

NOTICE OF THE REGULAR MEETING OF THE OAK BAY POLICE BOARD TO BE HELD IN COUNCIL CHAMBERS, OAK BAY MUNICIPAL HALL, 2167 OAK BAY AVENUE, OAK BAY, BC, ON TUESDAY FEBRUARY 28, 2017 AT 5:00 PM

AGENDA



CALL TO ORDER:

APPROVAL OF AGENDA

ADOPTION OF MINUTES:

1. Regular Meeting
[Minutes - January 24, 2017](#)

DEPARTMENT REPORTS:

2. Overtime Reports
[Rpt. 1 - January 2017](#)
3. Chief Constable's Monthly Update
[Rpt. 1 - Chief Constable Brinton, February 7, 2017](#)
4. 2013-2017 Strategic Plan Update - Year-End, 2016
[Rpt. 1 - D.Chief Thom, December, 2016](#)

COMMUNICATIONS:

5. Verbal Update from BC Association of Police Boards, Sandra Waddington
6. Verbal Report: Integrated Police Units Governance - Joint CRD Police Board, Sandra Waddington
7. BC Association of Police Boards - Appointment of Executive Board (Tabled from January 24, 2017 meeting)
[Corresp. 1 - BCAPB - Appointment of Executive Board](#)
8. BC Association of Police Boards AGM & Conference - Resolution for

Travel Expenses

(Tabled from January 24, 2017 meeting)

[Corresp. 1 - BCAPB Notice of Annual General Meeting](#)

[Corresp. 2 - BCAPB 2017 AGM & Conference Registration Form](#)

9. Canadian Association of Police Governance Conference - Resolution for Travel Expenses
(Tabled from January 24, 2017 meeting)
[Attach. 1 - 2017 Police Board Meetings & Conferences](#)
10. Canadian Association of Police Governance - 2017 Call for Resolutions
[Attach. 1 - CAPG 2017 Call for Resolutions](#)
11. Road Safety Initiative - E-Ticketing Pilot
[Corresp. 1 - RCMP E Division Traffic Services, December 2, 2016](#)
12. 2018-2022 Strategic Plan Development
[Memo. 1 - Chief Constable Brinton, February 9, 2017](#)
13. Real Time Intelligence Centre (RTIC) Pilot
[Memo. 1 - Chief Constable Brinton, January 31, 2017](#)
14. Provincial Policing Standards
[Corresp. 1 - Policing & Security, February 14 2017](#)
[Attach. 1 - BCPPS 5.2 and 5.3](#)

CHIEF'S ORDERS: POLICY CHANGES

NEW BUSINESS:

ADJOURNMENT:

That the open portion of the Police Board meeting be adjourned and that a closed session be convened to discuss personnel and contractual issues, which may be dealt with in private under the Police Act.

MINUTES of the open portion of the regular meeting of the OAK BAY POLICE BOARD held in Council Chambers of Oak Bay Municipal Hall, 2167 Oak Bay Ave, Oak Bay, BC, on Tuesday, January 24, 2017 at 5:00 p.m.

PRESENT:	Board Members:	Nils Jensen, Chair
		Mary Kelly
		Blair Littler
		Brian Rendell
		Sandra Waddington
	Chief Constable	Andy Brinton
	Deputy Chief Constable	Kent Thom
	CAO & Police Board Secretary	Helen Koning
	Executive Assistant/Recording Secretary	Laura Lang

Prior to calling the meeting to order, the Chair acknowledged the upcoming retirement of Deputy Chief Thom who will be retiring on February 28, 2017. The Deputy Chief has had a career of thirty-seven and a half (37 ½) years of policing; twenty-five (25) years with the Edmonton Police Service and the final twelve and a half (12 ½) being with the Oak Bay Police Department. Congratulations Deputy Chief Thom.

Chair called the meeting to order at 5:02 p.m.

DELEGATIONS:

The Chair welcomed The Oak Bay Police Association Executive. Introductions were made and brief bios provided by each of the Executive.

