contact). It is also acknowledged that, sometimes, despite appropriate training and handling, dogs may not perform perfectly every time.

- **There must be accountability for the use of police dogs.** This accountability includes deploying dogs only when appropriate and with care, providing prompt treatment if a bite occurs, detailed reporting and review of all bites, as well as maintaining data of the performance of individual dog-handler teams, as well as dog squads overall.
Definitions

“Bite” – a police dog’s use of mouth and teeth to grab or hold a person’s body or clothes.

“Director” – the director of police services, Ministry of Justice.

“Police dog equipment” – includes but is not limited to collars, leashes, crates, and harnesses.

“Police dog handler” – a police officer who is trained to handle police dogs.

Standards

The chief constable, chief officer, or commissioner may:

Permitted uses of a police dog

(1) Authorize the use of police dogs for the following purposes:
   (a) Tracking or searching for persons who may have committed, or be about to commit, an offence;
   (b) Apprehending persons by police dog bite or display;
   (c) Tracking or searching for missing or lost persons;
   (d) Searching for drugs;
   (e) Searching for explosives/firearms;
   (f) Searching for evidence;
   (g) Crowd control;
   (h) Community relations and other demonstration events; and
   (i) Other uses approved by the director.

The chief constable, chief officer, or commissioner must:

Police dog and handler training and qualifications

(2) Ensure that every police dog handler and their assigned police dog successfully complete a training course for police dog work and are qualified to perform the operational functions specifically authorized.
Responsibilities of the police dog handler

(3) Ensure that every police dog handler is required to keep their police dog under control at all times by commands and/or physical restrictions, or other relevant action.

(4) Require that police dog handlers take reasonable steps to ensure that the police dog does not bite when it would be reasonable to search for, locate, arrest or apprehend a person without a bite, including but not limited to:
   (a) Shortening the length of the leash;
   (b) Maintaining visual contact with their police dog; and
   (c) Recalling the police dog.

(5) Require that police dog handlers must deploy their dog on a leash, unless the environment/terrain or the risk involved would make this unreasonable.

(6) Require that police dog handlers must inspect all police dog equipment on a weekly basis to ensure it is in good working order, and replace any faulty equipment.

Policies and procedures

(7) Ensure all policies and procedures are consistent with these BC Provincial Policing Standards.

Annotation

Bite definition – this does not include bites in training on training equipment, such as a padded sleeve or suit.
Definitions

“Bite” – a police dog’s use of mouth and teeth to grab or hold a person’s body or clothes.

“Bodily harm” – any hurt or injury to a person that interferes with the health or comfort of the person and is more than merely transient or trifling in nature.

“Deployment” – a police dog performing an operational task.

“Exigent circumstances” – circumstances where a delay in taking action would result in danger to human life or safety or where action is necessary to prevent the continuation of an offence which threatens human life or safety.

“Handler-dog team” – a police officer who is trained to handle police dogs and the police dog assigned to that officer.

“Police dog handler” – a police officer who is trained to handle police dogs.

“Reasonable grounds” – includes both a subjective and an objective component, and means that the officer must personally believe that the decision or action is necessary, and in addition, the decision or action must be able to stand the test of whether an objective third person, who is acting reasonably—and is informed of the officer's training, experience and the factual circumstances known at the time—would also reach the same conclusion.

Standards

The chief constable, chief officer, or commissioner must:

Threshold and circumstances of using a police dog where a bite may occur

(1) Prohibit police dog handlers from permitting a police dog to bite a person, and prohibit dog handlers from permitting a police dog to continue to be deployed if it would reasonably be expected that the police dog would bite a person, unless:

    (a) The person is causing bodily harm to an officer, a third party or the police dog;
    (b) The police dog handler is satisfied, on reasonable grounds, that the person’s behaviour will imminently cause bodily harm to an officer, a third party, or the police dog; or
(c) The person is fleeing or hiding and there are reasonable grounds for their immediate apprehension by a police dog bite.

(2) In addition to Standard (1) above, require that police dog handlers consider the following prior to and during each deployment of a police dog, and conclude, on reasonable grounds, that the risk of a bite is justified:

(a) Whether there is lawful authority to arrest;
(b) That no lesser use of force would be appropriate or effective; and
(c) The totality of the circumstances, including, but not limited to:
   (i) The seriousness of the offence believed to have been committed or about to be committed;
   (ii) The potential risk to any person, including the person being apprehended;
   (iii) The identity of the person being apprehended, if known;
   (iv) Whether the person could be apprehended at a later time;
   (v) The age of the person being apprehended, in particular whether the person is reasonably believed to be a young person, or elderly;
   (vi) Whether there is a weapon involved;
   (vii) Whether the person being apprehended has a history of violence or has demonstrated violence or threatened violence; and
   (viii) Any injury likely to result from a police dog bite.

Warnings prior to a bite

(3) Require that police dog handlers give a loud verbal warning prior to permitting their dog to bite, unless such a warning would be impractical or place any one, including the police handler-dog team, at risk of bodily harm.

(4) Require that the warning described in Standard (3) above identifies the handler as a police officer with a police dog, and advises that the person may be bitten if they do not comply with police instructions.

Removing the dog from a bite

(5) Require that police dog handlers ensure that their police dog releases a bite as soon as reasonably possible.

(6) Require that police dog handlers consider the following when determining when it is reasonable to have a police dog release the bite:
   (a) That a person may struggle from pain or fear in response to a police dog bite;
   (b) That a person may not be able to remain completely passive, or may not be able to completely comply with police officer directions while being bitten; and
(c) That these behaviours, of struggling due to pain or fear or the inability to completely comply with directions due to pain or fear, on their own, are insufficient reasons to not have the police dog release the bite.

**Searching for a person for investigative purposes**

(7) Require that police dog handlers consider the totality of the circumstances prior to, and during each deployment of a police dog, and conclude, on reasonable grounds, that the use of a police dog to search for a person is justified. The totality of the circumstances includes, but is not limited to:

(a) The seriousness of the offence believed to have been committed or about to be committed;
(b) The potential risk to any person, including the person being apprehended;
(c) The identity of the person being apprehended, if known;
(d) Whether the person could be apprehended at a later time;
(e) The age of the person being apprehended, in particular whether the person is reasonably believed to be a young person, or elderly;
(f) Whether there is a weapon involved;
(g) Whether the person being apprehended has a history of violence or has demonstrated violence or threatened violence; and
(h) Any injury likely to result from a police dog bite.

(8) Require that, when searching for a person, police dog handlers take reasonable steps as specified in Standard 4 of *BCPPS 1.4.1 General Requirements*.

**Children**

(9) Prohibit police dog handlers from deploying their police dog to search for or apprehend a person, if the person is reasonably believed to be 12-years-old or younger, unless:

(a) The police dog handler has reasonable grounds to believe that the child poses an imminent risk of grievous bodily harm or death to any person, including themselves; or
(b) The child is a missing or lost person.

**Warnings prior to a search**

(10) Require that police dog handlers give a loud verbal warning prior to using their police dog to search for a person, unless there are exigent circumstances.

(11) Require that the warning described in Standard (10) above identifies the handler as a police officer with a police dog, and advises that the person may be bitten if they do not comply with police instructions.
(12) Require that police dog handlers, after providing a warning referred to in Standard (10) above, allow a reasonable time, based on the totality of the circumstances, for a person to show themselves.

Maintaining distance

(13) Require that police dog handlers keep their police dog a reasonable distance away from any person, including a person that has been apprehended.

Post-bite incident requirements

(14) Ensure, in every case of a police dog bite, that:

(a) Appropriate medical attention is immediately provided or offered;
(b) If the person who was bitten refuses medical treatment, that this refusal is documented;
(c) Any injuries are photographed, unless the person who was bitten refuses to have the injuries photographed;
(d) If the person who was bitten refuses to have the injuries photographed, that this refusal is documented;
(e) A supervisor attends the scene as soon as possible, unless it is unreasonable for the supervisor to attend due to distance, or other circumstances which make attendance impracticable; and
(f) If the person who was bitten is under 18 years of age, that the parent or guardian is notified.

Policies and procedures

(15) Ensure all policies and procedures are consistent with these *BC Provincial Policing Standards*

Annotations

*Bite definition* – this does not include bites in training on training equipment, such as a padded sleeve or suit.

*Deployment definition* – having a police dog present at an incident in case a dog may be needed, but where the dog does not perform an operational task, is not considered to be a deployment of a police dog.
Definitions

“Bite” – a police dog’s use of mouth and teeth to grab or hold a person’s body or clothes.

“Deployment” – a police dog performing an operational task.

“Director” – the director of police services, Ministry of Justice.

“Handler-dog team” – a police officer who is trained to handle police dogs and the police dog assigned to that officer.

“Police dog handler” – a police officer who is trained to handle police dogs.

“Use-of-force report” – the information that must be provided, in a provincially-approved format, when an officer applies force against a person.

Standards

The chief constable, chief officer, or commissioner must:

Post-bite reporting requirements

(1) Ensure, in every case of a police dog bite, that:

(a) The police dog handler completes a use-of-force report, if the bite was on a person who was a subject in the police incident, even if the bite was accidental;
(b) The police dog handler completes a detailed written report, if the bite was on a person who was not a subject in the police incident;
(c) Any report referred to in Standard (1a) and (1b) above is completed as soon as reasonably practicable after the bite occurred; and
(d) Any report referred to in Standard (1a) and (1b) includes:
   (i) The description of the incident;
   (ii) The rationale for deploying the police dog;
   (iii) Whether a warning was given;
   (iv) The location of the bite(s);
   (v) Detailed description of any injuries;
   (vi) Photos of the injuries, unless the person who was bitten refused to have the injuries photographed;
   (vii) Whether the police dog was commanded to bite; and
(viii) Whether the police dog was always within the police dog handler’s visual contact.

Data

(2) Ensure that the following data is maintained, in a form and manner approved by the director, both for each handler-dog team and for the police dog unit as a whole:

(a) The number of persons located or found or apprehended or arrested using a police dog;
(b) The number of persons, who were subjects at a police incident, who were bitten by a police dog, including accidental bites;
(c) The number of persons, who were not subjects at a police incident, who were bitten by a police dog, including accidental bites; and
(d) The number of deployments for each type of authorized use of a police dog listed in Standard 1 of BCPPS 1.4.1 General Requirements.

(3) Provide all reports and data annually, or more frequently as requested, to the director.

Review

(4) Ensure that a supervisor monitors the training and operational activities of handler-dog teams, and the reports and data of each handler-dog team, and the dog unit overall, in order to determine compliance with the BC Provincial Policing Standards and the police force’s policies and procedures, and to identify potential training issues.

(5) Ensure that a supervisor conducts a documented review of every bite, including the circumstances leading up to the bite and actions taken after the bite, to ascertain whether the actions taken in relation to the bite conform with BC Provincial Policing Standards, as well as the police force’s policies and procedures.

(6) Ensure that a supervisor is authorized to and takes appropriate action to address any non-compliance or deficiencies in training identified by the activities in Standards (4) and (5) above.

Policies and procedures

(7) Ensure all policies and procedures are consistent with these BC Provincial Policing Standards.

Annotations

Bite definition – this does not include bites in training on training equipment, such as a padded sleeve or suit.
**Deployment definition** – having a police dog present at an incident in case a dog may be needed, but where the dog does not perform an operational task, is not considered to be a deployment of a police dog.

**Bite reports** – these are to be completed as soon as reasonably practicable. In normal circumstances this would be within 48 hours of the bite. In exceptional circumstances, such as an in-custody death incident, a longer time period may be appropriate. Extensions are to be approved by the Chief Constable, Chief Officer, or Commissioner.
Definitions

“Director” – the director of police services, Ministry of Justice.

“Handler-dog team” – a police officer who is trained to handle police dogs and the police dog assigned to that officer.

“Police dog handler” – a police officer who is trained to handle police dogs.

Standards

The chief constable, chief officer, or commissioner must:

Annual testing

(1) Ensure that every police dog in use by the police force is tested in accordance with the following schedule:
   (a) Prior to a dog entering service; and
   (b) Annually thereafter.

(2) Ensure that testing of police dogs, other than sniffer/detector dogs trained and used only for the purposes of locating drugs or explosives/firearms, is conducted in accordance with the protocols described in the *BC Police Dog (General Duty) Testing Requirements* attached to this Standard as Appendix “A”.

(3) Ensure that a record of testing is maintained showing:
   (a) The dates testing occurred; and
   (b) The results of the testing.

Performance maintenance

(4) Ensure that weekly practice is conducted by every handler-dog team, except for police dog handlers on leave.

(5) Ensure that every handler-dog team continues to maintain the standard of performance required by the testing referred to in Standard (2) above, except for police dog handlers on leave.
(6) Ensure detailed records of weekly practice sessions are kept and maintained, in a form and manner approved by the director, including:

(a) The date;
(b) The identity of the dog and handler;
(c) The training exercises conducted;
(d) The performance and behavior of the dog; and
(e) Any aspects of performance that require attention.

Policies and procedures

(7) Ensure all policies and procedures are consistent with these *BC Provincial Policing Standards*.

Annotations

*Weekly maintenance* – does not require that it is always conducted under the organization and supervision of agency instructors/supervisors. Weekly practice includes the handler practicing on their own with their dog.
Appendix “A” for BCPPS 1.4.4 – Performance Testing and Maintenance

BC Police Dog (General Duty) Testing Requirements

Version 1.0

Effective: September 1, 2015
BC Police Dog (General Duty)
Testing Requirements

General Duty Police Dogs

In order to be deployed for duty in B.C., a police dog must successfully complete the testing for all the skills outlined below.

Testing is to be conducted by a person authorized by the chief constable, chief officer or commissioner. The tester must possess the necessary knowledge and skills and the ability to apply these objectively, as determined by the chief constable, chief officer or commissioner.

All skills modules must be successfully completed in order for a dog to become operational. If a dog fails to successfully complete any aspect of a module, the entire test for that module must be repeated (e.g., if one exercise in the obedience module is failed, the entire obedience module must be repeated successfully).

All testing results (successful and unsuccessful) must be documented, along with names of handlers and dogs, dates, times, location and comments.

During testing the dog must wear exactly the same equipment that the dog will be deployed with.

Skills Modules

Gun test

(1) Gun sure: At any time during the testing, a minimum of two gun shots are fired. The dog must demonstrate that they are under control (continue to obey commands of the handler) and not fearful (e.g., cowering; running away).

Obedience

(2) Heeling off leash, at various turns and speeds: The dog must follow and stay with the police dog handler without repeated commands or any physical assistance from the police dog handler. The dog must not interfere with the police dog handler.

(3) Down from running on hand signal: While the police dog handler is running with their heeling dog, the police dog handler gives a command—by hand signal only—for the dog to down and stay while the handler keeps running.

(4) Recall to police dog handler: From at least 20 metres away, the dog is recalled by the police dog handler.
(5) **Down on recall**: The dog is recalled from a minimum from 20 metres away. As the dog is running towards the police dog handler, and approximately halfway, the police dog handler commands the dog to **down**.

(6) **Long down**: The dog is left in a down for approximately five minutes. The police dog handler must be at least 10 metres away.

*Note: The exercises must be conducted with a variety of distractions to test the dog’s obedience in a variety of circumstances (e.g., other dogs and handlers training; balls being thrown; traffic; crowds).

*All obedience exercises are to be conducted off-leash. The exercises can be conducted in any order.*

**Criminal apprehension**

(7) **Bite under pressure and ‘out’**: The dog is sent off lead to bite a person who is holding a weapon (minimum 20 metres away), and is behaving aggressively. The dog must, without hesitation, bite the person. The person then fights aggressively with the dog including using stick threats. The dog must confidently maintain its grip. After the person stops fighting, the police dog handler verbally commands the dog to ‘out’ (let go or release) the bite without physical influence. The dog must promptly let go. The police dog handler can determine whether to leave their dog guarding the person after the ‘out’, or whether to recall the dog.

(8) **Call off**: The dog is sent off lead to bite a person (minimum 20 metres away) who has agitated/stimulated the dog before being released. The dog must immediately run to apprehend the person. The dog is called off when it is at least half way to the person (either by recall or down). The dog must not bite the person.

(9) **Bite and subsequent ‘out’ while person not completely passive**: The dog is sent off lead to bite a person (minimum 20 metres away). The dog should, without hesitation, bite the person. The person fights with the dog. The person then stops fighting the dog, but is not completely passive. There must be some movement by the person (e.g., the movement could be a simulation of what may reasonably occur in real life where a dog bites someone and, through fear or pain, the person cannot completely follow directions from the police dog handler to remain still). The police dog handler verbally commands the dog to ‘out’ (let go or release) the bite. The dog must promptly let go. The police dog handler can determine whether to leave their dog guarding the person after the ‘out,’ or whether to recall the dog.

(10) **Escort**: The police dog handler approaches and takes control of the situation, searches the person and with the dog, escorts the person away. The escort is to be conducted on lead.

*Note: Dogs that do not release on command without physical influence cannot pass testing. Dogs that bite the suspect in the call-off exercise cannot pass testing.*
Tracking

(11) Urban/suburban track: The dog must complete a practical track in daylight or darkness by successfully working a six-block unknown, unmarked track, at least 15 minutes old (depending on weather conditions), laid by one quarry in an urban/suburban environment. The track will include a minimum of:
   a) One cross track;
   b) Two turns (approximately 90 degrees);
   c) Short grass;
   d) Approximately 20 metres on hard surface (gravel or pavement);
   e) Two street crossings;
   f) Animal scent distraction; and
   g) Location of one track-related article.

Note: In order to pass, the dog must complete the entire track, as well as find and indicate one track-related article.

Evidence search

(12) Evidence search: The dog must search for, and locate, items of simulated evidence. This exercise is to be conducted in an urban or suburban environment of a reasonably large area (e.g., approximately 20 by 20 metres). A number of articles of different types and sizes (to be determined by the tester) are to be placed or hidden. After locating one article, the dog is directed to search again and find another article. After the dog has located and indicated at least three articles, the exercise can be terminated. The dog must search intensely, consistently and independently.

Building search/area search

(13) Building search: The dog must search for, and locate, a person who is hiding in a building. The handler-dog team is evaluated on the following: The dog must search intensely and independently, yet under direction from the handler. The dog must give a clear alert. The police dog handler must be able to direct the dog while maintaining relevant tactical principles.

(14) Area search: The dog must search for and locate a person who is hiding in an outside area (approximately 100 by 100 metres). The handler-dog team is evaluated on the following: The dog must search intensely and independently, yet under direction from the police dog handler. The dog must give a clear alert. The police dog handler must be able to direct the dog while maintaining relevant tactical principles.