All three positions are new to the Association Executive. The President is Sergeant Rob Smith, who has been with the department since June, 2000, following three years with the RCMP. The Vice-President is Constable Julie Chanin, who has been with the department since November, 2011, following eleven years with the RCMP and the Treasurer is Constable Sheri Lucas, who has been with the department for three years, following sixteen years with the West Vancouver Police Department.

Prior to the Police Association Executive departing, the Chair was able to present a framed Certificate to Sergeant Rob Smith for his "Certificate in Police Leadership" with a concentration in Administration that he obtained in 2016 from Dalhousie University.

PRESENTATIONS:

Eileen Grant, the Emergency Program Manager for the Municipality of Oak Bay attended to provide a presentation to the Board on the Emergency Response & Recovery Plan that the municipality has in place. As the plan is extensive and fills two large binders, the Board was presented with the index pages from the plan and a quick reference guide which outline the structure and operational deployment in the event of disaster response. There is also a checklist relating to the Police Branch Coordinator that outlines responsibilities and reporting protocols for the police department in the event of such an incident.

The Emergency Program Manager advised that in the event of a disaster police would be traffic, security, containment, evacuation and communication. Specially trained search and rescue staff would be responsible to entering any collapsed buildings. Currently all area municipalities are working together to create a regional disaster plan.

APPROVAL OF AGENDA:

Agenda approved.

ADOPTION OF MINUTES:

RESOLVED that minutes of the open portion of the regular meeting of the Oak Bay Police Board, held on Tuesday, November 22, 2016, be adopted.

DEPARTMENT REPORTS:

Financial Reports (estimate only as of December 31, 2016)

The figures provided are an estimate only as the year-end financials will not be closed off until sometime in March. The most significant area that is over budget is the overtime. Chief Brinton will speak to this later in the meeting. The overall operational budget is shown at being \$180,000 under budget. This will change as there are still expenses that have not yet been accounted for.

Overtime (October, 2016)

Chief Constable's Monthly Report (October 11, 2016)

Although not part of the agenda, the Chair wished to discuss municipal reserve accounts, which was a topic on the recent Council meeting. Regarding funding for "cold-case" major crimes, the Chair advises that most reserve accounts can only be accessed for the specific purposes that they were set up for initially. One source of funding would be current revenue with a second source being from taxes.

The current police reserve balance for major crime investigations is \$106,000.00.

Oak Bay Police Strategic Plan 2013-2017

Deputy Chief Thom stated that some initiatives within the Strategic Plan have not been fully met, due to staffing levels in the Support Services Section. The vacancy of the Community Liaison position since May and the School Liaison being temporarily re-deployed to cover patrol vacancies have been the contributing factor.

The Road to Mental Readiness training has been provided to almost the entire department, with the exception of those members on long term absences, who will be trained upon their return.

The Chair questioned initiative 3.3.0, regarding an overview being published on the municipal website regarding integrated policing involvement. Deputy Thom advises that the area Joint Management Team will determine the information that is to be published on the various police department websites in order for this to be completed. Having information on the website would provide information to the public that shows cooperation between municipalities.

During 2017, the process will begin for the next Strategic Planning period covering 2018-2022. It was suggested that more community groups be brought into the planning process.

High Visibility Policing

It is hoped that the hours of high visibility policing will increase when staffing levels return to normal. Although the hours devoted have been lower, there has been no obvious negative effect within the municipality, such as increases in crimes, violations or complaints.

Support Services Report

Chief Brinton advises that there has been a significant rebuilding of the Oak Bay Reserve Program. We currently have six reserves that are very enthusiastic.

The Oak Bay officer currently seconded to MYST will see her term with that unit end in May, at which time she will return to patrol. The CRD Deputy Chief's joint management team are currently reviewing applications for the position. There were no applicants from within Oak Bay, so it will be a member from one of the other police agencies. The oversight and financial management of the unit will be handed over to the department whose member is the successful candidate.

MOVED and seconded: That all of the Department Reports be received.

CARRIED

COMMUNICATIONS:

10. 2017 Meeting Schedule

Discussion held regarding the meeting dates. It was determined that the regular March meeting will be changed to Tuesday, March 14.

The joint meeting with Police Board & Council is scheduled for Monday, April 3 at 5:30 p.m. After discussing whether there is a need to discuss the police budget with Council at this meeting or wait until the Estimates Meeting on April 12, it was decided to clarify the meeting agenda with Deputy Director of Corporate Services and the Director of Finance.

The May meeting will be moved from the 23rd to the 16th, due to the Victoria Day long weekend and Council meeting being held on the 23rd.

The June meeting will be moved from the 27th to the 13th.

The September meeting will be held on the 19th due to the UBCM.

MOVED and seconded: That the 2017 Police Board Meeting Schedule be approved with the changes made above.

CARRIED

11. Police Board Orientation at JIBC, January 28, 2017 – Resolution Require for Travel Expenses

MOVED and seconded: That all Board members be approved to travel to the Police Board Orientation meeting at the JIBC on January 28, 2017.

CARRIED

12. Canadian Association of Police Governance (CAPG)

MOVED and seconded: That the correspondence from the Canadian Association of Police Governance (CAPG) be received.

CARRIED

Discussion held regarding the Canadian Association of Police Governance (CAPG) Conference being held in Montreal July 13-16, 2017 and how many members could attend as per previous budget discussions.

TABLED until the February meeting to determine whether funding will allow two or three Board members to attend.

13. BC Association of Police Boards – 2017 AGM & Conference, April 6-8

MOVED and seconded: That the correspondence from the British Columbia Association of Police Boards (BCAPB) regarding the 2017 AGM & Conference, being held April 6-8, 2017 be received.

CARRIED

TABLED until the February meeting to determine how many members the current budget will allow to attend.

14. Sponsorship Request – 2017 BCAPB AGM & Conference

MOVED and seconded: That the Board provide \$475 to sponsor a coffee break at the BCAPB AGM & Conference, April 6-8, 2017.

CARRIED

15. BC Association of Police Boards (BCAPB) – Appointment of Executive Board

A new representative from the Oak Bay Police Board is required to represent Oak Bay on the BCAPB Executive. The new appointment would be effective at the April AGM. The deadline to name the new representative is March 6, 2017.

MOVED and seconded: That the correspondence regarding the appointment to the BCAPB Executive Board be received.

CARRIED

TABLED until the February meeting to determine the Oak Bay representative for the BCAPB Executive.

CHIEF'S ORDERS:

- OH 010 – Department Issued Firearms DRAFT
- OD 240 – ViCLAS DRAFT

MOVED and seconded: That policies OH 010, Department Issued Firearms and OD 240 ViCLAS be received.

CARRIED

NEW BUSINESS:

No new business.

ADJOURNMENT:

RESOLVED that the open portion of the meeting be adjourned and that a closed session be convened to discuss personnel and contractual issues, which may be dealt with in private under the *Police Act*.

The open portion of the meeting adjourned at 6:44 p.m.

Certified Correct:

Secretary, Oak Bay Police Board

Chair, Oak Bay Police Board

**OAK BAY POLICE DEPARTMENT
MONTHLY OVERTIME REPORT
Month of: January, 2017**

Overtime Type	Overtime hours worked	Year to Date (hours)	Previous YTD (hours)
Investigation	.5	.5	2
Court	-	-	8
Sick Relief	186	186	142
WCB Relief	-	-	-
Shift Coverage	-	-	-
Special Duty *	-	-	-
Training	-	-	-
Meetings	12.75	12.75	8
Total	199.25	199.25	160
Hours Banked	35.25	35.25	62
OT Bank balance (hours)	n/a	809	981

OT Hours Paid	Current \$ Amt	Year to Date \$ Amount	Previous Year to Date \$ Amount
164	\$16,615.59	\$16,615.59	\$9,829.10



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: February 7, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Chief's Monthly Update – January 2017

BC Opioid Overdose Crisis Task Force

This is a monthly conference call hosted by Police to discuss initiatives focused on the opioid overdose crisis. Enforcement and public awareness campaigns are discussed along with efforts by other agencies such as Canada Border Services. There was much talk about the roll out of naloxone to first responders during this call.

Meet with IIO

The interim director at the IIO, Bert Phipps, is currently meeting with all police agencies to gain input and to discuss the current status of that agency. He attended Oak Bay and met with the Deputy Chief and myself.