Note: The dog must successfully complete both exercise 13 and 14 prior to or at initial testing, before entering service (performance must be documented). At annual re-testing only one of these two exercises (either 13-Building search OR 14-Area search) is required to be conducted.
Definitions

“Chokehold” – a physical-control technique that applies pressure to the front of the neck and trachea/windpipe and restricts a person’s ability to breathe.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Vascular neck restraint” – physical-control technique which applies compression of the vascular tissue along the lateral aspects of the neck, which results in temporary decreased cerebral blood flow, and may result in temporary loss of consciousness.

Standards

The chief constable, chief officer, or commissioner:

Vascular neck restraint

(1) Must ensure only officers trained and demonstrating proficiency in applying the vascular neck restraint (VNR) are authorized to apply this technique.

(2) Must ensure officers are requalified in applying the VNR according to the following schedule:

   a) If the police force permits the use of the vascular neck restraint in circumstances other than those where there are reasonable grounds to believe that lethal force is justified, each officer authorized to apply the vascular neck restraint must re-qualify every year, at a minimum, in applying this technique.

   b) If the police force only permits the use of the vascular neck restraint in circumstances where there are reasonable grounds to believe that lethal force is justified, each officer authorized to apply the vascular neck restraint must re-qualify every three years, at a minimum, in applying this technique.

(3) Must prohibit officers from the intentional use of chokeholds, unless the officer has reasonable grounds to believe that lethal force is justified.
Written records of training

(4) Must maintain written records of the training and requalification completed by each officer of the police force.

Policies and procedures

(5) Must ensure policies and procedures are consistent with these *BC Provincial Policing Standards*. 
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**Note:** 1.7.1 *Deleted and replaced by 1.7.2 effective February 27, 2020*
Definitions

"Director" – the director of police services referred to in section 39 (1) of the Police Act.

“Display” – the act of pointing, aiming or showing an intermediate weapon or a firearm at or to a person without discharging it, for the purpose of generating compliance from a person.

“Draw” – the act of un-holstering or removing an intermediate weapon or a firearm from the holster without discharging it, as a preparatory step so that it is ready for use should it become necessary (i.e., not used to generate compliance).

“Intermediate weapon” – a device intended or designed to be used as a weapon, but for which the normal use is not intended or likely to cause serious injury or death. Impact weapons, aerosols and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons.

“Intermediate weapon discharge/application” – the act of firing or applying an intermediate weapon against a person. This includes situations where the discharge was intentional or not, and situations where the intermediate weapon is discharged but malfunctions or is unsuccessful in reaching the intended person.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Physical control” – physical techniques used to control a person that do not involve the use of a weapon.

“Physical control-hard” – physical techniques that are intended to impede a person’s behaviour or to allow application of a control technique; and have a higher probability of causing injury. They may include empty hand strikes such as punches and kicks.

“Physical control-soft” – soft techniques are control oriented and have a lower probability of causing injury. They may include restraining techniques, joint locks and non-resistant handcuffing.

“Specialty munitions” – munitions that require specialized training and certification by officers and may include extended range impact munitions, impact rounds containing chemical agents,
breaching munitions, Noise Flash Diversionary Devices, and munitions designed specifically for crowd dispersal.

“Police dog bite” – a police dog’s use of mouth and teeth to grab or hold a person’s body or clothes.

“Use-of-force report” – the information that must be provided, in a provincially-approved format, when an officer applies force against a person.

“Vascular neck restraint” – physical control technique which applies compression of the vascular tissue along the lateral aspects of the neck, which results in temporary decreased cerebral blood flow, and may result in temporary loss of consciousness.

“Weapon of opportunity” – an ordinary object that in its regular use is not intended as a weapon, but in a specific encounter is at hand for improvised use as a weapon (e.g., flashlight).

**Standards**

The chief constable, chief officer, or commissioner must:

**Reportable use of force**

(1) Ensure that all the following uses of force on a person are reported:

   a) Use of physical control-soft, if an injury occurred to either the person or the officer from the application of that force;
   b) Use of physical control-hard;
   c) Vascular neck restraint;
   d) Intermediate weapon display or discharge/application;
   e) Firearm display or discharge;
   f) Police dog bites (intentional and unintentional);
   g) Use of specialty munitions; and
   h) Use of weapons of opportunity.

**Reporting format and timelines**

(2) Ensure that all uses of force as per Standard (1) above are to be recorded in a provincially-approved manner and format.

(3) Ensure that each use-of-force report is completed within 48 hours of the incident, unless there are exceptional circumstances that warrant an extension.

(4) Ensure that all use-of-force reports are linked to the relevant PRIME files.
Internal review of use-of-force reports

(5) Ensure that a supervisor or use-of-force instructor:
   a) ensures all use-of-force reports as per Standard (1) are completed fully; and
   b) reviews each use-of-force report for compliance with policy.

(6) Ensure that, if a use of force is considered to be not compliant with policy, that a report is submitted to the chief constable, chief officer, or commissioner, or their delegate.

Reporting of use of force resulting in injury or death

(7) In addition to Standards (1) to (6) above, ensure that any use of force by any police officer that results in death or injury to any person, is reported as required by s. 89 of the BC Police Act and the Memorandum of Understanding (MOU) respecting investigations between the Independent Investigations Office and Royal Canadian Mounted Police and Municipal Departments of BC and Transit Police and Stl’atl’imx Tribal Police.

Discharge of firearm by police officers not resulting in any injury or death

(8) Ensure any officer, who discharges a firearm while on duty and the discharge does not result in any injury or death, notifies their immediate supervisor of the discharge and the circumstances surrounding the discharge as soon as possible.

(9) Ensure that an officer is appointed to investigate the reason for the discharge and to submit a report to the chief constable, chief officer, or commanding officer, or their delegate.

Reporting excessive use of force

(10) Ensure that any officer who has reasonable grounds to believe that they have witnessed excessive use of force by another officer is to report the incident to a supervisor or senior officer as soon as reasonably practicable.

(11) If the incident referred to in Standard (10) above is not covered by Standard (7) above, ensure that an officer is appointed to investigate the incident and to submit a report to the chief constable, chief officer, or commanding officer, or their delegate.

Police agency monitoring of data trends

(12) Ensure that data trends regarding the following, at a minimum, are monitored by the police force:
   a) frequencies of different types of force being used;
   b) number of force reports submitted by individual officers;
   c) injury outcomes; and
d) other measures as may be determined by the director.

**Providing data to the director**

(13) Submit to the director at the end of each calendar year, and at anytime on the request of the director:

a) a report containing the information requested by the director about the use of force in the police force; and
b) a complete data set of all the use-of-force reports.

(14) Ensure that all data and information requests as per Standard (13) above, are completed within 90 days of the request being received.

**Policies and procedures**

(15) Ensure policies and procedures are consistent with these *BC Provincial Policing Standards*.

**Annotations:**

*Timeline for completion of use of force reports* – In normal circumstances these are to be completed within 48 hours of the incident. In exceptional circumstances, such as an in-custody death incident, a longer time period may be appropriate. Extensions are to be approved by the Chief Constable, Chief Officer, or Commissioner.
Definitions

"Director" – the director of police services, Ministry of Public Safety and Solicitor General.

“Intermediate weapon” – a device intended or designed to be used as a weapon, but for which the normal use is not intended or likely to cause serious injury or death. Impact weapons, aerosols and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

Standards

The chief constable, chief officer, or commissioner:

Approved use-of-force model

(1) Must ensure a use-of-force model approved by the director, as depicted in Appendix 1, is in use in the police force, which includes at least the following force options:

(a) Officer presence;
(b) Communication, including specifically incorporating and depicting crisis intervention and de-escalation techniques;
(c) Physical control;
(d) Intermediate weapons; and
(e) Lethal force.

Training, qualification, and requalification

(2) Must ensure each officer successfully completes a training course, qualifies, and thereafter requalifies on the use-of-force model and techniques.

Written records of training

(3) Must maintain written records of the use-of-force training and requalification courses completed by each officer of the police force.
Policies and procedures

(4) Must ensure the police force maintains written use-of-force policy and procedures.

(5) Must ensure the police force’s written use-of-force policy and procedures provide direction to officers on at least the following force options:
   a) Officer presence;
   b) Communication, including crisis intervention and de-escalation techniques;
   c) Physical control;
   d) Intermediate weapons; and
   e) Lethal force.

(6) Must ensure policies and procedures are consistent with these *BC Provincial Policing Standards*. 
National Use of Force Framework (NUFF) & Crisis-Intervention & De-escalation (CID)
Incident Management and Intervention Model (IMIM) & Crisis-Intervention & De-escalation (CID)
Definitions

“Board” – a municipal police board or a designated board, as defined in the Police Act.

"Certified constable" - an officer who:

(a) On or prior to April 1, 1977 was and has since that date been a continuous employee of a board by virtue of section 26 (3) of the Police Act;
(b) Was appointed under section 4.1, 18.1 or 26 of the Police Act and is certified by the director of the Police Academy to have:
   (i) Successfully completed the police recruit training program (blocks 1-4),
   (ii) Been exempted from blocks 1-3 of the police recruit training program and successfully completed block 4 of the police recruit training program.
(c) Is a member of the provincial police force who has served in the province for a minimum of two continuous years or more, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

“Director of police services” – the director of police services referred to in section 39 (1) of the Police Act.

“Director of the Police Academy” - the person employed to administer the Police Academy and to ensure that the training of recruits, qualified and certified constables is in compliance with the standards set by the director of police services.

"Field trainer" - a certified constable who is appointed by his/her chief constable or chief officer to supervise students of the police recruit training program during their practicum periods.

"Police Academy" - the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

"Police recruit training program" - periods of training at or under the auspices of the Police Academy during which students will acquire the knowledge, skills, experience and understanding to function as police officers. The police recruit training program is divided into 4 distinct blocks of training:
(a) The first and third are comprised of curriculum developed by the Police Academy in consultation with the police training advisory committee and in compliance with standards set by the director of police services;
(b) The second block is a practicum monitored by the director of the Police Academy or designate, during which the recruit works under the direct supervision of a field trainer; and
(c) The fourth block is a minimum 1 year field practicum requiring a satisfactory competency-based assessment of performance by the recruit’s supervisor and approved by the recruit’s chief constable or chief officer and training officer and certified by the director of the Police Academy.

"Police training advisory committee" – a committee co-chaired by the director of police services (or designate) and the director of the Police Academy (or designate) and comprised of police representatives, to advise on the training programs conducted by the Police Academy.

"Qualified constable" – an officer who:
(a) Was appointed under section 4.1, 18.1 or 26 of the Police Act and is certified by the director of the Police Academy to have
   (i) Successfully completed blocks 1, 2, and 3 of the recruit training program, or
   (ii) Been exempted from blocks 1, 2, and 3 of the recruit training program; or
(b) Was a member of the provincial police force who has served in the province for a minimum of 12 continuous months but less than 24 continuous months, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

“Training officer” – an officer who has been appointed by their chief constable or chief officer to administer the training obligations of the police force and attend meetings of the police training advisory committee.

Standards

Training – qualified constable

(1) The board must ensure that any officer it has appointed under section 4.1, 18.1 or 26 of the Police Act:
   (a) Attains the status of qualified constable within 18 months of their appointment, or;
   (b) Is granted an extension to the time limit under (a) from the director of the Police Academy, upon application by the chief constable or chief officer.
Training - certified constable

(2) The board must ensure that every qualified constable of the police force it governs:
   (a) Attains the status of certified constable prior to the third anniversary of their appointment under section 4.1, 18.1 or 26 of the Police Act; or
   (b) Is granted an extension to the time limit under (a) from the director of the Police Academy, upon application by the chief constable or chief officer.

Exemptions

(3) A chief constable or chief officer must apply to the director of police services to exempt a police officer employed outside of British Columbia or a person with previous police experience from attending the police recruit training program (blocks 1, 2 and 3 only).

NOTE: the exemption process is outlined in BCPS Policy Directive 2.2.1P – Exemption Process.

Training function

(4) The chief constable or chief officer must ensure that a training function is established for the police force. At minimum, the responsibilities of the training function must include:
   (a) Maintaining training records;
   (b) Ensuring that all required training, requalification and recertifications are completed; and
   (c) Ensuring that training is provided through a provincially-approved training course where required. This includes recruit, core advanced and fee-for-service training.

Training records

(5) The chief constable or chief officer must ensure that records are maintained of each training class, including:
   (a) Course content;
   (b) Names of attendees; and
   (c) Performance of individual attendees, as measured by tests, if administered.

Municipal constable registry

(6) The board must ensure that officers of the police force it governs are registered with the Police Academy by submitting, within 30 days of the commencement of their employment, and keeping current the following information:
   (a) Full name and date of birth;
   (b) Date of appointment;
   (c) Termination of employment; and
(d) Successfully completed training or educational courses which are prerequisite to a status or rank.

Termination of training

(7) Where the director of the Police Academy has determined, in consultation with the training officer of the police force of which the student is a member, that a student’s participation in a course or program is unsatisfactory and the Director of the Police Academy so terminates the student’s participation in the course or program, the chief constable must:

(a) Inform the board; and
(b) Accept the decision; or
(c) Appeal the decision to the director of police services.

*NOTE: the appeal process is outlined in BCPPS Police Directive 2.3.1P – Process for Appealing Decisions of the Director of the Police Academy.*
Definitions

"Certified constable" – an officer who:

(a) On or prior to April 1, 1977 was and has since that date been a continuous employee of a board by virtue of section 26 (3) of the Police Act;
(b) Was appointed under section 4.1, 18.1 or 26 of the Police Act and is certified by the director of the Police Academy to have:
   (i) Successfully completed the recruit training program (blocks 1-4),
   (ii) Been exempted from blocks 1-3 of the recruit training program and successfully completed block 4 of the recruit training program.
(c) Is a member of the provincial police force who has served in the province for a minimum of two continuous years or more, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

“Director of police services” – the director of police services referred to in section 39 (1) of the Police Act.

“Director of the Police Academy” - the person employed to administer the Police Academy and to ensure that the training of recruits, qualified and certified constables is in compliance with the standards set by the director of police services.

"Police Academy" - the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

"Police recruit training program" - periods of training at or under the auspices of the Police Academy during which students will acquire the knowledge, skills, experience and understanding to function as police officers. The police recruit training program is divided into four distinct blocks of training:

(a) The first and third are comprised of curriculum developed by the Police Academy in consultation with the police training advisory committee and in compliance with standards set by the director of police services;
(b) The second block is a practicum monitored by the director of the Police Academy or designate, during which the recruit works under the direct supervision of a field trainer; and
The fourth block is a minimum 1 year field practicum requiring a satisfactory competency-based assessment of performance by the recruit’s supervisor and approved by the recruit’s chief constable or chief officer and training officer and certified by the director of the Police Academy.

**“Police training advisory committee”** – a committee co-chaired by the director of police services (or designate) and the director of the Police Academy (or designate) and comprised of police representatives, to advise on the training programs conducted by the Police Academy.

**“Qualified constable”** – an officer who:

- (a) Was appointed under section 4.1, 18.1 or 26 of the Police Act and is certified by the director of the Police Academy to have
  - (i) Successfully completed blocks 1, 2, and 3 of the police recruit training program, or
  - (ii) Been exempted from blocks 1, 2, and 3 of the police recruit training program; or
- (b) Was a member of the provincial police force who has served in the province for a minimum of 12 continuous months but less than 24 continuous months, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

**Policy Directive**

In accordance with **BCPPS 2.1.1 (3)**, the chief constable or chief officer must ensure that any candidate seeking to be exempted from attending blocks 1, 2 or 3 of the police recruit training program is certified as exempt through one of the following processes: (1) Exemption process for candidates from within Canada; or (2) Exemption process for candidates from outside Canada.

Candidates from within Canada may be exempted from blocks 1, 2 and 3 of the police recruit training program while international candidates may be exempted from block 3 only. Candidates from within BC who are currently working for a municipal police department, designated policing unit, designated law enforcement unit or the provincial police force may satisfy the definition of qualified or certified constable under **BCPPS 2.1.1** and would therefore not be required to go through the exemption process. Please refer to **BCPPS 2.1.1** for more information.

**(1) Exemption candidates from within Canada:**

- (a) The chief constable or chief officer must submit a written request to the director of police services to consider a candidate’s exemption from blocks 1, 2 and 3 of the police recruit training program. Candidates must complete block 4.
(b) The request must include a description of the candidate's previous police experience, all education and training transcripts, and a minimum of two reference letters confirming the competence and expertise claimed.

(c) If the director of police services is satisfied that the candidate is eligible for consideration, the director of police services will refer the candidate to the Police Academy for examinations and testing of skills.

(d) The Police Academy will coordinate the examinations and testing. Testing will consist of a written exam and the Police Officers’ Physical Abilities Test (POPAT). To be exempted from the police recruit training program (blocks 1, 2 and 3 only), candidates must score at least 70% on the written exam and complete the POPAT in a time of less than 4 minutes 15 seconds. When the examination and testing are completed, the director of the Police Academy will notify in writing the chief constable or chief officer and the director of police services of the candidate’s test results and the Police Academy’s decision on exemption. The director of the Police Academy may specify additional training requirements or attach conditions to the exemption.

(e) If the director of the Police Academy certifies a candidate as exempt from block 1, 2 and 3 of the police recruit training program, the candidate attains the status of qualified constable.

(f) A candidate’s exemption from blocks 1, 2 and 3 of the police recruit training program may remain in place for a period not exceeding 12 months.

(2) Exemption candidates from outside Canada:

(a) Upon hiring a police officer employed outside Canada or a person with previous policing experience from outside Canada, the chief constable or chief officer must submit a written request to the director of police services and the director of the Police Academy to consider a candidate’s exemption from block 3 of the police recruit training program. Candidates must complete blocks 1, 2 and 4.

(b) The request must include a certificate confirming completion of a police recruit training program and a course outline from that program, and all education and training transcripts.

(c) If the director of police services is satisfied that the candidate is eligible for consideration, the director of police services will refer the candidate to the Police Academy for assessment.
(d) The Police Academy will assess the candidate’s performance during block 1 and 2. The director of the Police Academy will notify in writing the chief constable or chief officer and the director of police services of the candidate’s performance and the Police Academy’s decision on exemption. The director of the Police Academy may specify additional training requirements or attach conditions to the exemption.

(e) If the director of the Police Academy certifies a candidate as exempt from block 3 of the police recruit training program, the candidate attains the status of qualified constable.

(f) A candidate’s exemption from block 3 of the police recruit training program may remain in place for a period not exceeding 12 months.

(3) General

(a) The director of the Police Academy, in consultation with the director of police services, shall make policies regarding the examination and testing of skills, the distribution of study material, periods of time for familiarization of program content, rewriting of examinations, invigilation and like matters relevant to the exemption process.
Definitions

“Appeal review committee” - a committee consisting of a representative of the BC Association of Municipal Chiefs of Police, a representative of the BC Police Association and a representative of the police training advisory committee.