District of Oak Bay Municipal Directors Meeting

I attended the managers meeting along with the directors from the District. There was material covered in lead up to Council's priority session.

Capital Region Action Team

This organization is made up a number of social service providers supporting at risk youth. I met with representatives who provided input on the work MYST is doing in the community and some suggestions on improvement. These will be brought to the Area Chiefs group who oversee this integrated unit.

Greater Victoria Police Pipe Band Robbie Burns Dinner

I attended this event as a representative of the Area Chiefs and provided the Toast to the Band. This is the major fund raiser for the pipe band. They are preparing to attend the World Pipe Band competition in Scotland in August.

BC Municipal Undercover Program

I sit on the joint management team and attended a regular meeting in Delta to receive an update on the activities of the team in 2016 and to discuss some structural matters.

Justice Institute of British Columbia

The JIBC houses the municipal police academy for BC as well as provides some advanced training for experienced police officers. The BC Association of Municipal Police Chiefs has requested a review to determine if the current structure is meeting our needs. Consultants attended Oak Bay to meet on this topic.

Andy BRINTON
Chief Constable

Year End 2016 Oak Bay Police Department 2013–2017 Strategic Plan

Strategic Direction #1 Reduce Crime and Enhance Public Safety: Elder Crime Prevention

Initiative	Action	Status
1.1.1 Crime Prevention Presentations For Seniors	<p>Scooter Safety Rodeo</p> <p>Participation in the World Elder Abuse Awareness Day</p> <p>Presentation to Seniors on personal Safety at Senior Centers and Assisted Living Centers</p> <p>Relevant contributions to the Oak Bay Volunteer Newsletters</p>	<p>Unable to complete all of the action items listed for these initiatives due to the vacancy in Community Liaison Officer (CLO) position since the spring of 2016.</p> <p>Unable to participate in the WEAAD.</p> <p>No sessions held in 2016 due to the vacancy in the Community Liaison position.</p> <p>Photograph and Biography of Cst Eric Payne (Oak Bay volunteer) published in Newsletter.</p>

<p>1.1.2 In-Service Elder Abuse Awareness Training For Other Service Providers</p>	<p>BCCPA sponsored Abuse of Older Adult presentation to Service Providers</p> <p>Involvement on Regional Coordination of Initiatives on Elder Abuse</p>	<p>Workshop hosted at the Municipal Hall in 2016. Saanich and Central Saanich PD attended along with other service agencies.</p> <p>Attendance at regular Community Resource Network meetings focusing on dementia.</p> <p>The Community Liaison Member presented to Paramedics, North Saanich Fire, and RCMP.</p>
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Strategic Direction #1 Reduce Crime and Enhance Public Safety: Traffic Safety and Enforcement

Initiative	Action	Status
<p>1.2.1 Speed Watch Program</p>	<p>The Oak Bay Police Department Reserve Program to conduct Speed Watch sessions.</p>	<p>Throughout 2016, Reserve Constables conducted a number of Speed Watch and Cell Watch (Operation Hang-Up) deployments.</p> <p>Also, hundreds of hours committed to several community events including Windsor Park Bike Race, Tea Party weekend, Pride Parade, Fire Dept fund raiser (Sausage Fest), tour De Victoria, and each Oak Bay Avenue market.</p> <p>In addition, many hours spent distributing ‘Lock-It-Or-Lose-it’ pamphlets to residences and counterfeiting education packages to local businesses.</p> <p>Several hours also committed to assisting Patrol Division with response to calls.</p>

1.2.2 Active Transportation to Schools

The School Liaison Officer to coordinate the department's involvement in a series of school bicycle events such as bike rodeos and bike trains.

School Resource Officer (SRO) was assisted by parent volunteers in organizing a bike rodeo for Grade 5 students at Willow's school.

SRO also organized and delivered a bike rodeo at Glenlyon Norfolk School with assistance from school staff.

A Bike Train to Willows School took place on May 4 with 5 police officers, 1 police Reserve, the Mayor and two municipal councilors involved. Dozens of students and numerous parents involved as well.

School Zone Safety: Due to long term vacancies that had to be filled, SRO was assigned to Patrol Division for much of 2016 but conducted school zone enforcement and education at various Oak Bay schools each morning and afternoon of each school day when available.

Static Speed Reader Boards placed strategically at arterial routes that impact area schools.

1.2.3 Road Safety

The B.C. Association of Chiefs of Police identifies a Provincial Enforcement Campaign each year. Oak Bay PD has adopted five of the proposed campaigns due to their relevance to this jurisdiction.

March 01 to 31 - Distracted Drivers Campaign / Occupant Restraint Campaign

May 01 to 31 - High Risk Driving Campaign

July 01 to 31 - Summer Impaired Driving Campaign (Alcohol/Drug)

September 01 to 31 Distracted Drivers Campaign / Occupant Restraint Campaign

December 01 to 31 - Winter Impaired Driving Campaign (Alcohol/Drug)

Total enforcement results of the combined 5 campaigns were as follows:

Total hours committed = 161 hours (approx)

Violation tickets issued = 193

Written warnings =122

One 90 day Immediate Roadside Prohibition

Two 3 day Immediate Roadside Prohibitions

One 24 hour license suspension.

Two vehicles impounded for 7 days due to excessive speed.

Strategic Direction #1 Reduce Crime and Enhance Public Safety: Youth Crime Prevention

Initiative	Action	Status
1.3.1 Engage with Elementary School Aged Students	<p>Delivery of WITS (Walk away, Ignore, Talk about it, Seek help) program</p> <p>Deliver ERASE (Expect Respect and A Safe Education) Bullying program</p>	<p>SRO did WITS presentations at Willows and Glenlyon Norfolk Schools.</p> <p>Girl Scouts tours of OBPD HQ were performed by SRO in conjunction with Patrol Division. Curriculum time not available for the ERASE program to be presented in the local schools.</p>
1.3.2 Engage with High School Aged Students	<p>Delivery of PARTY (Prevent Alcohol and Risk Related Trauma In Youth) program to Grade 10 students</p> <p>Deliver other presentations to students focused on relevant issues during the school year</p>	<p>SRO assisted in the delivery of the P.A.R.T.Y. program on October 12. November's program was cancelled.</p> <p>SRO partnered with the OB Fire Department to provide Halloween safety tips to schools in Oak Bay. Drug lectures to all Grade 9 and 11 students at OB High.</p> <p>SRO has attended school councilor meetings weekly and specifically reaches out to kids identified as troubled.</p>
1.3.3 Student Safety	Work with school staff to update the SAFE Plans (School Action For Emergencies) for area schools	SRO and other OBPD members participated in an Active Shooter/School Lockdown exercise at OB High in October.

Strategic Direction #1 Reduce Crime and Enhance Public Safety – Police Visibility

Initiative	Action	Status
1.4.1 Police Post and High Visibility Policing	Totals for 2016: Police Post: 285.5 hrs Bike Patrols: 108.5 hrs Foot patrols: 739 hrs Marine Patrols; 117.5 hrs Static Traffic Enforcement: 490 hrs Total: 1,740.5 hrs	
1.4.2 Mountain Bike Training	To seek out a Police Bike Training Course in 2016.	There were no training sessions announced in the region for 2016.
1.4.3 Police-Student Sporting Event	To identify a youth-based sporting event.	Several OBPD and OBFD members participated in a Dodge Ball competition at Monterey school in the spring of 2016. Because of his being assigned to Patrol Division, SRO unable to arrange for an event in the fall.

Strategic Direction #2 Integration – Leveraging Area Expertise and Sharing Resources

Initiative	Action	Status
2.1.0 Explore short term secondment opportunities	Seek out opportunities in 2016	OBPD member, Cst Grekul, was assigned to new Federal policing Integrated Unit (E-INSET) in January.
2.2.0 Ensure all members have current Crisis Intervention and De Escalation training	CID Training Requalification for members	Completed - All members have been re-certified for another 3 years.
2.3.0 Integrated Team Familiarization	Presentation to Oak Bay members by one area Integrated Unit.	Saanich PD Detective Office, Greater Victoria Victim Services Unit, Greater Victoria Integrated Tech Crime Unit, and Integrated Road Safety Unit presented throughout the year at OBPD musters that were attended by all members.