"Certified constable" – an officer who:

(a) On or prior to April 1, 1977 was and has since that date been a continuous employee of a board by virtue of section 26 (3) of the Police Act;
(b) Was appointed under section 4.1, 18.1 or 26 of the Police Act and is certified by the director of the Police Academy to have:
   (i) Successfully completed the recruit training program (blocks 1-4),
   (ii) Been exempted from blocks 1-3 of the recruit training program and successfully completed block 4 of the recruit training program.
(c) Is a member of the provincial police force who has served in the province for a minimum of two continuous years or more, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

“Director of police services” – the director of police services referred to in section 39 (1) of the Police Act.

“Director of the Police Academy” - the person employed to administer the Police Academy and to ensure that the training of recruits, qualified and certified constables is in compliance with the standards set by the director of police services.

"Police Academy" - the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.


"Police training advisory committee" – a committee co-chaired by the director of police services (or designate) and the director of the Police Academy (or designate) and comprised of police representatives, to advise on the training programs conducted by the Police Academy.

“Qualified constable” – an officer who:
(a) Was appointed under section 4.1, 18.1 or 26 of the Police Act and is certified by the director of the Police Academy to have
   (i) Successfully completed blocks 1, 2, and 3 of the recruit training program, or
   (ii) Been exempted from blocks 1, 2, and 3 of the recruit training program; or
(b) Was a member of the provincial police force who has served in the province for a minimum of 12 continuous months but less than 24 continuous months, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

**Policy Directive**

**Decisions that may be appealed**

(1) Where an officer fails to attain the status of qualified constable within 18 months of their appointment under section 4.1, 18.1 or 26 of the Police Act, and the director of the Police Academy does not allow an extension, the officer’s chief constable or chief officer may appeal the decision to the director of police services.

(2) Where a qualified constable fails to attain the status of certified constable prior to the third anniversary of their appointment under section 4.1, 18.1 or 26 of the Police Act, and the director of the Police Academy does not allow an extension, the officer’s chief constable or chief officer may appeal the decision to the director of police services.

(3) Where the director of the Police Academy determines that a candidate is not suitable for exemption from blocks 1, 2 or 3 of the recruit training program, the candidate’s chief constable or chief officer may appeal the decision to the director of police services.

(4) Where the director of the Police Academy terminates a student’s participation in a course or program, the student’s chief constable or chief officer may appeal the decision to the director of police services.

**Appeal process**

(5) All appeals must be submitted to the director of police services within 30 days of the date of the decision being appealed.

(6) All appeals must be outlined in a statement of grievance, and submitted to the director of police services via the chief constable or chief officer of the police force of which the officer is a member.

(7) The director of police services may refer a statement of grievance to the appeal review committee for a recommendation regarding the disposition of the appeal.
Definitions

"Conducted energy weapon (CEW)" - a weapon that when discharged uses a conducted electrical current in order to incapacitate a person, or to generate compliance through pain.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Police Academy” - the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

“Provincially-approved training” – training that has been acknowledged by Police Services Division as adequate to meet BC requirements pertaining to training on a specific topic or set of topics.

Standards

The chief constable, chief officer, or commissioner must:

Certification

(1) Ensure that any officer authorized to carry and use a CEW has successfully completed BC’s CEW Operator Training course, or other provincially-approved training for CEW operators.

Prerequisites to certification

(2) Ensure that any officer authorized to begin training as a CEW operator:

(a) Has successfully completed BC’s Crisis Intervention and De-escalation (CID) Training course, or other provincially-approved training in crisis intervention and de-escalation within the previous three years; and

(b) Meets the selection criteria established by the police force for CEW operator training.
Recertification

(3) Ensure that any officer authorized to carry and use a CEW is recertified by reviewing the topics contained in BC’s *CEW Operator Training course*, or other provincially-approved training for CEW operators, and passing the final assessment or a provincially-approved equivalent of the final assessment:

(a) At least once each year; and

(b) Any time a police force determines, for any reason, that a CEW operator has not operated a CEW in accordance with any of the *BC Provincial Policing Standards*.

(4) Ensure that any officer seeking to be recertified to carry and use a CEW has, at minimum:

(a) Previously fulfilled Standard (1), above;

(b) Successfully completed BC’s *Crisis Intervention and De-escalation (CID)* course, or other provincially-approved training in crisis intervention and de-escalation within the previous three years; and

(c) Met the selection criteria established by the police force for CEW operator training.

Training delivery

(5) Ensure that the CEW operator training is taught by a certified Police Academy use-of-force instructor or equivalent.

(6) Prohibit a trainer’s or trainee’s exposure to the electrical current of a CEW.

Training records

(7) Ensure that written records are maintained of the CEW operator certification, and recertification completed by each officer in the police force.

Policies and procedures

(8) Ensure policies and procedures are consistent with these *BC Provincial Policing Standards*. 
 Definitions

“CID techniques” - CID techniques include verbal and nonverbal communications that are designed to de-escalate crises.

“Front-line police officer” – any police officer who as part of their duties is regularly interacting with the public and may be in contact with persons in crisis situations.

“Front-line supervisor” – any police officer who directly supervises a front-line police officer.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Police Academy” - the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

“Provincially-approved training” – training that has been acknowledged by Police Services Division as adequate to meet BC requirements pertaining to training on a specific topic or set of topics.

 Standards

The chief constable, chief officer, or commissioner must:

Mandatory training for front-line police officers and supervisors

(1) Ensure that all of the following police officers have successfully completed BC’s Crisis Intervention and De-escalation (CID) Training course, or other provincially-approved training in crisis intervention and de-escalation:

(a) Every front-line police officer;
(b) Every front-line supervisor;
(c) Every recruit prior to graduating from the police academy or every provincial force cadet prior to completing their field coaching period; and
(d) Any front-line police officer deemed by their police agency, for any reason, as unable to effectively utilize CID techniques.

**Refresher training**

(2) Ensure that every front-line police officer or front-line supervisor who has completed BC’s Crisis Intervention and De-escalation (CID) Training course, or other provincially-approved training in crisis intervention and de-escalation, has updated their skills by successfully completing a provincially-approved training course once every three years.

**Training records**

(3) Ensure that written records are maintained of the CID training completed by each officer in the police force.

**Policies and Procedures**

(4) Ensure policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

“Crisis intervention and de-escalation techniques” – CID techniques include verbal and nonverbal communications that are designed to de-escalate crises.

“Instructional skills course” – a course approved by Police Services Division that teaches adult learning theory and provides opportunities for potential instructors to practice writing learning objectives, creating lesson plans, and developing defensible written and performance based evaluations.

“Intermediate weapon” – a device intended or designed to be used as a weapon, but for which the normal use is not intended or likely to cause serious injury or death. Impact weapons, aerosols, and conducted energy weapons fall within this category. Intermediate weapons may also be referred to as less-lethal weapons.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Police Academy” – the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

“Provincially-approved training” – training that has been acknowledged by Police Services Division as adequate to meet BC requirements pertaining to training on a specific topic or set of topics.

“Pacific Region Training Centre” – PRTC is the RCMP’s Training Centre located in the Pacific Region.

Standards

The chief constable, chief officer, or commissioner must:

(1) Authorize, or designate a person who may authorize, a person to instruct police officers in the use of force.

Training requirements

(2) Ensure any person authorized to instruct police officers in the use of force, apart from those exempt as listed in Standard (3) below, has successfully completed:
(a) A provincially-approved instructional skills course; and
(b) BC’s Standardized Use of Force Instructor Course (SUFIC) course or other provincially-approved training for use-of-force instructors, that includes:
   (i) Emphasis on instructional skills, as well as competency in use-of-force options; and
   (ii) Learning objectives that ensure participants leave the course able to effectively instruct and assess the following topics:
       1. Theory of application of all levels of force including application of use-of-force models;
       2. Ethics;
       3. Crisis Intervention and De-escalation (CID) techniques;
       5. Use-of-force reporting obligations;
       6. Soft and hard physical skills;
       7. Vascular neck restraint;
       8. Intermediate weapons;
       9. Building searches;
      10. High-risk vehicle stops; and
      11. Use-of-force scenario simulations.

(3) Notwithstanding Standard (2) above, persons who were authorized to act as use of force instructors in a BC police force prior to 1 April 2013, and having completed earlier use-of-force instructor training courses, may continue to instruct, provided they meet all the conditions listed in Standard (4) below, and maintain their qualification by meeting all conditions listed in Standard (5) below.

Pre-requisites

(4) Ensure any person authorized to instruct police officers in the use of force:
   (a) Is a currently serving police officer, or employed with the BC Police Academy or the RCMP Pacific Region Training Centre;
   (b) Has a minimum of four years law-enforcement experience;
   (c) Has successfully completed BC’s Crisis Intervention and De-escalation (CID) Training course, or other provincially-approved training in crisis intervention and de-escalation within the previous three years;
   (d) Does not have, within the previous 5 years, any substantiated use-of-force complaints or findings of misconduct related to use of force;
   (e) Has no assault convictions; and
   (f) Is considered suitable for this type of instruction, which includes not having a pattern of complaints or use of force or other behaviour that is of concern to the police force over the course of that officer’s working career.
Maintenance of qualification

(5) Ensure any person authorized to instruct use of force maintains their qualification by:
   (a) Conducting at least 30 hours of use-of-force instruction each year;
   (b) Participating at a BC Police Academy or RCMP Pacific Region Training Centre endorsed professional workshop or course every two years, at a minimum; and
   (c) Maintaining all of the pre-requisites listed in Standard (4) above.

Lapses of qualification

(6) Ensure, if any person previously authorized to instruct use of force has allowed their maintenance requirements as listed in Standard (5) above to lapse for three years or more, that person must:
   (a) Meet all requirements as per Standard (4); and
   (b) Successfully complete the entire Standardized Use of Force Instructor Course (SUFIC) course, or other provincially-approved training for use-of-force instructors as per Standard (2)(b), again, before they can be authorized to instruct use of force.

(7) Ensure, if any person previously authorized to instruct use of force has allowed their maintenance requirements as listed in Standard (5) above to lapse for less than three years, that person must:
   (a) Meet the requirements of Standard (6)(a) and (6)(b) above; OR
   (b) Meet all the following requirements:
      (i) Pass the written and practical entrance exam for the Standardized Use of Force Instructor Course (SUFIC) course, or other provincially-approved assessments, administered by a qualified use-of-force instructor; and
      (ii) Conduct 15 hours of instruction under the supervision of a qualified use-of-force instructor; and
      (iii) Meet all requirements as per Standard (4).

Recordkeeping

(8) Ensure written records are maintained of:
   (a) The instructor’s qualification; and
   (b) Maintenance of qualification each year.
(9) In accordance with Standard (8) above, ensure that the following minimum information is maintained:

(a) The name of the instructor;
(b) The courses attended by each instructor and their dates;
(c) The dates and number of the instructional hours logged as part of yearly qualification maintenance as per Standard (5)(a) above; and
(d) The lesson plans for the instructional hours logged as part of yearly qualification maintenance as per Standard (5)(a) above.

Policies and procedures

(10) Ensure all policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

“Front-line police officer” – any police officer who as part of their duties is regularly interacting with the public and may be in contact with persons in crisis situations.

“Front-line supervisor” – any police officer who directly supervises a front-line police officer.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Police Academy” - the entity authorized by the director of police services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

“Provincially-approved training” – training that has been acknowledged by Police Services Division as adequate to meet BC requirements pertaining to training on a specific topic or set of topics.

Standards

The chief constable, chief officer, or commissioner must:

Mandatory training for police officers

(1) Ensure that all police officers have successfully completed the BC Emergency Vehicle Operation (EVO) Training, which includes the “BC Emergency Vehicle Operation- online course”, prior to operating an emergency vehicle.

(2) Notwithstanding Standard (1) above, police officers who were authorized to operate emergency vehicles and had completed other provincially-approved emergency vehicle operation training prior to the effective date of these Standards, may continue to operate emergency vehicles.

Refresher training

(3) Ensure that every front-line police officer and front-line supervisor who has completed Emergency Vehicle Operation (EVO) Training, or previous provincially-approved training in
emergency vehicle operation, has updated their skills by successfully completing the “BC Emergency Vehicle Operation (EVO)- online course” once every three years.

Training records

(4) Ensure that written records are maintained of the EVO training completed by each officer in the police force.

Policies and Procedures

(5) Ensure policies and procedures are consistent with these BC Provincial Policing Standards.
PROVINCIAL POLICING STANDARDS

Section 4.0 - Equipment and Facilities
Definitions

“Detained person” – any person held or confined in the custody of police.

“Fingerprint rooms” – any room in a police building used to fingerprint a person unless the room is used exclusively for volunteer fingerprinting.

“Interview rooms” – locations or rooms in police buildings, inside and external to the cell block, used to conduct all investigative and patrol interviews including: “hard” and “soft” interview rooms; polygraph rooms used for detained persons; and statement and bail hearing rooms.

“Sally port” – the secure parking bay immediately adjacent to a police building where detained persons are loaded or unloaded into and out of vehicles.

Standards

Each municipality or other entity, as defined by the Police Act, must ensure that:

Video surveillance equipment locations and specifications

(1) A digital video surveillance and recording system is installed in any and all of the following locations:

   (a) Sally port;
   (b) Outside locations that may be used for unloading or for release of detained persons;
   (c) Prisoner booking area;
   (d) Hallways and elevators inside cell block;
   (e) Cells and holding/observation rooms;
   (f) Interview rooms;
   (g) Fingerprint rooms; and
   (h) Breathalyzer test apparatus rooms or areas.

(2) The digital video surveillance and recording system in each of the locations listed under Standard (1) operates at a sufficient rate of speed so that recorded movement of all persons appears fluid, and enables a time and date stamp on original recordings, and any copies or extracts that are made.
The chief constable, chief officer, or commissioner must:

**Operation of digital video surveillance and recording system**

(3) Require that the digital video surveillance and recording system is continuously operated when a detained person is in any of the locations listed in Standard (1).

(4) Ensure that to the maximum extent possible all interaction with or between detained persons, while inside police buildings, is restricted to areas under surveillance.

(5) Ensure compliance with Office of the Information and Privacy Commissioner guidelines regarding privacy and the monitoring of persons, as well as access, security and retention of recordings.

(6) Require that appropriate safeguards are in place to protect solicitor-client privilege during legal consultation.

(7) Require verbal and posted warnings advising those entering an interview room that they will be recorded.

(8) Ensure that, if a location where a digital video surveillance and recording system is operational is used to interview a victim or witness, and the victim or witness requests that the interview not be recorded, then the camera is blocked or turned off and the victim or witness signs a declaration of refusal or waiver documenting their request.

**Maintenance of digital video surveillance and recording system**

(9) Ensure that the digital video surveillance and recording system is maintained in good working order.

**Policies and procedures**

(10) Ensure policies and procedures are consistent with these *BC Provincial Policing Standards*. 
The purpose of the BC Provincial Policing Standards for Body Worn Cameras (BWCs) is to ensure consistency in the way that critical aspects of BWC use are addressed by police agencies that have chosen to implement this technology. BWCs involve potential benefits but also potential risks. Standardizing key aspects of their use is intended to help mitigate these risks and promote an appropriate balance between the use of BWCs as an evidence gathering tool, and the need to safeguard privacy and other rights, and manage costs.

- **Viewpoints on BWCs vary significantly.** A wide range of interest groups and stakeholders cite different reasons for both supporting and being concerned about the use of this technology. These perspectives must be appropriately balanced so that BWCs can help the police do their job while also fostering the community’s trust in the police.

- **BWCs can enhance evidence gathering for the police.** BWCs can provide an independent record of events, which can be used as evidence during a police investigation or prosecution. The adoption of this technology might thereby contribute to a more efficient and effective criminal justice system.

- **BWCs can increase accountability.** Video recordings of interactions between police and citizens can also provide evidence to be used in investigations of alleged police misconduct. Some studies have determined that BWCs have the potential to improve the behaviour of both police officers and citizens, and reduce complaints. To realize these potential benefits, there must be consistent and appropriate use of the technology; there should never be unexplained gaps in BWC recordings.

- **Privacy protections must be safeguarded.** Steps must be taken to ensure that any adoption of BWC technology by police agencies in British Columbia does not result in violations of existing privacy rights and associated legislation. Unauthorized viewing or distribution of BWC footage cannot be allowed, and the retention periods for BWC videos should be as short as possible without preventing the technology from assisting with an investigation or serving as an accountability tool.

- **Video can be a powerful tool, but it does not show the whole picture.** There will almost always be aspects of an incident described by witnesses but not captured by BWC footage and vice versa. Human perception is influenced by many factors including training and past experience, which BWC footage will not reflect. It is important to remember that BWCs are not a stand-alone solution.
• **BWCs are a resource-intensive technology.** Police agencies that consider implementing BWCs will need to weigh the costs of the technology (such as purchasing and maintaining the equipment, training staff, and securely storing, processing and disposing of footage) against the potential benefits, while taking into account other local policing priorities. The BC Provincial Policing Standards for BWCs do not require police agencies in British Columbia to implement BWCs, but rather set requirements for those agencies choosing to do so.
Definitions

“Body Worn Camera” (BWC) – a wearable video and audio recording system.

“Exigent circumstances” – circumstances where a delay in taking action would result in danger to human life or safety or where action is necessary to prevent the continuation of an offence which threatens human life or safety.

“Officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

Standards

Prior to deploying body-worn cameras (BWC) to any of its officers, the chief constable, chief officer, or commissioner; and if required under the police force’s policies or guidelines, the Police Board:

Pre-implementation & privacy impact assessment

(1) Must ensure that a privacy impact assessment (PIA) has been completed and approved by the appropriate head of the public body.

(2) Must ensure that information about the police force’s use of BWC is available to the public on the police force’s website, including at minimum:

(a) The purpose of the BWC program, including when the BWC will be turned on and off as per Standards (5) and (6);
(b) For how long BWC video will be retained, as per Standards (20) and (21); and
(c) How someone can request access to BWC video.

(3) Must ensure that written policy exists which covers, at minimum:

(a) That only BWCs which are issued by the police force are permitted to be used;
(b) The circumstances under which a BWC is permitted to be used to record an encounter, as per Standards (5) and (6);
(c) Procedures for processing and storing BWC video;
(d) Procedures for accessing and reviewing BWC video;
(e) Procedures for processing freedom-of-information requests for BWC video; and
(f) Procedures for ensuring that any potential disclosure of BWC video is consistent with applicable provincial or federal privacy legislation.
Training in use of BWC

(4) Must ensure that officers receive an orientation and training on the use and operation of the BWC equipment as well as the police force’s associated policies and procedures prior to being assigned a BWC.

Indiscriminate use not permitted

(5) Must ensure that the officers assigned BWCs do not use BWCs in a manner that requires or permits full, automatic recording of all calls or continuous recording during patrol.