Strategic Direction #3 Community Engagement

Initiative	Action	Status
3.1.0 Building upgrade/replacement planning	To continue the building assessment and facility renewal process with the District of Oak Bay	Phase II of Building Assessment-Options discussion took place on June 7.
3.2.0 Media Relations	<p>The Community Liaison Officer to regularly publish to one local publication.</p> <p>In-service training sessions on Media Relations</p> <p>Social Media program</p>	<p>Chief Brinton provided a 'looking ahead' article for the Oak Bay News giving some insight on what the organizational vision is for the OBPD for 2017.</p> <p>All OBPD members received muster training in Media Presentation and Familiarization.</p> <p>Implemented departmental policy on Social Media (AF-120). The OBPD currently has a Twitter account sending regular "tweets" highlighting noteworthy news and events. A member attended social media conference.</p>
3.3.0 Publish overview page on municipal website to inform public of integrated policing involvement	A description of the Integrated Policing Units within the Capital Regional District is currently on the website. To update with the 2016 numbers.	Not completed due to absence of CLO.

3.4.0 School Liaison Officer will meet with the school based Parent Advisory Committees	The School Liaison Officer will continue with the PAC meeting for the 2016/2017 school year.	SRO attended PAC meetings at Oak Bay High School and Willows Schools during the year.
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Strategic Direction #4 Developing Our Employees

Initiative	Action	Status
4.1.0 Member wellness	Deliver the Road to Mental Readiness (R2MR) Program	Two local members trained as trainers in the Road to Mental Readiness (R2MR) program. Training of all OBPD staff and Reserves took place in November. 90% of staff, including civilian support and reserve constables, now trained in R2MR.
4.2.0 In-house Expertise	Develop subject matter expertise and in-house instructor capacity, i.e. Use of Force Training	<p>Seconded OBPD member received certification in Standard Use of Force Instructor Course. This member was involved in providing Use of Force training to 2016 class of reserves (1 OBPD reserve trained), and regular police officers.</p> <p>All OBPD members began mandatory Use of Force Training in March. Most members trained by the end of the year.</p> <p>6 members qualified in use of Carbine(G36).</p>

<p>4.3.0 Develop integrated training opportunities with other agencies</p>	<p>To seek out training opportunities in 2016 and deliver training at Oak Bay Police Dept. musters.</p>	<p>One member was recognized by the JIBC as a Standard Field Sobriety Test instructor, He provided week long training for Vancouver Island officers in February.</p> <p>One member assisted the Justice Institute staff in training police recruits in the Police Records Information Management Environment (PRIME) database.</p> <p>Royal Canadian Marine Search and Rescue , Missing Person Policy and Procedure, PACIFICA Housing and Residential Tenancy Branch presentations for OBPD at various daily musters.</p>
<p>4.4.0 Develop in-house training sessions for Reserve Constables</p>	<p>The Support Services Sergeant to organize training for the department's Reserve Constables and to seek out training opportunities with the neighbouring agencies.</p>	<p>Two new Reserve Constables added in 2016.</p> <p>Reserve Constables participated in Road to Mental Readiness training in November.</p> <p>One Reserve is fully qualified in Crime Prevention Through Environmental Design (CPTED) and we hope to be using him for home security checks in the future.</p>

From: Perri, Stacey PSSG:EX [mailto:Stacey.Perri@gov.bc.ca]

Sent: December-15-16 8:18 AM

Subject: BCAPB - Appointment of Executive Board

Good morning,

In preparation for the upcoming BCAPB conference and AGM, it would be very much appreciated if you could consult with your board as to who will be appointed, or continue on, as your Board's authorized representative and alternate representative of the BCAPB Executive Board, and if at all possible to provide me with your representative's name and contact info by **March 6, 2017**.

APPOINTMENT OF EXECUTIVE BOARD

Part V – Directors and Officers of the BCAPB Constitution and Bylaws:

22 (2) Each Director is the appointed authorized representative of a Full Member ("Full Member" means a police board pursuant to the *Police Act*.)

Director (**authorized** representative)

Police Board

Contact Information (email/phone):

Director (**alternate** representative)

Police Board

Contact Information (email/phone):

The Executive Board will elect the Officers of the Executive Committee at the first Executive Board meeting following the Annual General Meeting of the Association.

Please submit the name of your Board's representative on the Executive Board to Stacey Perri, Administrative Assistant, via return email to stacey.perri@gov.bc.ca .

If you have any questions, please call me directly at 250-387-6044.

Thank you for your assistance.

Stacey



BCAPB Notice of Annual General Meeting

Saturday, April 8, 2017
Fairmont Hotel Vancouver
900 West Georgia Street, Vancouver BC
9:30 am

In accordance with the BC Association of Police Boards constitution and by-laws, notice is hereby given of the **ANNUAL GENERAL MEETING** to be held in conjunction with the 2017 conference. The Annual General Meeting will be held on Saturday, April 8, 2017, 9:30 am at the Fairmont Hotel Vancouver, Vancouver BC.

The draft agenda is attached and the final agenda will be available at the meeting.

Also attached is a call for resolutions along with information regarding submissions of resolutions for your consideration.

Thank you and if you have any questions please contact Stacey Perri by email Stacey.Perri@gov.bc.ca or by telephone at 250-387-6044.

Sincerely,

Bill Reid
President, BCAPB

Attachments

BC Association of Police Boards
2017 Annual General Meeting & Conference

April 6-7-8, 2017
Fairmont Hotel Vancouver
Vancouver BC

The 2017 conference will be held in Vancouver. The overall theme is “Evolving Challenges in Police Governance”. Sessions will focus on such topical issues as addiction and the opioid crisis; mental resilience and PTSD among police; mental health in the community; emerging technology; homelessness, including tent cities and urban camping; and unique challenges in policing diverse communities. These topics all raise important strategy and policy issues for police boards. The venue for the conference is the Fairmont Hotel Vancouver, in the heart of downtown, within easy walking to shops, galleries, and restaurants. This will be an informative and exciting conference, of relevance to both veteran and newly-appointed board members.

Target Audience: Police board members, police executive and community representatives from throughout the Province who have an interest in sharing ideas and building partnerships.

Name of Attendee: _____

Board/Organization: _____

Address: _____

Email: _____

Which day(s) attending:

- | | | | | |
|---------------------------------|---------------------------------|----------------------------------|-------------------------------|--|
| Thursday, April 6 th | Meeting <input type="radio"/> | Reception <input type="radio"/> | | |
| Friday, April 7 th | Breakfast <input type="radio"/> | Conference <input type="radio"/> | Banquet <input type="radio"/> | |
| Saturday, April 8 th | Breakfast <input type="radio"/> | AGM <input type="radio"/> | | |

Dietary Restriction: _____

Registration Fee: (payable to: BC Association of Police Boards)

- Registration for Conference - \$250.00 per person (member or non-member) (registration includes banquet)
- Additional Guest(s) for Banquet (Friday, April 7th) # _____ Cost: \$70.00 per guest

Accommodations: Fairmont Hotel Vancouver, 900 West Georgia Street, Vancouver BC V6C 2W6 (accommodation reservations can be made on line at: <https://aws.passkey.com/go/bcpoliceboard> or by calling 604-684-3131, group code 0417BCAS_001. (Room categories to choose from include the Fairmont Room \$199; Fairmont Gallery \$219; Fairmont Deluxe \$229 per night plus tax). **RESERVATIONS SHOULD BE MADE BY: March 1, 2017.**

Additional Information: A full package of information will be forwarded to you in the near future. Regular updates will be posted to the BCAPB website <https://bcapb.jibc.ca>.

MAIL REGISTRATION TO:

BCAPB Attention: Stacey Perri

PO Box 9285 Stn Prov Govt, Victoria BC V8W 9J7

For further information please contact Stacey Perri via email Stacey.Perri@gov.bc.ca or 250 387-6044

Deadline to Register is March 15, 2017

Confirmation will be sent to you once you have registered!