Mandatory recording of police use of force and violent or aggressive behaviour

(6) Must require that any officer equipped with a BWC activates their camera as soon as it is safe and practicable to do so when attending a call or responding to an incident where there is a reasonable belief that there will be use of force, or where violent or aggressive behaviour is anticipated or displayed.

Other recordings

(7) Must ensure that other purposes for which BWCs are used, in addition to mandatory incidents described under Standard (6) above, are consistent with the police force’s privacy impact assessment and described in policy, unless there are exigent circumstances that warrant recording an incident; and the exigent circumstances are subsequently documented in the police report.

Activating and deactivating the BWC

(8) Must require that once the BWC has been activated, it is left on continuously without interruption until the incident is concluded, unless there are exigent circumstances that warrant the BWC being deactivated; and the exigent circumstances are subsequently documented as per Standard (13).

(9) Must require that officers de-activate their BWC when the incident referred to in Standard (6) or (7) above is concluded.

(10) Must prohibit officers from deleting BWC video.

Notification

(11) Must require officers to inform persons at the beginning of every recorded encounter, or as soon as reasonably possible, that they are being recorded, unless to provide this information is unsafe.
Documenting recording and lack of recording

(12) Must require that officers note the existence of a BWC recording in the police report.

(13) Must require that if an officer fails to record an incident which should have been recorded, or deactivates the BWC before the incident is concluded, that the officer articulates the reasons for the failure to record in their notes or report, within 12 hours of the end of their shift.

(14) Must ensure that officers continue to write notes and reports in accordance with existing policy and do not rely on BWC video to replace notes and reports.

Security and access to BWC video

(15) Must ensure that BWC video is stored in a secure manner, with access restricted to authorized persons.

(16) Must ensure that BWC video cannot be altered at any time.

(17) Must ensure procedures restrict the viewing of BWC video only for:

(a) Investigative purposes by persons who are authorized to investigate the incident;
(b) Training purposes, consistent with Standards (22)–(24) below; or
(c) Internal audit purposes, consistent with Standard (25) below.

(18) Must require that any BWC video is released or viewed only in accordance with applicable law.

(19) Must require that an audit trail, which is automated and immutable, is maintained of all persons, dates and times when BWC video was accessed, and what action the user took.

Retention of BWC video

(20) Must ensure that any BWC video retained as evidence in relation to an offence or complaint is kept for the relevant retention periods in accordance with applicable provincial and federal legislation.

(21) Must ensure that any BWC video which is not covered by Standard (20) above, is retained for one year from the day after it was recorded, and then promptly deleted.

Retention of video for training purposes

(22) May, notwithstanding Standards (17), (20) and (21), permit BWC video to be retained and used for training purposes provided that all proceedings regarding the incident are complete (e.g. any criminal or disciplinary procedures).
(23) Must ensure, if BWC video is retained for training purposes according to Standard (22), that all persons in the BWC video, including officers, have been anonymized or have provided written consent that the BWC video be retained and viewed for training purposes.

(24) Must ensure that when seeking consent for the purposes of Standard (23) above, that:

(a) Consent is not sought until after all proceedings regarding the incident are complete (e.g. any criminal or disciplinary procedures); and
(b) The purpose for which the BWC video will be used is explained in writing.

Internal audits

(25) Must ensure that an internal audit of a random sample of BWC video is conducted and reported on each year to assess compliance with policy and procedures, in particular:

(a) Whether the BWC recording was in compliance with Standards (5) to (9), and (11) to (14);
(b) Whether BWC video is securely stored;
(c) Whether any unauthorized viewing has occurred; and
(d) Whether BWC video has been deleted as required by Standard (21).

Maintenance of equipment

(26) Must ensure that responsibility for maintaining the BWC equipment in good working order is clearly assigned.

Policies and procedures

(27) Must ensure policies and procedures are consistent with these BC Provincial Policing Standards.
The purpose of the BC Provincial Policing Standards for Missing Person Investigations is to establish the overall approach to be taken in missing person investigations in British Columbia. The intent is to ensure that all missing person investigations are prioritized and undertaken at a high standard appropriate to identified risks.

These Standards were developed in response to recommendations made by Commissioner Wally Oppal following the Missing Women Commission of Inquiry. While many police forces have already begun to implement changes consistent with these recommendations, these Standards will ensure a consistent approach is maintained throughout the province and safeguard the important lessons of the Pickton cases and other missing and murdered women investigations.

The underlying principles of the Standards are that:

- **There should be no barriers to reporting a missing person and investigations should begin without delay.**

  A report must be accepted, the missing person entered on police information systems and an investigation commenced promptly regardless of the characteristics of the missing person, the length of time the person has been missing, the relationship between the reportee and the missing person, or jurisdiction.

  *It is the responsibility of the police force to which the report is made to accept the report.*

  The standards set out the criteria and process for determining jurisdiction; however, the start of an investigation should not be delayed by jurisdictional concerns. If jurisdiction later transfers, information obtained by the police force that initiated the investigation must be promptly transferred to the police force of jurisdiction.

- **Investigations into persons reported missing should initially be approached as high risk until a risk assessment is completed.**

  Missing person investigations are a high risk area of policing. A swift initial response may be critical to the missing person’s wellbeing and/or the success of the investigation. It is easier to scale back the initial response than to recover lost early investigative opportunities.

  *A police officer must conduct a risk assessment without delay and, in consultation with a supervisor, determine the resources to be applied, the urgency with which to apply them, and possible lines of enquiry.*
• Aboriginal women and girls are at an increased risk of harm.

Risk is influenced by the unique circumstances surrounding a missing person’s disappearance. However, risk may also flow from the profile of the missing person, in particular their inclusion in groups that are at an increased risk of harm, such as Aboriginal women and girls. Research has established that Aboriginal women and girls are disproportionately represented among missing and murdered women throughout Canada. This must be considered when determining the appropriate response and resources.

• If foul play is suspected, the case must be assigned to a serious or major crime section.

Officers assigned to an investigation should have the skills and capacity appropriate to the circumstances of the case. Risk must be re-assessed throughout the investigation.

• The safety and wellbeing of the missing person should be the primary concern driving investigative tasks and decisions.

Finding the missing person safe and well is the paramount objective.

Requests for assistance within or between police forces must be carried out promptly by all involved. Forms and documentation are meant to guide and assist an investigation, ensure follow-up and accountability, and support subsequent investigation by another investigator where needed. The pursuit of investigative leads, however, is the first priority.

• Police officers need discretion to address the unique needs of each case, with accountability for decisions through supervisory review.

Provincial standards establish the overall approach to be taken to missing person investigations in British Columbia. The police force’s policies and procedures provide more specific direction consistent with local needs and structure.

Templates and checklists required by the standards guide decision-making and ensure that investigative avenues are considered, but they do not eliminate officer discretion.

Senior officers and supervisors are responsible to ensure that investigations are given the right level of priority and resources, and are thoroughly investigated. This includes day-to-day supervision by immediate supervisors throughout an investigation as well as documented reviews at key milestones. The decisions and actions of both investigators and supervisors must be documented in the case file and appropriately reviewed for quality assurance purposes.

• Cooperation between police forces is crucial to missing person investigations.

People can move easily across jurisdictional boundaries; communication and collaboration between policing jurisdictions can be critical in these situations.

Cooperation can include ensuring that case information is promptly entered onto police information systems and that entries are kept up to date, providing a swift and fulsome
response to requests for assistance, and accepting transfers of jurisdiction without delay where the circumstances of the case dictate. This is closely related to the principle that finding the missing person safe and well is to be the primary concern driving tasks and decisions. Consistency in practices and terminology also facilitates cooperation between police forces.

A designated missing person coordinator at the police force, detachment or district level provides an additional resource to support open communication and cooperation on cases crossing jurisdictional boundaries.

- **Families and reportees must be kept appropriately informed of the progress of an investigation, and treated with compassion and respect.**

  A missing person event is stressful and family members and reportees must be appropriately informed of supports available to them. Family members and reportees are potential resources to aid in an investigation and open lines of communication should be maintained. Family members and reportees should always know who to contact if they have questions about or information relevant to the investigation and should be informed of key developments in the investigation in an appropriate manner, and wherever possible, prior to any public announcements.

  A plan for ongoing communication in long term cases should be established in consultation with the family/reportee.

- **A proactive approach should be taken towards missing person investigations.**

  Action should be taken to identify and address recurring reports involving the same locations, missing person profiles, or individuals. Where problems or patterns are observed, the police force should liaise with outside agencies such as local health or child protection authorities to discuss solutions or mitigating strategies.

  When a missing young person is located, an attempt should be made to determine whether they suffered any harm or exploitation, and identify interventions that might help ensure their safety and prevent future occurrences.

  A problem-solving approach can help to resolve underlying issues and ultimately reduce the volume of avoidable reports and/or ensure that the reporting process and ensuing investigations run more smoothly.

- **Going missing is not in and of itself a crime.**

  People go missing for many reasons. A right to privacy must be balanced with police responsibility to ensure the safety and wellbeing of a missing person.

  Police must scrutinize what information is conveyed to the public about a missing person, what information is shared with concerned persons, and what information is retained in police files.
Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

This definition is broader than the definition of “missing person” for the purpose of the Missing Persons Act and regulations.

“Provincial Missing Person Intake Form” - the PRIME-BC Missing Person Details Page and all available and relevant CPIC fields.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Acceptance of reports of missing persons

(1) All reports of missing persons are accepted at the time they are made and given full consideration and attention regardless of:
   (a) The missing person’s gender, age, race, national or ethnic origin, colour, religion, sexual orientation, belief, social standing or lifestyle;
   (b) The reportee’s relationship to the missing person;
   (c) The length of time the person has been missing; and
   (d) Whether the report meets the criteria for jurisdiction set out below in Standard (3).

(2) Under no circumstances should a reportee be advised that they must wait a specific period of time before a report can be made.
Jurisdiction

(3) The following criteria are used to determine which police force has jurisdiction in relation to a missing person report:
   (a) The police force for the jurisdiction in which the missing person was last seen is the police force of jurisdiction; or
   (b) If the location where the missing person was last seen is not known or their presence there was transient in nature, then the police force for the jurisdiction where the missing person resides or last stayed is the police force of jurisdiction.

(4) If jurisdiction is unclear and cannot be resolved between police forces, the police force contacts the Officer in Charge BC Police Missing Person Centre/designate as soon as practicable, who makes the decision regarding jurisdiction.

(5) The risk assessment and the start of an investigation must not be delayed pending the resolution of questions concerning jurisdiction.

Missing person reports within the police force’s jurisdiction

(6) If the assessment of the circumstances determines that the missing person report falls within the jurisdiction of the police force:
   (a) The report is assigned to a police officer;
   (b) An initial risk assessment is completed without delay by the officer assigned (see 5.1.2 Risk Assessment);
   (c) The Provincial Missing Person Intake Form is completed; and
   (d) The police force assumes and retains operational control of the investigation until it is concluded (see 5.1.3 Response and Investigation, 5.1.4 File Review and Monitoring, 5.1.5 Family Members and Reportees, and 5.1.6 Concluding a Missing Person Investigation).

Missing person reports outside the police force’s jurisdiction

(7) If the assessment of the circumstances determines that a missing person report does not fall within the jurisdiction of the police force:
   (a) The police force taking the missing person report assumes responsibility for the investigation, including prompt initial entry of the missing person on PRIME, CPIC, and any other relevant police databases, until it has transferred the investigation to the police force of jurisdiction. The transfer of the investigation is not complete until the police force of jurisdiction has confirmed its receipt of the report and responsibility for the investigation, and generated a file number;
   (b) All information received or generated by the police force in relation to the missing person report is forwarded to the police force of jurisdiction immediately or, at the latest, within 24 hours;
(c) The police force advises the reportee of the transfer and provides the file number generated by the police force of jurisdiction; and

(d) The receipt of the missing person report, its transfer to the police force of jurisdiction, the notification of the reportee, and any other actions taken are documented.

(8) The police force promptly responds to requests for assistance from the police force of jurisdiction in relation to a missing person investigation.

Policies and procedures

(9) Policies and procedures governing reports of missing persons acknowledge missing person investigations as a high risk area of policing.

(10) Policies and procedures governing reports of missing persons are consistent with these BC Provincial Policing Standards.
Definitions

“High risk missing person investigation” – a missing person investigation in which the missing person’s health or wellbeing may be in immediate danger due to:

(a) Their own vulnerability (e.g., the very young and very old, persons with physical illness, disability, addictions or mental health concerns, persons who may be suicidal and persons involved in activities that may place them at increased risk of harm);
(b) Being part of an identifiable group that is at an increased risk of harm;
(c) The weather or physical conditions where the missing person is believed to be; or
(d) Reasonable grounds to believe they may be the victim of a crime.

“A “high risk missing person investigation” under these Standards does not have the same meaning as a “person at risk” under the Missing Persons Act or regulations.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Missing person coordinator” – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 File Review and Monitoring of these British Columbia Provincial Policing Standards.

“Missing Person Risk Assessment Template” – a template in PRIME-BC for assessing the level of risk related to a missing person report, which includes all of the questions and instructions contained in the sample template in Appendix A of these Standards.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Initial risk assessment

(1) An initial risk assessment is completed by a police officer without delay for all missing person reports within the police force’s jurisdiction.

(2) Consideration is given to completing an initial risk assessment pending the determination of jurisdiction and/or transfer of the investigation to the police force of jurisdiction.
(3) The initial risk assessment includes:
   (a) Completion of the *Missing Person Risk Assessment Template* in PRIME; and
   (b) Determination of risk in consultation with a supervisor.

(4) If the response to all questions on the *Missing Person Risk Assessment Template* is “no”,
the police officer must then consult with a supervisor to confirm the screening result.

(5) If the response to any question on the *Missing Person Risk Assessment Template* is “yes”,
the matter requires **immediate review** and consultation with a supervisor to assess the
appropriate response and resources.

(6) The consultation under Standard (5) includes consideration of the following factors:
   (a) Any reason to suspect the missing person may have been abducted;
   (b) Any suspicious, dangerous or unknown circumstances surrounding the missing
       person’s disappearance, which suggest the missing person may be the victim of a
       crime;
   (c) The mental or emotional state of the missing person (e.g., emotionally distraught,
       suicidal or likely to cause harm to self or others);
   (d) Whether the missing person has been involved in a violent or threatening incident
       prior to going missing (e.g., domestic or relationship violence, bullying or elder
       abuse);
   (e) Whether the missing person is part of an identifiable group that is statistically at
       an increased risk of harm (e.g., Aboriginal women);
   (f) Characteristics of the missing person which may make them vulnerable, such as
       their age, addiction to drugs/alcohol, infirmity, inability to communicate or other
       factors;
   (g) The weather and physical conditions (e.g., terrain) in the location where the
       missing person may be and their preparedness to deal with those conditions (e.g.,
       clothing, equipment, and/or experience), if known;
   (h) Whether the missing person requires any essential medications;
   (i) Whether the missing person has any physical illness, disability or mental health
       problems;
   (j) The circumstances of any previous incidents of going missing (e.g., suffered harm
       while missing, previous designation as a high risk missing person by the same or
       another police force);
   (k) Whether the behaviour is out of character for the missing person;
   (l) Whether the missing person was scheduled to testify in court either as a witness
       or victim;
   (m) Whether the missing person was involved in activities that may put them at
       increased risk of harm (e.g., sex trade, hitchhiking, gambling and/or transient
       lifestyle);
   (n) Whether the missing person is associated to gangs or organized crime;
(o) Whether the missing person may have been involved in an accident or mishap;
(p) The length of time the person has been missing; and
(q) Any other circumstance or factor that leads the officer conducting the risk assessment to determine that the missing person may be at an increased risk of harm.

(7) The completed Missing Person Risk Assessment Template and decision regarding risk are approved by a supervisor and documented in the case file.

High risk missing person investigations

(8) If the initial or ongoing risk assessment determines that a missing person investigation is a high risk missing person investigation:

(a) Appropriate resources are immediately assigned;
(b) A senior ranking officer and the missing person coordinator (see Standard (1) of BCPPS 5.1.4 File Review and Monitoring) are notified;
(c) The file is continuously and actively investigated;
(d) The file is scored and documented as a high risk missing person investigation in PRIME; and
(e) The family/reportee are notified of the action to be taken, unless to do so would jeopardize the missing person or the investigation.

High risk missing person investigations – foul play suspected

(9) In addition to Standard (8) above, if foul play is suspected, the investigation is assigned to a section or investigator responsible for major or serious crime investigations.

Non-high risk missing person investigations

(10) If the initial or ongoing risk assessment determines that a missing person investigation is not a high risk missing person investigation:
(a) Appropriate resources are assigned;
(b) The missing person coordinator is notified; and
(c) The family/reportee are notified of the action to be taken.
Ongoing risk assessment

(11) The level of risk is re-evaluated as an ongoing process throughout the investigation by the officer assigned to the investigation, for both high risk and non-high risk missing person investigations, including at minimum:
   (a) When new information pertaining to the missing person or their disappearance is obtained or received; and
   (b) With the exception of investigations where the missing person is reasonably believed to have committed suicide, within 7 days of the start of the investigation.

(12) The ongoing risk assessment is based on the factors listed in Standard (6).

(13) Any decision to vary or change the level of risk must be reviewed by a supervisor, and documented in the case file, including updating PRIME scoring.

Policies and procedures

(14) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*. 
## Appendix “A” for BCPPS 5.1.2 – Risk Assessment

**Missing Person Risk Assessment Template**
MISSING PERSON RISK ASSESSMENT TEMPLATE

INSTRUCTIONS
This form must be completed by the investigating member upon the initial contact with the Complainant. In the event the Missing Person returns prior to or upon initial contact with the complainant, this form is not required.

If you answered Yes to any of the questions in the Risk Assessment Section, the matter requires immediate review and consultation with a supervisor to assess the appropriate response and resources.

A supervisor must review all missing person investigations.

Note: This is an investigational aid only. Appropriate monitoring of all Missing Person investigations must be ongoing. There may be other factors to consider and document when determining risk and investigational response. A supervisor must review all missing person investigations regardless of the risk factors considered.

RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Missing Person Surname</th>
<th>Given Name</th>
<th>Date of Birth (yyyy-mm-dd)</th>
<th>Missing Person Information Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Is the person the subject of a crime in progress? E.g. Abduction</td>
</tr>
<tr>
<td></td>
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<td>☐ Yes ☐ Nc</td>
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<tr>
<td></td>
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<td></td>
<td>2. Is this person emotionally distraught, suicidal or likely to cause harm to self or others?</td>
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<td></td>
<td></td>
<td></td>
<td>☐ Yes ☐ Nc</td>
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<td>3. Has the person been involved in a violent or threatening incident prior to going missing? E.g. Domestic</td>
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<td>☐ Yes ☐ Nc</td>
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<td></td>
<td>4. Is this person vulnerable due to age, addiction to drugs / alcohol, infirmity, inability to communicate or other factors?</td>
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<td></td>
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<td></td>
<td>☐ Yes ☐ Nc</td>
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<td></td>
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<td></td>
<td>5. Are there inclement weather conditions, terrain, inadequate clothing or lack of proper equipment that would seriously increase risk to health?</td>
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<td></td>
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<td></td>
<td>☐ Yes ☐ Nc</td>
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<td>6. Does the person require essential medication?</td>
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<td>☐ Yes ☐ Nc</td>
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<td>7. Does the person have any physical illness, disability or mental health problems?</td>
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<td></td>
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<td></td>
<td>☐ Yes ☐ Nc</td>
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<td>8. Has the person been subject to bullying / elder abuse?</td>
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<td>☐ Yes ☐ Nc</td>
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<td>9. If previously missing, did he / she suffer any harm at that time?</td>
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<td></td>
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<td>☐ Yes ☐ No ☐ N/A</td>
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<td>10. Is this behaviour out of character? E.g. overdue and / or personal property has not been taken?</td>
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<td>☐ Yes ☐ Nc</td>
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<td>11. Is this person scheduled to testify in court either as a witness or victim?</td>
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<td>☐ Yes ☐ Nc</td>
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<td>12. Is this person involved in the sex trade, hitchhiking, gambling and / or transient lifestyle?</td>
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<td></td>
<td>☐ Yes ☐ Nc</td>
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<td>13. Is the person associated to Gang Members or other Organized Crime?</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>☐ Yes ☐ Nc</td>
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</tbody>
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COMPLETED BY

<table>
<thead>
<tr>
<th>Rank</th>
<th>Surname</th>
<th>Given Name</th>
<th>Number</th>
</tr>
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<tbody>
<tr>
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Signature

Date of signature (yyyy-mm-dd)

REVIEWED BY (SUPERVISOR)

<table>
<thead>
<tr>
<th>Rank</th>
<th>Surname</th>
<th>Given Name</th>
<th>Number</th>
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Signature

Date of signature (yyyy-mm-dd)
Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Family liaison” – a police officer responsible for communication with the family or other relevant persons during a missing person investigation.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Missing person coordinator” – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 File Review and Monitoring of these British Columbia Provincial Policing Standards.

“National Centre for Missing Persons and Unidentified Remains (NCMPUR)” – a federal program within the National Police Services which provides specialized investigative services to law enforcement, medical examiners and chief coroners to support missing persons and unidentified remains investigations on a national level.

“Provincial Missing Person Intake Form” – the PRIME-BC Missing Person Details Page and all available and relevant CPIC fields.

Standards

The chief constable, chief officer or commissioner must ensure that:

Investigative steps

(1) All investigative steps are documented in the case file, including steps that:
   (a) Were taken but failed to advance the investigation; and
   (b) Were considered but determined not to be appropriate or relevant given the circumstances of the case.
(2) A checklist of initial investigative steps to be taken in a missing person investigation is made available to all police officers, which includes, at minimum:

(a) Interview relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person;

(b) Determine:
   (i) Where and when the missing person was last seen or last known to be;
   (ii) Whether it is out of character for the person to go missing;
   (iii) Possible reason(s) why the person may have gone missing; and
   (iv) Possible destination or location(s) where the missing person may be found.

(c) Ensure that the initial risk assessment and the *Provincial Missing Person Intake Form* are completed.

(d) Conduct a search of relevant locations, which may include the missing person’s residence, point last seen and/or point last known, possible destination(s) or other locations the police officer considers relevant, obtaining consent or authority to conduct the search as required;

(e) Obtain a detailed description and photograph of the missing person (see also Standard (6) of 5.1.5 *Family Members and Reportees*);

(f) Conduct checks for the missing person on CPIC, PRIME or other police information systems;

(g) If the missing person is Aboriginal, notify an Aboriginal Liaison Officer or the missing person coordinator;

(h) Provide the family and/or reportee of the missing person with information about:
   (i) Support services available;
   (ii) The investigative process;
   (iii) Actions they may take or information they may seek or provide to assist the investigation;
   (iv) Information to assist them in dealing with the media;
   (v) The file number for the investigation; and
   (vi) The name and contact information of the family liaison.

(i) A requirement to consider:
   (i) Issuing a BOLO and/or Assistance to Locate bulletin;
   (ii) Whether the criteria for issuing an AMBER Alert are met;
   (iii) Conducting neighbourhood enquiries and/or a video canvass;
   (iv) Securing physical evidence (e.g., surveillance footage, computers, electronic devices and their passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records, obtaining consent or authority to secure the evidence as required;
(v) Requesting assistance from other police forces;
(vi) Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.)
(vii) Whether the case should be profiled on the police force’s website, social media platform(s) and/or the NCMPUR’s Canada’s Missing website;
(viii) Involving the media;
(j) Any other step that may assist in the investigation.

Information about submitting a missing person case to the Canada’s Missing website (http://www.canadasmissing.ca/index-eng.htm) is available from the NCMPUR.


Responsibility for ongoing investigation

(3) All open investigations have an active lead investigator who is responsible for the investigation.
(4) When all initial investigative steps have been exhausted, a supervisor or the missing person coordinator determines:
   (a) Responsibility for ongoing investigation;
   (b) The level of resources needed and the need for special resources; and
   (c) Diary dates.

Evidence

(5) The items listed below in (i) – (v) below are requested:
   (a) As soon as possible if the missing person is presumed dead or foul play is suspected; or
   (b) Within 30 days of the initial report.
      (i) A personal item used by the missing person that may provide a biological sample (e.g., a toothbrush or hairbrush);
      (ii) Familial biological sample(s);
      (iii) Medical records;
      (iv) Dental records; and
      (v) Fingerprints.
(6) Further to Standard (5), if foul play is suspected or cannot be ruled out, an additional personal item and familial biological sample referred to in Standard (5) are obtained.
Provincial Dental Data Bank

(6.1) If a person remains missing for more than 90 days from the initial report, or if foul play is suspected, any dental records obtained must be submitted to the NCO i/c Unidentified Human Remains Unit, RCMP “E” Division for entry into the Provincial Dental Databank.

Information about forms, timelines and procedures for obtaining biological samples and the Provincial Dental Databank is available through the BCPMPC. Any items obtained under Standards (5) and (6) are entered into CPIC.

BC Coroners Service

(7) The BC Coroners Service Missing Persons Query (MPQ) form is completed as soon as possible for any investigation where the missing person is presumed dead, and forwarded to the BCPMPC Unidentified Human Remains Unit.

Information systems

(8) The police force of jurisdiction is responsible for ensuring that:
  (a) The missing person is entered on CPIC as a missing person;
  (b) The entry includes completion of all relevant fields currently available on CPIC, including biological and cultural affinity, if known;
  (c) The CPIC entry is updated as appropriate; and
  (d) The designation is not removed from CPIC until the police investigation is concluded (see also 5.1.6 Concluding a Missing Person Investigation).

(9) The police force of jurisdiction is responsible for ensuring that the missing person is entered on PRIME, and that the entry is updated as appropriate until the police investigation is concluded (see also 5.1.6 Concluding a Missing Person Investigation).

(10) If a missing person investigation is at any time determined to be a high risk missing person investigation, the file is scored as a high risk missing person investigation in PRIME.

The PRIME scoring code for missing person high risk is 8190-33.

(11) If foul play is suspected, a ViCLAS booklet is completed and submitted within 30 days, and updated in accordance with ViCLAS standards.

(12) Where the investigator considers appropriate and consistent with National Centre for Missing Persons and Unidentified Remains (NCMPUR) criteria, a profile of the missing person is forwarded to the NCMPUR for inclusion on the Canada’s Missing website.
Information about submitting a missing person case to the Canada’s Missing website (http://www.canadasmissing.ca/index-eng.htm) is available from the NCMPUR.

Policies and procedures

(13) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*. 
Appendix “A” for BCPPS 5.1.3 – Response and Investigation

Sample Checklists of Initial Investigative Steps

Note: The following two sample checklists are included as optional means for police forces to comply with Standard (2) of BCPPS 5.1.3 Response and Investigation. Police forces may customize or choose to develop their own checklist.
**INSTRUCTIONS**

This checklist is intended to assist police officers providing the initial response to reports of missing persons in British Columbia by listing the minimum investigative tasks that should be completed and/or considered. Additional investigative steps may be appropriate in the circumstances and/or required by the police force’s local policies and procedures.

**TASK**

- INTERVIEW relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person.

**DETERMINE**

- Where and when the missing person was last seen or last known to be.
- Whether it is out of character for the person to go missing.
- Possible reason(s) why the person may have gone missing and.
- Possible destination or location(s) where the missing person may be found.

- COMPLETE the initial risk assessment and Provincial Missing Person Intake Form.

**SEARCH** relevant locations, which may include the missing person’s residence, point last seen and/or point last known, possible destination(s) or other locations the police officer considers relevant, obtaining consent or authority as required.

**OBtain** a detailed description and photograph of the missing person.

**CHECK** for the missing person on CPIC, PRIME or other police information systems.

**PROVIDE** the family and/or reportee of the missing person with information about
- Support services available
- The file number for the investigation
- The investigative process
- Information to assist them in dealing with the media
- Actions they may take or information they may seek or provide to assist the investigation and
- The name and contact information of the officer designated as family liaison.

- If the missing person is Aboriginal, NOTIFY Aboriginal Liaison Officer or missing person coordinator.

**CONSIDER**

- Issuing a BOLO and/or Assistance to Locate bulletin.
- Whether the criteria for issuing an AMBER Alert are met.
- Conducting neighbourhood enquiries and/or a video canvass.
- Obtaining physical evidence (e.g., surveillance footage, computers, electronic devices and passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records, obtaining consent or authority as required.
- Requesting assistance from other police forces.
- Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.).
- Whether the case should be profiled on the police force’s website, social media platform(s), and/or the NCMPUR’s Canada’s Missing website.
- Involving the media.
- Any other step that may assist in the investigation.

**IF FOUL PLAY IS SUSPECTED**

- REFER investigation to section or investigator responsible for major or serious crime investigations.
- VICLAS must be completed.
### CHECKLIST OF INITIAL INVESTIGATIVE STEPS

**INSTRUCTIONS**

Use the ‘Notes’ portion to document why a task was not completed and/or make additional notes about a task.

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ INTERVIEW relevant persons, which may include the reportee, witnesses, friends and family members of the missing person and the person who last saw or had contact with the missing person</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

**DETERMINE**

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Where and when the missing person was last seen or last known to be</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>☐ Whether it is out of character for the person to go missing</td>
<td></td>
</tr>
<tr>
<td>☐ Possible reason(s) why the person may have gone missing and</td>
<td></td>
</tr>
<tr>
<td>☐ Possible destination or location(s) where the missing person may be found</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ COMPLETE the initial risk assessment and Provincial Missing Person Intake Form</td>
<td>Click here to enter text.</td>
</tr>
</tbody>
</table>

**SEARCH** relevant locations, which may include the missing person’s residence, point last seen and/or point last known, possible destination(s), other locations the police officer considers relevant, obtaining consent or authority as required

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ OBTAIN a detailed description and photograph of the missing person</td>
<td>Click here to enter text.</td>
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</tbody>
</table>

**CHECK** for the missing person on CPIC, PRIME or other police information systems

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ PROVIDE the family and/or reportee of the missing person with information about</td>
<td>Click here to enter text.</td>
</tr>
<tr>
<td>☐ Support services available</td>
<td></td>
</tr>
<tr>
<td>☐ The investigative process</td>
<td></td>
</tr>
<tr>
<td>☐ Actions they may take or information they may seek or provide to assist the investigation and</td>
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<tr>
<td>☐ The name and contact information of the officer designated as family liaison</td>
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</table>

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ If the missing person is Aboriginal, NOTIFY Aboriginal Liaison Officer or missing person coordinator</td>
<td>Click here to enter text.</td>
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</table>

**CONSIDER**

<table>
<thead>
<tr>
<th>TASK</th>
<th>NOTES</th>
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</thead>
<tbody>
<tr>
<td>☐ Issuing a BOLO and/or Assistance to Locate bulletin</td>
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<td>☐ Whether the criteria for issuing an AMBER Alert are met</td>
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<td>☐ Conducting neighbourhood enquiries and/or a video canvass</td>
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<td>☐ Obtaining physical evidence (e.g., surveillance footage, computers, electronic devices/passwords, bank records, phone records, etc.), biological evidence (e.g., personal items of the missing person that may contain a biological sample, familial biological samples), or medical or dental records, obtaining consent or authority as required</td>
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<td>☐ Requesting assistance from other police forces</td>
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<td>☐ Requesting assistance from other agencies (e.g., child protection authorities, taxi companies, public transit authorities, airport authorities, Canada Border Services Agency, Department of Homeland Security, towing companies, etc.)</td>
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<tr>
<td>☐ Whether the case should be profiled on the police force’s website, social media platform(s) and/or the NCMPUR’s Canada’s Missing website</td>
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<td>☐ Involving the media</td>
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<td>☐ Any other step that may assist in the investigation</td>
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**IF FOUL PLAY IS SUSPECTED**

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<th>TASK</th>
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<tr>
<td>☐ REFER investigation to section or investigator responsible for major or serious crime investigations</td>
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<td>☐ VICLAS must be completed</td>
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**COMPLETED BY**

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Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Case review” – an examination of the administrative management and operational aspects of an investigation including the nature and quality of the investigation and the evidence.

“Director” - the director of police services referred to in section 39 (1) of the Police Act.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Missing person coordinator” – the police officer designated as responsible for oversight and support functions for the police force’s missing person investigations, including those functions listed in Standard (1) of 5.1.4 File Review and Monitoring of these British Columbia Provincial Policing Standards.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Missing person coordinator

(1) A missing person coordinator is designated at the police force, detachment or district level and is responsible for:

   (a) Knowing the status of all open missing person investigations within the police force’s jurisdiction;

   (b) Ensuring that there is always an active lead investigator for all missing person investigations within the police force’s jurisdiction;

   (c) Maintaining and making available to members of the police force, a list of local resources and suggested checks to assist in missing person investigations; and

   (d) Liaising with the BCPMPC.

(2) The missing person coordinator is notified of all missing person reports within the police force’s jurisdiction.
Supervision of open investigations

(3) All open investigations of missing persons, including foul play suspected cases investigated by major crime or serious crimes unit, are subject to regular, documented supervision (see also Standard (8) of BCPPS 5.1.2 Risk Assessment).

(4) The supervision under Standard (3) must occur, at minimum:

   a) Daily for the first 48 hours of the investigation;
   b) Weekly for the first 30 days of the investigation;
   c) Three months from the start of the investigation; and
   d) Every 12 months thereafter.

(5) The supervision under Standard (3) must include, at minimum, consideration of:

   a) Whether the risk assessment and the level and type of resources applied to the investigation (including lead investigator) are appropriate;
   b) Whether investigative leads and tasks and database checks are being conducted/followed up by the investigator;
   c) Whether the investigation is being properly documented;
   d) Whether the family/reportee of the missing person are being kept informed of the progress of the investigation;
   e) Whether a BC Coroners Service Missing Persons Query form should be completed;
   f) Whether all relevant fields currently available on CPIC have been completed;
   g) Appropriate diary dates; and
   h) Tasks to be assigned to the investigator.

Case review – foul play suspected

(6) In addition to regular supervision required under Standard (3), open investigations where foul play is suspected are subject to a formal case review, overseen by an appointed reviewer within a major crimes or serious crimes unit, at minimum:

   a) Within 5-7 days of the start of the investigation;
   b) Between 6-8 weeks of the start of the investigation; and
   c) In conjunction with the timing of the annual supervision under Standard (4)(d).

(7) Intentionally left blank.
Policies and procedures

(8) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards.*
Definitions

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Family liaison” – a police officer responsible for communication with the family or other relevant persons during a missing person investigation.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Communication with family members and reportees

(1) During the initial stages of the investigation, the family and/or reportee of the missing person is provided with information about:

   a) Support services available;
   b) The investigative process;
   c) Actions they may take or information they may seek or provide to assist the investigation;
   d) Information to assist them in dealing with the media;
   e) The file number for the investigation; and
   f) The name and contact information of the family liaison.

(2) A family liaison is appointed to each investigation and provides updates and timely information regarding the status of the missing person to the family/reportee throughout the investigation, unless to do so would jeopardize the missing person or the investigation.

(3) The family/reportee are advised of any changes to the family liaison and/or the lead investigator.

(4) Communication between the police force and the family/reportee is documented in the case file.

(5) The family/reportee are advised in advance when details pertaining to the investigation will be released to the media and/or the public, unless to do so would jeopardize the missing person or the investigation.
(6) The family/reportee are provided an opportunity to review and consent to any photo(s) and/or description(s) of the missing person that will be released to the media and/or the public, unless to do so would jeopardize the missing person or the investigation.

(7) New information is conveyed to the family in a manner appropriate to the type of information being provided. Death notifications are provided in person, in a private setting whenever possible, subject to any special provisions requested in the communication plan.

(8) A communication plan is established in consultation with the family/reportee of the missing person as soon as appropriate given the circumstances of the investigation, or at the latest, within two weeks of the start of the investigation. At minimum, the communication plan must establish:
   (a) The name and contact information of the family liaison;
   (b) The names and contact information of designated family member or members, the reportee and any other person(s) that are to be updated on the progress of the investigation;
   (c) The frequency and type of information that is to be provided to the persons identified in the communication plan (e.g., the family’s wishes and schedule for contact, updates on the progress of the investigation, significant developments in the investigation);
   (d) The type of information that is to be provided to the family liaison by the persons identified in the communication plan; and
   (e) The means by which information is to be provided.

(9) The communication plan under Standard (8) is documented in the case file.

Policies and procedures

(10) Policies and procedures regarding missing persons include a statement underscoring the stressful nature of a missing person event for family members/reportees and the need for all employees of the police force to treat family members/reportees with respect, compassion and empathy.

(11) Policies and procedures regarding missing persons are consistent with these *BC Provincial Policing Standards*. 
Definitions

“approved verifier” – a person involved in providing care or services to a found missing person, who is familiar with their current circumstances, including:

(a) A parent or caregiver;
(b) A social worker, youth/child protection worker or group home worker;
(c) A transition house worker or antiviolence worker;
(d) A doctor, psychiatrist, counsellor or other health care provider;
(e) A victim services worker;
(f) A shelter or outreach worker;
(g) A lawyer or legal advocate; or
(h) An Aboriginal support worker.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and who are considered missing until located.

“Safe and well check” – personal face-to-face communication with a found missing person to confirm their identity and assess their well-being.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Closing a missing person investigation

(1) A missing person report or investigation is not closed until:

(a) The missing person has been located and a police officer or an approved verifier has completed a safe and well check; or
(b) The BC Coroners Service has confirmed the identity of a deceased person or found human remains as that of the missing person; or
(c) If the investigation is being transferred to another police force, the other police force has confirmed its receipt of the report and responsibility for the investigation.
(2) Closure of a missing person report or investigation must be reviewed and approved by a supervisor with such approval being documented in the case file.

(2.1) Notwithstanding Standard (1)(a) above, a supervisor may approve the closure of a missing person report or investigation without the completion of a safe and well check provided that the supervisor:

(a) is satisfied that the missing person’s identity and well-being have been established by other means; and

(b) has determined that the completion of a safe and well check is either:

   (i) not in the best interest of the missing person, having due regard to their privacy, their degree of vulnerability, and their continuing safety, or

   (ii) clearly impracticable given the presence of extenuating circumstances; and

(c) documents the reasons supporting his or her decision in the case file.

(3) Information systems (e.g., CPIC and PRIME entries) are updated as soon as possible when a missing person is located.

Disclosure

(4) The location or whereabouts of a found missing person that is a competent adult are not disclosed to the family/reportee without the missing person’s consent.

(5) The following are considered before disclosing the location or whereabouts of a found missing person under the age of 19:

   (a) The minor’s age and competency;

   (b) Whether the minor consents to the disclosure; and

   (c) The minor’s relationship to the family/reportee.

Policies and procedures

(6) Policies and procedures regarding missing persons are consistent with these BC Provincial Policing Standards.
Definitions

“BC Police Missing Persons Centre (BCPMPC)” – a provincial force unit that provides guidance and support to all police in the province for missing person investigations, and coordinates and supports unidentified human remains investigations.

“Delegated Aboriginal Agency” – an Aboriginal agency that has established a delegation agreement with the Provincial Director of Child Welfare to undertake administration of all or parts of the Child, Family and Community Service Act.

“Missing person” – anyone reported to police or by police as someone whose whereabouts are unknown, whatever the circumstances of their disappearance, and they are considered missing until located.

Standards

The chief constable, chief officer, or commissioner must ensure that:

Extra standard of care required for found missing persons under the age of 19

(1) Consideration is given to conducting an interview with found missing persons under the age of 19 in an effort to determine:
   (a) Any requirements for follow up investigation; and
   (b) Any resources or assistance that could be offered to help promote the minor’s safety or prevent them from going missing again.

   A minor has the right to refuse to cooperate or answer questions and should not be pressured to provide information.

Child protection authorities

(2) The police force has protocols in place with Ministry of Children and Family Development authorities and Delegated Aboriginal Agencies (where relevant), to facilitate missing person investigations involving youth in local group homes and foster care.
(3) The police force has protocols in place to refer found missing persons under the age of 19 to child protection authorities for assessment of their needs, where appropriate.

Aboriginal liaison

(4) The police force has access to at least one of the following means to obtain advice or assistance during missing person investigations where the missing person is Aboriginal:
   (a) An Aboriginal liaison officer; or
   (b) An officer from a federal First Nations Policing Program Community Tripartite Agreement or Quadpartite Agreement; or
   (c) Local Aboriginal leaders or organizations, through written protocol or agreement.

Protocols with other agencies

(5) Protocols are in place with local mental health facilities, hospitals and nursing homes to facilitate missing person investigations involving patients or residents.

Frequent reports involving the same individual

(6) If frequent reports involving the same individual are identified, the police force identifies mitigating strategies, in conjunction with relevant local agencies or resources.

Suspicious links between cases

(7) If links between cases are suspected at any time during an investigation, or as a result of aggregate analysis, the police force:
   (a) Notifies the BCPMPC; and
   (b) Identifies any additional action to be taken or procedures to be followed when a missing person report involving similar characteristics is received by the police force.

Public awareness of the missing person reporting and investigation process

(7.1) Information about missing persons is available on the police force’s public website, including at minimum:
   (a) How to report a missing person, including that there is no waiting period to make a report and that anyone can make a report (e.g., non-family members);
   (b) A description or examples of the information that may be requested to assist police with the risk assessment and investigative process;
   (c) How members of the public may provide, or seek, information about an ongoing missing person investigation; and
(d) Information about support services and resources related to missing persons, including local victim services and links to relevant Provincial or National websites.

(7.2) The link to the information referred to under standard (7.1) can be easily located on the main page of the police force’s or RCMP detachment’s website.

Policies and procedures

(8) Policies and procedures regarding missing persons are consistent with these BC Provincial Policing Standards.
The purpose of the BC Provincial Policing Standards for Major Case Management is to help ensure that police response to a serious incident is appropriate to the needs of an investigation while maintaining substantive services to the community.

These Standards were developed in response to recommendations made by the Missing Women Commission of Inquiry. The Commission recommended that the Provincial Government mandate the use of major case management for all major crimes, and that provincial standards be established. The Commission further recommended that the standards address multi-jurisdictional and multi-agency investigations, and called for the creation of a protocol or framework to support the timely and seamless implementation of multi-agency teams.

The Standards identify the minimum elements of the principles of major case management to be applied by all police forces in British Columbia to enhance consistency in investigations and to facilitate cooperation and coordination on multi-jurisdictional investigations. The Standards also provide a mechanism through which compliance with the principles of major case management can be assessed. The Standards are not a manual or procedural guide.

The underlying principles of these Standards are that:

- Certain cases stand out from others in terms of the seriousness of the offence, the scope or complexity of the investigation, or the resources required to successfully carry out the investigation. These investigations must be effectively planned and managed from the earliest opportunity to make effective and efficient use of resources, and to protect the public from further risk. Major case management is a methodology for achieving these outcomes:

  [Major case management] structures an investigation by providing clear goals and objectives; establishing lines of responsibility and decision-making authority; and creating infrastructure for the recording, storage and sharing of information, and contributing to operational efficiencies.

  Forsaken: The Report of the Missing Women Commission of Inquiry, Executive Summary, p. 21

  Early and disciplined application of the principles of major case management ensures that police can effectively and efficiently investigate crimes, identify suspects, eliminate the innocent from police scrutiny, and focus limited resources.

- Investigative teams with clear roles and responsibilities, decision making authorities, and effective communication, are critical components of major case management. The leadership of the Command Triangle, supported by an investigative team, is a cornerstone of major case
management. The responsibilities of each member of the investigative team must be defined and members must have appropriate training and experience for their assigned role. Regular, open communication within the Command Triangle and with the rest of the investigative team is essential to the team’s effectiveness.

- **Systems must be in place to support the effective implementation of major case management.** A robust infrastructure for information and evidence management and documentation of investigative tasks and decision making is essential. In addition to organizing and managing information, electronic systems also provide valuable investigative and analytical tools.

- **The power of any system is enhanced when used consistently within and across policing jurisdictions.** Common tools support collaboration on investigations and aid in the detection of links between cases to ensure the full extent of criminality is identified and acted upon.

- **Accountability mechanisms are critical for major case management.** Key among these is team structure. Accountability of team members in carrying out their responsibilities is assured through collaboration and communication with the Command Triangle, and other members of the team, as appropriate. While the Team Commander has overall responsibility for the speed, flow and direction of the investigation, oversight by and accountability to senior levels ensures investigations are being managed responsibly and resourced appropriately.

- **Critical analysis is a hallmark of effective major case management.** The Team Commander and Command Triangle must maintain an atmosphere that encourages critical reflection and open communication within the investigative team. External critical analysis is also important, for both individual investigations (e.g., having operational plans reviewed by someone who is not closely tied to the investigation) as well as the team or unit’s general practices (e.g., through internal audit). At the individual case level, this helps to ensure that all reasonable investigative avenues are pursued, and provides an opportunity to identify and mitigate risks to the investigation or prosecution. At a general practice level, internal audits can inform continuous improvement.

- **Major case management involves a range of crime solving strategies to keep the investigation moving forward and avoid critical errors.** This means capitalizing not only on internal and external police resources, but also taking a multi-disciplinary approach, involving Crown counsel and other relevant experts who may be outside of policing.

- **Major cases may involve significant interest by victims, their families, the media, and the public in general.** Their potential contributions to an investigation must be considered, and the impact of investigative strategies and decisions on public trust and safety evaluated. In particular, the privacy interests of the victim or family must be considered when sharing information about an investigation with the media. Responsibility for media and victim/family liaison must be clear.
BCPPS 5.2 Major Case Management

- **Many investigations of serious crime will lead to a prosecution; this must be anticipated and planned for early.** It is essential that throughout the investigation, measures be in place to address the prosecution aspects that arise in any investigation, including early and ongoing communication with Crown counsel. Effective file management ensures that files are structured so that investigators can provide disclosure in a timely and complete fashion and that materials are organized and analyzed to provide Crown counsel with the materials needed to make the decision to prosecute.

- **Linked cases present additional case management needs.** Multi-jurisdictional investigations require timely, effective and unhindered cooperation and coordination between police forces; information sharing is essential. Tools must be in place to support the prompt establishment and management of joint investigations. Where joint investigations occur, overarching authority and responsibility must be clear. Where serial or predatory crime is suspected, or where it is reasonable to assume that a particular investigation could be enhanced through effective information sharing, that sharing is essential, even when joint investigations do not occur. Whether single- or multi-jurisdictional, linked investigations must serve the dual objective of preventing further crimes as well as identifying and convicting the offender.

- **Although the Standards identify certain types of investigations where major case management must be applied, there are many other circumstances where it may assist in structuring the investigation.** Many of the practices outlined in these standards are suitable for a wide range of investigations, not limited to major cases. Further, the ultimate scope or complexity of an investigation may not be apparent from the outset; what starts as a straightforward investigation may become significantly more complex. Compliance with these standards is encouraged for all types of criminal investigations, as and where appropriate.
Definitions

“Command Triangle” – consists of the Team Commander, Primary Investigator and File Coordinator for a major case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.

“director” - the director of police services referred to in section 39 (1) of the Police Act.

“File Coordinator” – a member of the Command Triangle that reports directly to the Team Commander and is responsible for establishing the business rules and system protocols; assessing investigative material and ensuring complete tasking which includes that investigative strategies are completed; and where applicable, disclosure and prosecution support is provided.

“major case” - for the purpose of these standards, includes:
(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

“Major Case Management” - a methodology for managing major incidents that provides accountability, clear goals and objectives, planning, utilization of resources, and control over the speed, flow and direction of an investigation.

“officer” – a constable appointed under the Police Act or an enforcement officer appointed under s. 18.1 of the Police Act.

“Team Commander” – a member of the Command Triangle and the person to whom overall authority, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.

“Primary Investigator” – a member of the Command Triangle that reports directly to the Team Commander and is responsible for controlling the speed, flow and direction of the overall investigative process.

“sexual assault” – for the purpose of these standards, includes: sexual assaults under Part VIII and sexual interference, invitation to sexual touching and sexual exploitation under Part V of the Criminal Code of Canada.
Standards

The chief constable, chief officer or commissioner must:

Investigations where major case management automatically required

(1) Ensure compliance with BC Provincial Policing Standards 5.2 Major Case Management for the following investigations:

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

Other investigations where major case management required

(2) In addition to the investigations listed in Standard (1), ensure compliance with BC Provincial Policing Standards 5.2 Major Case Management for any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in standard (3), requires major case management.

Process for identifying other investigations where major case management required

(3) Ensure that a process is in place whereby investigations with any of the following elements are referred to a Team Commander, Primary Investigator or File Coordinator to assess and make recommendations to the chief constable, chief officer or commissioner, or a delegate thereof, regarding the need for major case management:

   (a) Investigations that include:
      (i) confidential informer(s) or agent(s), or
      (ii) complex investigative techniques, or
      (iii) an authorization to intercept private communications;
   (b) Investigations of violent crimes that likely spans multiple jurisdictions or multi-jurisdictional gang/organized crime investigations;
   (c) The volume or type of disclosure materials and/or exhibits may exceed the routine capacity of the police force;
   (d) The offence or incident under investigation is believed to be sexually motivated and either serial or predatory in nature; or
   (e) The offence or incident under investigation involves complex or rarely used legislation.
(4) Ensure that any Team Commander, Primary Investigator or File Coordinator referred to under Standard (3) above meets the criteria for these roles set out in *BCPPS 5.2.2 Command Triangle and Investigative Team*.

(5) Ensure that the steps in the process referred to under Standard (3) are documented, including:

   (a) the referral of an investigation to a Team Commander, Primary Investigator or File Coordinator for assessment,
   (b) the recommendations of the Team Commander, Primary Investigator or File Coordinator, and
   (c) the decision of the chief constable, chief officer, commissioner, or delegate.

(6) Ensure that the process referred to under Standard (3) is:

   (a) Either:
      (i) In the case of a municipal police department or designated police force, reviewed and approved by the police board; or
      (ii) In the case of the provincial force, reviewed and approved by the Commissioner; and
   (b) Filed with the director.

**Annual report**

(7) Ensure that an annual report is submitted to the director, that includes the following information:

   (a) The number of new major case investigations initiated during the year of the report, including a breakdown of these investigations by:
      (i) The type of offence or incident involved, using Uniform Crime Reporting rules regarding the most serious offence, and
      (ii) The status of the investigation (i.e., ongoing/concluded) at the time the report was prepared; and
   (b) The number of investigations referred to a Team Commander, Primary Investigator or File Coordinator for assessment as required by the process referred to under Standard (3).

**Policies and procedures**

(8) Ensure policies and procedures are consistent with these *BC Provincial Policing Standards*.

**Annotations**

**Serial in nature** – refers to crimes of a similar nature where there are reasonable grounds to suspect that they were committed by the same offender(s), within the same or multiple policing jurisdictions.

**Predatory in nature** – refers to activity characterized by systematic targeting for the purpose of exploiting others for one’s own gain.
Definitions

“Command Triangle” – consists of the Team Commander, Primary Investigator and File Coordinator for a major case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.

“File Coordinator” – a member of the Command Triangle that reports directly to the Team Commander and is responsible for establishing the business rules and system protocols; assessing investigative material and ensuring complete tasking which includes that investigative strategies are completed; and where applicable, disclosure and prosecution support is provided.

“Investigative Team” – police officers and civilian staff assigned to a major case investigation on a permanent or temporary basis, including the Command Triangle.

“Major Case” – for the purpose of these standards, includes:
(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

“Team Commander” – a member of the Command Triangle and the person to whom overall, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.

“Primary Investigator” – a member of the Command Triangle that reports directly to the Team Commander and is responsible for controlling the speed, flow and direction of the overall investigative process.

Standards

The chief constable, chief officer or commissioner must ensure that:

Command Triangle

(1) A Command Triangle is formed for all major case investigations, as soon as reasonably possible given the circumstances and the needs of the investigation, with officers assigned to the following roles:
(a) Team Commander;
(b) Primary Investigator; and
(c) File Coordinator.

The chief constable, chief officer, commissioner or chief civilian director must ensure that:

**Team Commander**

(2) An officer assigned to the role of Team Commander for a major case investigation, or an IIO investigator assigned to the role of Team Commander for the investigation of an incident where a person may have died as a result of the actions of an officer, whether on or off duty:

   (a) Has experience relevant to the type of investigation; and
   (b) Meets each of the following criteria:

      (i) Successful completion of a provincially-approved Team Commander training course;
      (ii) Previous experience in the role of Primary Investigator or File Coordinator;
      (iii) Previous investigative experience in a supervisory or management role; and
      (iv) No disciplinary records of serious misconduct that would affect his/her ability to perform the duties of Team Commander.

(3) Notwithstanding Standard (2) (b) (i) above, an officer assigned to the role of team commander on a major case investigation prior to the effective date of these Standards, who has completed other Team Commander or major case management training, may continue to be assigned to the role of Team Commander.

**Primary Investigator**

(4) An officer assigned to the role of Primary Investigator for a major case investigation, or an IIO investigator assigned to the role of Primary Investigator for the investigation of an incident where a person may have died as a result of the actions of an officer, whether on or off duty:

   (a) Has investigative experience relevant to the type of investigation; and
   (b) Has successfully completed:

      (i) A provincially-approved major case management training course; and
      (ii) Training in major crime investigative techniques.

(5) Notwithstanding Standard (4) (b) above, an officer assigned to the role of primary investigator prior to the effective date of these Standards, who has completed other major case management and major crime investigative techniques training, may continue to be assigned to the role of primary investigator.

**File Coordinator**

(6) An officer assigned to the role of File Coordinator for a major case investigation, or an IIO investigator assigned to the role of File Coordinator for the investigation of an incident where a person may have died as a result of the actions of an officer, whether on or off duty:

   (a) Has appropriate experience for the anticipated complexity of the investigation; and
   (b) Has successfully completed a provincially-approved file coordination training course.
(7) Notwithstanding Standard (6) (b) above, an officer assigned to the role of file coordinator prior to the effective date of these Standards, who has completed other file coordination training, may continue to be assigned to the role of file coordinator.

The chief constable, chief officer or commissioner must ensure that:

Investigative team

(8) The Team Commander establishes, maintains and adjusts an investigative team commensurate to the needs of the investigation, prosecution and disclosure.

(9) The Team Commander ensures that all members of the investigative team have the appropriate knowledge, skills and abilities required to undertake their assigned role(s) or function(s).

(10) All persons participating in the investigation, their role(s) or function(s), and the dates of their involvement are documented.

Policies and procedures

(11) Policies and procedures are consistent with these BC Provincial Policing Standards.
Definitions

“major case” - for the purpose of these standards, includes:
(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

Standards

The chief constable, chief officer or commissioner:

Case Management System

(1) Must ensure that a provincially-approved electronic major case management system is used to support the management of a major case investigation.

(2) May permit the use of another case management system if the investigation was initiated before the effective date of these Standards.
Definitions

“investigative team” - police officers and civilian staff assigned to a major case investigation on a permanent or temporary basis, including the Command Triangle.

“major case” - for the purpose of these standards, includes:
(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

Standards

The chief constable, chief officer or commissioner must ensure that:

Business Rules

(1) Written procedures or business rules are in place for the management of major cases that provide direction on, at minimum, the following matters:
   (a) roles and responsibilities and decision-making authorities within the investigative team;
   (b) internal and external communication, including but not limited to:
      (i) investigational briefings, and
      (ii) engaging with the media;
   (c) the conduct and documentation of investigative activities and strategic decisions, including but not limited to:
      (i) records of briefings, and
      (ii) the maintenance of an investigative chronology, including a decision log;
   (d) file management, including but not limited to:
      (i) Electronic case management system;
      (ii) Document management;
      (iii) Exhibit management;
      (iv) Disclosure management
      (v) Preparation of the Report to Crown Counsel
      (vi) Processing audio/video and other media
      (vii) Sensitive information handling.

(2) Processes or systems are in place to ensure that the procedures or business rules are communicated to and reviewed by, and remain readily accessible to, members of the investigative team.
(3) The procedures or business rules are reviewed and amended as necessary for consistency with any changes to legislation and case law.

(4) Consideration is given to the need to tailor the business rules to the particulars of any major case investigation.
Definitions

“Command Triangle” – consists of the Team Commander, Primary Investigator and File Coordinator for a major case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.

“director” - the director of police services referred to in section 39 (1) of the Police Act.

“File Coordinator” – a member of the Command Triangle that reports directly to the Team Commander and is responsible for establishing the business rules and system protocols; assessing investigative material and ensuring complete tasking which includes that investigative strategies are completed; and where applicable, disclosure and prosecution support is provided.

“major case” - for the purpose of these standards, includes:
(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

“Primary Investigator” – a member of the Command Triangle that reports directly to the Team Commander and is responsible for controlling the speed, flow and direction of the overall investigative process.

“Team Commander” – a member of the Command Triangle and the person to whom overall authority, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.

Standards

The chief constable, chief officer or commissioner must ensure that:

Oversight

(1) The Team Commander is accountable to a senior officer responsible for monitoring the progress of a major case investigation.

(2) The senior officer responsible for monitoring the progress of a major case investigation must have appropriate knowledge and skills, including previous experience in a Command Triangular role.
(3) The officer responsible for monitoring the progress of a major case investigation must ensure that the investigation is reviewed at appropriate intervals to support the timely identification of and response to potential issues, including at minimum:

(a) Unless a suspect has been identified or there is a clear direction to the investigation, within 7 days of the start of the investigation;
(b) Unless charges have been referred to Crown counsel for approval, within 8 weeks of the start of the investigation.

(4) The review referred to under Standard (3) must be conducted by a person who:

(a) Has expertise in major case management and/or another subject directly relevant to the investigation;
(b) Is able to provide objective analysis of the investigation; and
(c) Is not a member of the investigative team.

(5) The review referred to under Standard (3) must include, at minimum, consideration of whether:

(a) relevant investigative strategies have been identified and effectively pursued; and
(b) the investigation is appropriately resourced.

**Reporting**

(6) Processes are in place to ensure regular reporting to senior management regarding a major case investigation.

**Internal audit**

(7) An internal audit of a sample of major case investigations is conducted each year, using generally accepted audit sampling methods.

(8) The internal audit under Standard (7) includes, at minimum, an assessment of compliance with the *BC Provincial Policing Standards* for major case management (*BCPPS 5.2 Major Case Management*).

(9) A report summarizing the results of the internal audit is retained and provided to the director upon request.

**Policies and procedures**

(10) Policies and procedures are consistent with these *BC Provincial Policing Standards*.
Definitions

“major case” - for the purpose of these standards, includes:
(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

“Team Commander” – a member of the Command Triangle and the person to whom overall authority, responsibility and accountability for an investigation are conferred, including its resources (human and physical) and mandate, and adherence to the principles of major case management.

Standards

The chief constable, chief officer or commissioner must ensure that:

Victim Liaison

(1) The responsibility for victim liaison is assigned to a designated person, working under the direction of the Team Commander.

(2) The Team Commander ensures that the obligations of police under the Canadian Victims Bill of Rights and the British Columbia Victims of Crime Act are upheld throughout a major case investigation.

(3) The Team Commander ensures that the victim is provided with information to assist them in dealing with the media and interest by the public in the investigation.

(4) Wherever possible, when information is released to the victim or their immediate family it is done:
   (a) By the designated victim liaison for the investigation;
   (b) After approval and authorizations by the Team Commander; and
   (c) Where appropriate, in advance of the information being released to the general public.

(5) Contact with the victim is documented.

Media

(6) Responsibility for media liaison is assigned to a designated member of the police force, working under the direction of the Team Commander.
(7) The business rules for a major case investigation include procedures and/or processes to ensure that information about the investigation is shared appropriately with the media, including, where appropriate, how the media may be used to further the investigation.

(8) Photographs of the victim are not released to the media without the victim’s or family’s permission, unless authorized by the Team Commander.

Community Impact Assessments

(9) Consideration is given to conducting a community impact assessment for a major case investigation, to determine the impact of the crime or incident, and the ensuing police investigation, on the community.

(10) A community impact assessment must be conducted by a person familiar with the community and must include, at minimum:

   (a) Identifying the groups and/or individuals affected by the incident(s); and
   (b) Analyzing the potential impacts of the incident(s) on those groups and/or individuals, including their likelihood and significance.

(11) If the community impact assessment identifies significant risks to the safety of members of the community, relationships between groups or individuals in the community, police and community relations, or the reputation of the police service, options for managing those risks (e.g., community meetings, high visibility patrols) are identified.

Liaison with Crown counsel

(12) Early and ongoing communication and consultation with Crown counsel occurs during a major case investigation to address potential legal or prosecution issues, including:

   (a) Complex or sensitive legal applications;
   (b) The use of complex investigative techniques, novel investigative techniques, or investigative techniques that raise such issues as proportionality, intrusiveness, and community standards;
   (c) Any requests for consideration or immunity agreements for potential witnesses;
   (d) Preparation of file materials for disclosure;
   (e) Preparation of the Report to Crown Counsel; and
   (f) Other matters of mutual concern.

Policies and procedures

(13) Policies and procedures are consistent with these BC Provincial Policing Standards.
Standards

The chief constable, chief officer or commissioner must ensure that:

Disclosure Management

(1) Adequate resources and systems or procedures are in place to ensure that necessary file materials can be disclosed quickly and accurately.

Report to Crown Counsel

(2) Adequate resources, processes and procedures are in place that allow for timely and accurate preparation of the Report to Crown Counsel (RTCC) and supplemental RTCC.

(3) Processes and procedures are in place to ensure compliance with any mutually agreed upon protocols between police and Crown, including the Crown Police Liaison Committee Memorandum of Understanding on Disclosure and the Public Prosecution Service of Canada (PPSC) Guidelines on the Preparation of the Report to Crown Counsel.
### Definitions

**“Command Triangle”** – consists of the Team Commander, Primary Investigator and File Coordinator for a major case investigation, who, in addition to their individual responsibilities, are jointly involved in making key decisions about the investigation.

**“Investigative team”** - police officers and civilian staff assigned to a major case investigation on a permanent or temporary basis, including the Command Triangle.

**“major case”** - for the purpose of these standards, includes:

(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

### Standards

The chief constable, chief officer or commissioner must ensure that:

**Investigative techniques**

(1) The investigative team for a major case investigation has access to, using members of the police force or through an agreement with another police force(s), persons with appropriate training and skills, or demonstrated competency and experience to undertake, at minimum, the following roles or functions:

(a) legal applications;
(b) affiant;
(c) crime analyst;
(d) interviewers, including persons with appropriate training and skills, or demonstrated competency and experience to conduct or provide guidance with respect to interviews with vulnerable witnesses;
(e) qualified polygraph examiner;
(f) confidential informer handling;
(g) police agent handling;
(h) undercover operations;
(i) physical surveillance;
(j) interception of private communications/electronic surveillance;
(k) witness protection and handling;
(l) extraction and analysis of digital evidence; and
(m) forensic experts.
Interviewing

(2) Officers interviewing suspects or key witnesses during a major case investigation are:
   (a) selected on the basis of the investigative and evidentiary requirements of the case and
       the individual to be interviewed; and
   (b) have appropriate training and skills, or demonstrated competency and experience for the
       type of interview.

Consultation with other experts

(3) The Command Triangle and/or the senior officer responsible for monitoring the progress of a major
    case investigation must consider the need to consult with other police officers and/or experts from
    other disciplines (e.g., a case conference or strategic advisory group) to obtain feedback or advice
    on steps that could be taken to advance a major case investigation that has been open for 9
    months and remains unsolved, or sooner at their discretion.

Accessing Expert Resources

(4) The Command Triangle must consider the need to access expert resources to assist with a major
    case investigation, including but not limited to:
    (a) behavioural sciences services (e.g., criminal profiling, geographic profiling);
    (b) forensic pathology;
    (c) forensic anthropology/archaeology;
    (d) forensic entomology;
    (e) forensic odontology;
    (f) forensic botany;
    (g) pattern/wound interpretation;
    (h) blood spatter analysis;
    (i) other medical experts; and
    (j) other forensic experts.

Supporting the detection of links between cases

(5) In addition to using a provincially-approved case management system as required under Standard
    (1) of BC Provincial Policing Standards 5.2.3 Case Management System, any information that could
    support the detection of links between cases is entered into PRIME Versadex, including at
    minimum:
    (a) a summary of the offence;
    (b) information about known suspects or offenders;
    (c) contact information for the investigation; and
    (d) any other investigative information at the Command Triangle’s discretion.

(6) Relevant and available policing information systems are researched to determine whether a major
    case investigation may be linked to another investigation(s) in the same or another policing
    jurisdiction.
(7) When a potential link is identified, reasonable and timely measures are taken to evaluate whether the same person(s) may be responsible for the offences, including, at minimum, communication with the lead investigator of the other investigation(s).

Policies and procedures

(8) Policies and procedures are consistent with these *BC Provincial Policing Standards*.

Annotation

**vulnerable witness** – refers to a witness who, due to age, mental or physical disability or other personal characteristics, the nature of the offence, the nature of their relationship with the offender, or any other circumstance, may have difficulty providing, or may need accommodation to provide a full and candid account of events.
**Definitions**

"**director**“ - the director of police services referred to in section 39 (1) of the *Police Act*.

"**Joint Forces Operation**“ – a multi-jurisdictional investigative team, made up of police officers from various jurisdictions, established to assume responsibility for the investigation of a linked, multi-jurisdictional major case or common mandate.

"**Joint Management Team**“ - a group of senior officers representing the police forces involved in a Joint Forces Operation, responsible for providing oversight to the Team Commander(s) and updates police forces as needed on the status of the investigation.

"**Lead Investigative Agency**“ - a police force or integrated team of police officers with primary responsibility for a linked, multi-jurisdictional major case.

"**linked, multi-jurisdictional major case**“ – a multi-jurisdictional major case where there is agreement among the involved police agencies that the investigations are related and some level of coordination is required, which could range from regular communication and information sharing to the establishment of a Joint Forces Operation.

"**major case**“ - for the purpose of these standards, includes:

(a) The types of investigations listed in Standard (1) of BCPPS 5.2.1 Threshold;
(b) Any other investigation, including a type or category of investigation, or a particular investigation, which the chief constable, chief officer, or commissioner, or a delegate thereof, has determined, with due regard to the factors listed in Standard (3) of BCPPS 5.2.1 Threshold and Reporting, requires major case management.

"**multi-jurisdictional major case**“ - two or more defined major cases, occurring in two or more policing jurisdictions, where the same offender(s) is likely responsible for the commission of the offences.

"**Partner Investigative Agencies**“ - other police forces involved in a linked, multi-jurisdictional major case.

**Standards**

The chief constable, chief officer or commissioner must ensure:

**Protocol**

(1) The police force has entered into a written protocol with all other police forces in British Columbia concerning multi-jurisdictional major cases, which addresses, at minimum:
(a) The process to be followed and the actions to be taken by involved agencies when a multi-jurisdictional major case is suspected;
(b) The process to be followed and the actions to be taken when there is agreement among the involved agencies that the cases are related and investigative efforts will be coordinated (hereinafter referred to as a linked, multi-jurisdictional major case investigation);
(c) The criteria or circumstances in which the implementation of a Joint Forces Operation will be considered;
(d) A checklist of matters to be considered and addressed as required when establishing a Joint Forces Operation, including, where appropriate, sample wording that may be used to establish the terms for a particular Joint Forces Operation under Standard (4), below;
(e) The process to be followed when consensus cannot be reached on any decision with respect to a multi-jurisdictional major case, including but not limited to the decision as to whether or not the cases are related;
(f) Provisions for ongoing liaison and review with respect to the protocol.

(2) The protocol under Standard (1) is approved by the director.

Responsibilities of involved agencies during a linked, multi-jurisdictional major case investigation

(3) During a linked, multi-jurisdictional major case investigation where a Joint Forces Operation will not be established, a senior officer is assigned responsibility for coordinating information sharing and the integration of investigative efforts between the involved agencies, as appropriate.

(4) During a linked, multi-jurisdictional major case investigation where a Joint Forces Operation will be established, the terms by which the Joint Forces Operation will be conducted, funded and governed are set out in writing, including, at minimum, the following:

(a) Objectives and scope of the investigation
(b) Identification of the Lead and Partner Investigative Agencies
(c) Identification of the Team Commander
(d) Responsibilities of the Joint Management Team and the investigative team
(e) Resources, funding and equipment
(f) Organizational chart
(g) Contingency Planning, Revisions to the Letter of Agreement, Dispute Resolution
(h) Reporting
(i) File Coordination
(j) Disclosure
(k) Report to Crown Counsel
(l) Command Post/Project Room

(5) The operational plan is submitted to the Joint Management Team for approval.

(6) Business rules are established for the investigation.

(7) The Joint Management Team is regularly apprised of the investigative activities and results, human and other resource needs, and the financial standing of the investigation.
(8) Final reports are prepared consistent with the terms established for the Joint Forces Operation, as required under Standard (4)(h).

Policies and procedures

(9) Policies and procedures are consistent with these BC Provincial Policing Standards.
The purpose of the BC Provincial Policing Standards for Inter-Agency Cooperation and Coordination is to support information sharing, consistency in practices, and collaboration between municipal, provincial and designated police forces in B.C. with respect to complex investigations involving serious crimes (see also BCPPS 5.2 Major Case Management).

These Standards fulfill a commitment outlined in the BC Policing and Community Safety Plan to address the need for consistency and accountability with respect to targeting methods for police intelligence operations and ensure that all police agencies are focusing on the individuals and groups who pose the most significant and immediate threat to public safety. These Standards also bring B.C. in line with other Canadian provinces where compliance with Violent Crime Linkage Analysis (ViCLAS) reporting requirements is mandatory.

The underlying principles of the Standards are that:

- **Public interest is best served when police agencies communicate and work together to identify and pursue common objectives.** Criminal behaviour increasingly crosses jurisdictional boundaries. Effective information sharing and collaboration between police agencies can increase the ability of police to identify offenders and solve crimes, promoting public safety and the efficient use of resources.

- **The power of systems and tools is enhanced when used consistently within and across policing jurisdictions.** A number of information systems and tools have been developed to support inter-agency information sharing, cooperation and coordination. Full and consistent contribution to and participation in these systems helps to maximize their potential to solve crimes and protect the public.
Definitions

“Violent Crime Linkage Analysis System (ViCLAS)” – a national database that stores information about specified violent or interpersonal crimes, in an effort to identify serial violent offences and offenders.

“Automated Criminal Intelligence Information System (ACIIS)” – a national database containing criminal information and intelligence on organized and serious crime.

“Provincial Tactical Enforcement Priority (PTEP) Targeting Process” - a process coordinated by the Combined Forces Special Enforcement Unit – British Columbia (CFSEU-BC) whereby municipal, provincial and federal law enforcement agencies provide information about organized crime and gang violence to assist CFSEU-BC and the Criminal Intelligence Service BC Yukon Territory (CISBC/YT) in the identification and prioritization of enforcement targets.

Standards

The chief constable, chief officer or commissioner must ensure that:

Violent Crime Linkage Analysis System (ViCLAS)

(1) The police force complies with the reporting requirements, including timelines, of the Violent Crime Linkage Analysis System (ViCLAS).

ACIIS

(2) The police force contributes to and utilizes the Automated Criminal Intelligence Information System (ACIIS).

Provincial Tactical Enforcement Priority (PTEP) Targeting Process

(3) The police force participates in the Provincial Tactical Enforcement Priority Targeting Process (PTEP) by, at minimum:

   (a) Each year, collecting information to determine the top threats to public safety due to gang violence, in a manner accepted by the chief officer of CFSEU-BC;
   (b) Submitting any current and emerging threats identified to the chief officer of CFSEU-BC, within the timelines set by the chief officer of CFSEU-BC;
   (c) Completing any PTEP profiles requested by the chief officer of CFSEU-BC;
   (d) Attending regular PTEP targeting meetings;
   (e) Assigning resources to targets identified through the PTEP targeting meetings; and
(f) Providing outcomes and updates to the chief officer of CFSEU-BC.

Policies and procedures

(4) Policies and procedures are consistent with these *BC Provincial Policing Standards*. 
Section 6.0 - Promotion of Unbiased Policing
In British Columbia and across Canada, there has been critical attention on the police practice often referred to as street checks and in particular the over-representation of Indigenous persons and racial minorities amongst persons who have been the subject of a street check. The Director of Police Services is addressing this matter through provincial policing standards on the promotion of unbiased policing, which are currently under development. This work is moving forward in consultation with police and community-based organizations.

While this work continues, the Director of Police Services has established the following Standards on Police Stops, as an interim approach, to provide direction to British Columbia police agencies on key areas and promote consistency in police practices throughout the province. Policing and law enforcement services in BC must be delivered in a manner that respects rights and is free of discrimination.

The term police stops is intended to refer to any interaction between a police officer and a person that is more than a casual conversation and which impedes the person’s movement. A stop may include a request or demand for identifying information depending on the circumstances.

While stops cannot be random or arbitrary unless authorized by law, or based on a person’s race, social or economic status, there are situations where police have the legal authority to require a person to stop consistent with existing obligations to ensure a person’s rights are upheld during the stop. Officers are not permitted to request or demand, collect, or record a person’s identifying information without a justifiable reason.

The Standards also require police agencies to provide written direction to police officers regarding interactions that may result in a request for a person to voluntarily provide identifying information. The officer must reasonably believe there is a public safety purpose or objective they are attempting to address, and the officer must explain the reason to the person. It is also the responsibility of the officer to take steps to ensure that the person understands their right to not answer questions and to walk away. Many people stopped by a police officer will feel compelled to remain and answer questions, regardless of the circumstances. This is especially the case when the person stopped is vulnerable, relies on public space to live, is Indigenous or racialized. Informing a person that their participation is voluntary may not be sufficient on its own and additional steps may need to be taken to ensure the person does not feel compelled to cooperate.

The Standards do not yet cover all aspects of police stops that are important to address, such as where and how long records of voluntary interactions are kept. Work on comprehensive Standards to address these matters is continuing.
Standards

Police obligations when interacting with the public

The police board or, in the case of the provincial police force, the commissioner, must ensure that:

(1) Written policy recognizes the responsibility of police officers to ensure that their interactions with community members, while critical to fulfilling their duties, must be consistent with the Canadian Charter of Rights and Freedoms (sections 7, 9, 10 and 15) and the values they reflect, including the right to be free from arbitrary arrest and detention; to move freely in society subject only to reasonable restrictions imposed by law; and to equal protection and benefit of the law, without discrimination.

Procedures to safeguard rights during police interactions

The chief constable, chief officer, or commissioner must ensure that:

(2) Written procedures provide direction to officers and supervisors, consistent with current case law, on the limits of, and obligations related to, the authority to detain a person, including:

   (a) a description, consistent with case law, of the elements or personal circumstances contributing to a person subjectively experiencing psychological detention; and

   (b) the steps an officer should take to fulfill their duty of care to ensure a person understands their rights.

Decision to stop must not be based on identity factors alone

The police board or, in the case of the provincial police force, the commissioner, must ensure that:

(3) Written policy establishes that the decision to stop a person must not be based on identity factors, including but not limited to: economic or social status, race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.
(4) Further to Standard (3), written policy establishes that the decision to stop a person must not be based solely on that person sharing an identity factor, such as race, with a person being sought by police.

**Random or arbitrary stops not permitted**

(5) Written policy establishes that random or arbitrary police stops, which may or may not include a request for or the collection or recording of a person’s identifying information, are not permitted, unless authorized by law or case law.

**Collection of identifying information**

(6) Written policy establishes that officers are not permitted to request or demand, collect, or record a person’s identifying information without a justifiable reason.

(7) Justifiable reasons referred to in the written policy include circumstances where the request or demand for identifying information is consistent with existing legal authorities and related limitations granted to officers, such as:

   (a) as permitted or required by provincial or federal legislation or regulations;
   (b) a traffic stop, consistent with statutory and common law;
   (c) an arrest;
   (d) an attempt to execute a warrant against the person; or
   (e) an investigation of an offence, or reasonable grounds to believe that an offence has occurred or is about to occur, or an imminent public safety threat.

(8) The written policy may also permit interactions that may result in a request for a person to voluntarily provide identifying information, provided that:

   (a) the officer reasonably believes the interaction, and any information requested, serves a specific public safety purpose, including:
      (i) assisting in locating a missing person,
      (ii) an objectively reasonable concern for a person’s immediate safety,
      (iii) assisting a person in distress to refer them to health, substance use, mental health or other supports or services, or
      (iv) as part of the response to a call for service.
   (b) the officer informs the person of the reason or purpose of the interaction or the request; and
   (c) the officer takes steps to ensure the information is provided voluntarily, including but not limited to advising the person that they are not required to answer any questions.
Refusal to cooperate

(9) Written policy establishes that police interactions with a person where there is no lawful authority to detain or arrest the person are voluntary, and the person is free to go and their refusal to stay or answer questions does not justify further law enforcement action.

Documentation of interactions

The chief constable, chief officer, or commissioner must ensure that:

(10) The written procedures of the police force require that interactions are recorded in the Police Records Information Management Environment (PRIME) according to the most relevant scoring code or rules, and in sufficient detail to articulate and demonstrate the reason for the interaction.

(11) An audit of a representative sample of interactions that resulted in a voluntary request for identifying information described in Standard (8) above is conducted at least annually.

(12) The audit under Standard (11) must include consideration of:
   (a) whether the scoring is appropriate to the circumstances of the interaction;
   (b) whether the reasons for the interaction and the request for identifying information have been articulated sufficiently;
   (c) whether the inclusion of identifying information in the record is justifiable;
   (d) providing direction to the officer if the interaction is not consistent with the policy and procedures of the police force or these BC Provincial Policing Standards;
   (e) ensuring that any identifying information is removed if either the initial collection or ongoing retention of the record is not justifiable.

(13) Aggregate data is maintained on the number and type of interactions that resulted in a voluntary request for identifying information, described in Standard (8) above.

Policies and procedures

(14) Policies and procedures are consistent with these BC Provincial Policing Standards, are filed with the Director of Police Services, and are available to the public on the police force’s website.
PROVINCIAL POLICING STANDARDS

ADDENDA - Supplemental Policy Directives
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;

1The 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.
2In 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](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, C4.2.1, 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 fulfill 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
C8.3 Recognition and Remedial Measures

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

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.
D11.2.1

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.

³This 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;
- 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 Facility

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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.
### ADDENDA - Supplemental Policy Directives

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### 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.
Introduction

Addendum 2 - Police Pursuits brings together in one document current regulations, guidelines, and directives. The Addendum is created as a Policy Directive under the umbrella of the British Columbia Provincial Policing Standards (BCPPS) framework to ensure police forces have ready access to a single reference document that consolidates the guiding principles, rules and expectations governing police pursuits.

Incorporated into Addendum 2 are:

- The Motor Vehicle Act Emergency Vehicle Driving Regulation [B.C. Reg. 133/98]. This regulation provides the legal requirements for engaging in a pursuit, non-pursuit emergency responses by police and others, rules for entering intersections and training requirements. Section 7 of the Regulation requires that peace officers not engage in a pursuit unless they follow guidelines published by Police Services Division, Policing and Security Branch, Ministry of Justice;
- The Guidelines for Peace Officers Operating Emergency Vehicles (as per Section 7 of the Emergency Vehicle Driving Regulation). These were published by Police Services Division in 2000. The guidelines provide direction respecting general pursuit, continuous risk assessment; interjurisdictional pursuits; and terminating a pursuit;
- The provincially endorsed minimum threshold for initiating pursuits developed by Police Services Division in consultation with police, and approved by the Solicitor General in 2009; and
- A standard governing policies and procedures.

Policing and Security Branch uses these sources of direction as evaluation criteria when inspecting and reporting on the quality and standard of policing and law enforcement services delivery under section 40 of the Police Act.

Definitions

“peace officer” – a constable or a person who has a constable's powers.

“primary unit” – the peace officer operating an emergency vehicle during a pursuit who is responsible for control and direction of the pursuit subject to the direction of a supervisor.

"pursuit" – the driving of an emergency vehicle by a peace officer while exercising the privileges granted by section 122 (1) of the Motor Vehicle Act for the purpose of apprehending
another person who refuses to stop as directed by a peace officer and attempts to evade apprehension.

“secondary unit” – the peace officer operating an emergency vehicle during a pursuit under the control or direction of the primary unit or a supervisor.

**Policy Directive**

**Emergency Vehicle Driving Regulation**

(1) The chief constable, chief officer, or commissioner must ensure that a policy is in place that requires officers to comply with the applicable provisions of the *Emergency Vehicle Driving Regulation* (see Appendix A).

**Guidelines for Peace Officers Operating Emergency Vehicles**

(2) The chief constable, chief officer, or commissioner must ensure that a policy is in place that requires officers to conduct pursuits in accordance with the operational *Guidelines for Peace Officers Operating Emergency Vehicles* as published by Police Services Division on February 14, 2000 (see Appendix B).

**Threshold**

(3) Notwithstanding Section 3(3)(a) of the *Emergency Vehicle Driving Regulation*, pursuits may only be initiated for offences where the driver or passenger has committed, or is about to commit,

CODING:

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

**Policy and procedures**

(4) The chief constable, chief officer, or commissioner must ensure that policies and procedures govern the pursuit of motor vehicles. The policies and procedures are to include:

(a) Evaluating the circumstances;
(b) Initiating officer's responsibilities;
(c) Secondary unit's responsibilities;
(d) The number of police units involved;
(e) Dispatcher's responsibilities;
(f) Supervisor's responsibilities;
(g) Forcible stopping;
(h) When to terminate pursuit;
(i) Inter and intra-jurisdictional pursuits;
(j) The use of police aircraft;
(k) Officers’ responsibilities when accompanied by passengers who are not officers of the department; and
(l) Reporting procedures.
Appendix “A” for BCPPS Addendum 2 – Police Pursuits

Emergency Vehicle Driving Regulation

B.C. Reg. 133/98

[Includes amendments up to B.C. Reg. 136/2007, May 25, 2007]
Motor Vehicle Act

Emergency Vehicle Driving Regulation

Note: Check the Cumulative Regulation Bulletin 2012 and 2013 for any non-consolidated amendments to this regulation that may be in effect.

[includes amendments up to B.C. Reg. 136/2007, May 25, 2007]

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Definitions

1 In this regulation:

"attempts to close the distance" means attempting to close the distance between a peace officer's vehicle and another vehicle but does not include a pursuit;

"emergency light" means a flashing red or blue light;

"emergency siren" means an audible siren, signal bell or exhaust whistle;

"indictable offence" means an offence under the Criminal Code or another statute of Canada which may be prosecuted by indictment and includes dual offences as described in the definition of "indictable offence" in the Interpretation Act (Canada);

"pursuit" means the driving of an emergency vehicle by a peace officer while exercising the privileges granted by section 122 (1) of the Motor Vehicle Act for the purpose of apprehending another person who refuses to stop as directed by a peace officer and attempts to evade apprehension.

[am. B.C. Regs. 37/2000, s. 1; 136/2007, s. 1.]
Application

2 This regulation establishes the circumstances and conditions that apply to the exercise of the privileges granted by section 122 (1) of the Motor Vehicle Act.

Pursuit by police

3 (1) To engage in or continue a pursuit, a peace officer must

   (a) have an emergency light and siren activated, and

   (b) have reasonable grounds to believe that

       (i) the driver or a passenger in the vehicle being or to be pursued has committed, is committing or is about to commit an offence, and

       (ii) the seriousness of the offence and the need for immediate apprehension outweigh the risk to the safety of members of the public that may be created by the pursuit.

(2) In considering whether there are reasonable grounds under subsection (1) (b), the driver of the emergency vehicle must consider any pertinent factors, including the following, if relevant:

   (a) the nature and circumstances of the suspected offence or incident;

   (b) the risk of harm posed by the manner in which the emergency vehicle is being or is likely to be operated;

   (c) the risk of harm posed by the distance, speed or length of time required or likely to be required to exercise the privileges;

   (d) the nature, condition and use of the highway;

   (e) the volume and nature of pedestrian or vehicular traffic that is, or might reasonably be expected to be, in the area.

(3) For the purposes of subsection (1) (b),

   (a) the need for immediate apprehension will be low if

       (i) the driver or a passenger in the vehicle pursued has not committed an indictable offence, or

       (ii) identification or apprehension of the suspected offender may be achieved by other means at that or a later time,

   (b) the greater the distance, speed or length of time required or likely to be required for the pursuit, the greater the risk to the safety of members of the public, and
(c) an attempt to evade apprehension is not a factor to be considered in determining the seriousness of the offence or the need for immediate apprehension.

[am. B.C. Reg. 136/2007, s. 2.]

**Emergency response by peace officer**

4 (1) A peace officer operating an emergency vehicle for purposes other than pursuit may exercise the privileges granted by section 122 (1) of the *Motor Vehicle Act* if

(a) the peace officer has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm to members of the public should those privileges not be exercised, and

(b) the peace officer operates the following emergency equipment, as applicable:

(i) in the exercise of privileges described in section 122 (1) (a) to (c) of the *Motor Vehicle Act*, an emergency light and siren;

(ii) in the exercise of privileges described in section 122 (1) (d) of the *Motor Vehicle Act*, an emergency light or an emergency light and siren.

(2) Having determined that there are reasonable grounds referred to in subsection (1) (a), the peace officer referred to in subsection (1) may, in the following circumstances, exercise any of the privileges granted by section 122 (1) of the *Motor Vehicle Act* without operating an emergency light and siren or by operating an emergency light alone:

(a) the peace officer is responding to an incident and has reasonable grounds to believe that an offence has been, is being or is about to be committed and that the risk of harm to members of the public entailed in operating an emergency siren or an emergency light and siren, as the case may be, outweighs the risk of harm to members of the public entailed in not operating them;

(b) the peace officer is engaged in the lawful execution of his or her duty other than as described in paragraph (a) or section 3 and has reasonable grounds to believe that it is safe to operate the emergency vehicle without operating an emergency siren or an emergency light and siren, as the case may be.

(3) In considering whether there are reasonable grounds under subsection (1), (2) or (5) a peace officer must

(a) consider the factors described in section 3 (2), and

(b) weigh the degree of risk of harm to members of the public against the seriousness of the nature and circumstances of the suspected offence or incident.
(4) Subsection (2) does not apply if the peace officer must disregard a stop sign or approach or pass signs described in section 147 of the Motor Vehicle Act relating to schools and playgrounds.

(5) A peace officer operating an emergency vehicle in the circumstances set out in subsection (2) must stop at a red light and may then disregard the red light and proceed through the intersection if the peace officer has reasonable grounds to believe it is safe to do so without operating relevant emergency equipment.

(6) Factors which will increase the risk of harm to members of the public for purposes of subsections (1), (2) and (5) include:

   (a) attempting to close the distance between a peace officer's vehicle and another vehicle,
   
   (b) if there is poor visibility,
   
   (c) if there is pedestrian or other vehicular traffic on the highway, and
   
   (d) if the peace officer must disregard a yield sign or pass through a crosswalk or uncontrolled intersection.

(7) For the purposes of subsection (2), the greater the distance, speed or length of time required or likely to be required in exercising the privileges granted by section 122 (1) of the Motor Vehicle Act, the greater the risk to the safety of members of the public.

(8) For the purposes of subsection (2), the risk of harm to members of the public must be considered to be substantially increased when a peace officer is attempting to close the distance if the other vehicle is not in the sight of the peace officer.

[en. B.C. Reg. 37/2000, s. 2; am. B.C. Reg. 136/2007, s. 3.]

**Emergency response by a person other than a peace officer**

5 (1) When a person other than a peace officer operates an emergency vehicle, the person may exercise the privileges granted by section 122 (1) of the Motor Vehicle Act if the person operates the following emergency equipment, as applicable:

   (i) in the exercise of privileges described in section 122 (1) (a) to (c) of the Motor Vehicle Act, an emergency light and siren;
   
   (ii) in the exercise of privileges described in section 122 (1) (d) of the Motor Vehicle Act, an emergency light or an emergency light and siren.

(2) When a person other than a peace officer operates an emergency vehicle, the person may exercise the privileges granted by section 122 (1) of the Motor Vehicle Act if the person has reasonable grounds to believe that the risk of harm to members of the public from the exercise
of those privileges is less than the risk of harm to members of the public should those privileges not be exercised.

(3) In considering whether there are reasonable grounds under subsections (2), the driver of an emergency vehicle must consider the factors described in section 3 (2).

(4) Subsections (2) and (3), do not apply until a date specified by the Attorney General.

[am. B.C. Regs. 37/2000, s. 3; 136/2007, s. 4.]

**Entering an intersection**

6 The driver of an emergency vehicle exercising the privileges granted by section 122 (1) of the *Motor Vehicle Act* must slow that vehicle to a speed consistent with reasonable care when approaching or entering an intersection.

**Limitation on application of sections 3 and 4**

7 A peace officer may not engage in a pursuit as described in section 3 or operate an emergency vehicle as described in section 4, if

(a) Repealed. [B.C. Reg. 37/2000, s. 4.]

(b) the peace officer operating the emergency vehicle fails, on or after a date specified by the Attorney General, to follow the guidelines for operating the emergency vehicle published by the Police Services Division.

[am. B.C. Reg. 37/2000, s. 4.]

**Driver's licence and training course requirements**

8 Commencing on a date specified by the Attorney General, the privileges granted by section 122 (1) of the *Motor Vehicle Act* may not be exercised by a member of a group unless the member has successfully completed training approved for the group by the Director of Police Services in the Ministry of Attorney General for the purposes of this regulation.

Appendix “B” for BCPPS Addendum 2 – Police Pursuits

Guidelines for peace officers operating emergency vehicles

Developed by Police Services Division in 2000
Police Services Division

Guidelines for Peace Officers Operating Emergency Vehicles

Published: 14th February, 2000

Definitions

“primary unit” means the peace officer operating an emergency vehicle during a pursuit who is responsible for control and direction of the pursuit subject to the direction of a supervisor.

“secondary unit” means the peace officer operating an emergency vehicle during a pursuit under the control or direction of the primary unit or a supervisor.

Continuous Assessment of Risks When Exercising Section 122 Privileges

1. A peace officer, when engaged in a pursuit as defined in the Emergency Vehicle Driving Regulation (the ‘Regulation’) or operating an emergency vehicle as described in section 4 of the Regulation, must continuously assess whether there are reasonable grounds to continue these activities when weighed against the risk of harm to members of the public.

Interjurisdictional Pursuit

2. When a peace officer engaged in a pursuit enters the jurisdiction of another municipal police department, designated policing unit, or RCMP detachment, the peace officer must promptly take reasonable steps to ensure that the police department, designated policing unit, or RCMP detachment is notified that the police officer is engaged in a pursuit in their jurisdiction.

Terminating a Pursuit

3. The decision to terminate a pursuit must be based on an assessment of the risk of harm to members of the public and whether it is reasonable in the circumstances to continue the pursuit considering the factors and presumptions set out in the Regulation. A primary unit may terminate a pursuit on his or her own initiative and must comply with any direction from a supervisor to terminate a pursuit.

4. Once a pursuit is terminated, a peace officer shall not re-engage in that pursuit unless a new offence or other circumstances alters the assessment of risk that resulted in the termination of the pursuit, making it reasonable to re-engage in the pursuit.

General Pursuit Requirements

5. No peace officer, other than the primary unit and the secondary unit, shall engage in a pursuit unless otherwise authorised to do so by the primary unit or a supervisor.
6. At the onset of a pursuit, the primary unit shall request radio priority and immediately advise the communication centre that a pursuit is under way. The primary unit shall provide the following information as soon as practicable: reasons for the pursuit, descriptions of vehicle being pursued, location, direction of travel, speed, and traffic conditions.

7. The primary unit is responsible for control of the pursuit, including determining whether more than two units are required to participate in the pursuit and terminating the pursuit, unless a supervisor assumes control of the pursuit or transfers control of the pursuit to another peace officer.

8. The primary unit shall broadcast information about the pursuit until the secondary unit confirms he or she is able to assume this responsibility.

9. After assuming a position behind the primary unit, the secondary unit in a pursuit shall confirm its status with the communications centre and assume responsibility for broadcasting information about the pursuit.

10. The unit responsible for broadcasting information shall maintain frequent radio communication, updating the pursuit status, which includes information on location, direction of travel, speed, traffic conditions, the number of people in the vehicle and other information that may affect the pursuit.

11. A peace officer operating an unmarked police vehicle, a cycle or a motorcycle in a pursuit shall relinquish his or her position in the pursuit to a marked vehicle as soon as practical.

12. During a pursuit, a peace officer operating a vehicle shall not parallel a pursuit route unless authorised to do so by the primary unit or a supervisor.

13. A peace officer engaged in a pursuit shall not pass other police units or the vehicle being pursued unless requested to do so by the primary unit, or unless exigent circumstances exist.

APPROVED: 11th February, 2000

Originally signed.

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Kevin Begg, Director

Police Services Division

Ministry of Attorney General

Province of British Columbia