Oak Bay Police Board 2016 Meetings & Conferences

Date		Time
January 24	Meeting, Council Chambers	5:00 pm
January 28	Police Board Orientation, JIBC New Westminster	9:30 am
February 28	Meeting, Council Chambers	5:00 pm
March 14	Meeting, Council Chambers	5:00 pm
April 3	Joint Meeting with Council, Council Chambers	5:30 pm
April 6-8	2017 BCAPB Conference & AGM, Vancouver	
April 25	Meeting, Council Chambers	5:00 pm
May 16	Meeting, Council Chambers (a week early, due to stat. holiday May 22)	5:00 pm
June 13	Meeting, Council Chambers	5:00 pm
July 13-16	2017 CAPG Conference, Montreal	
<i>No regularly scheduled meetings in July & August</i>		
Sept 19	Meeting, Council Chambers (a week early, due to UBCM conference, Sept 25-29)	5:00 pm
Oct 24	Meeting, Council Chambers	5:00 pm
Nov 28	Meeting, Council Chambers	5:00 pm

No regularly scheduled meeting in December



Canadian Association of Police Governance

78 George Street, Suite 204
Ottawa, Ontario K1N 5W1 Phone:
613-2344-2384 Fax: 613-344-2385

E-Mail: jmalloy@capg.ca Web: www.capg.ca /
www.capgconference.ca

2017 CALL FOR RESOLUTIONS

CAPG 28th ANNUAL MEETING MONTREAL, QUEBEC

An important part of each Annual Meeting of the Canadian Association of Police Governance (CAPG) is the consideration of Resolutions brought forward by our members. Members are invited to submit Resolutions in writing to the CAPG office any time before **SATURDAY, APRIL 1, 2017.**

Please review the attached Resolutions Guidelines that will assist you in preparing Resolutions for submission.

Voting on the Resolutions will take place at the Annual General Meeting in

MONTREAL, QUEBEC on **SATURDAY, JULY 15, 2017** at CAPG's 28th Annual General Meeting.

If you have any questions on the guidelines or would like background on a certain issue or to have access to the CAPG Resolutions database, please get in touch with Jennifer Malloy, Executive Director, at jmalloy@capg.ca

THIS IS YOUR CHANCE TO ENSURE YOUR VOICE IS HEARD!

Send your Resolutions to:

**CAPG Resolutions Committee, 78 George Street, Suite 204, Ottawa, ON
K1N 5W1 by email to jmalloy@capg.ca**

1. CAPG Guidelines for Drafting Resolutions

(a) Relevance to Police Governance

All resolutions must show a clear relation to and/or impact on the role of police governance bodies.

(b) Background

To assist members in reviewing proposed resolutions, boards shall provide a one-page summary that includes the rationale for the resolution and relevant, factual background information.

(c) Media Lines

The sponsor of each resolution should provide media lines or a draft media release that can be used by CAPG and its members to promote the issue locally, provincially and nationally.

(d) Construction of a Resolution

All resolutions contain a preamble and an operative clause. The **preamble** describes the issue and the **operative** clause outlines the action being requested. The resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

2. Preamble:

The preamble commences with a recital, “**WHEREAS**” clause. Each clause is a separate but concise paragraph providing information as to the nature of the problem or reason for the action being requested. The preamble should not contain more than four “WHEREAS” clauses.

“WHEREAS” clauses are clear and concise; they are factual clauses to support your resolution. Resolutions that have more than four “WHEREAS” clauses become confusing and difficult to understand for the reader; intent is not clear.

3. Operative Clause:

The operative clause begins with the words “**THEREFORE BE IT RESOLVED**”. This clause should be as short as possible and must clearly describe the action being requested by the CAPG (actions that require consideration by other agencies should be directed to those agencies); the intent must be clear, stating a specific proposal for action by the CAPG. Resolved clauses should be only one sentence in length and must be able to stand alone as they are the only part of the resolution that will be debated or considered.

4. Helpful Hints for Presenting Resolutions

- a) **Be realistic.** The resolved statements should include specific actions that are realistic and implementable. Resource availability (both human and financial) will affect the implementability of resolutions.
- b) **Be positive.** A positive approach always works better than a negative one. Write positive statements, and address the issue positively when you are speaking to it.
- c) **Be knowledgeable.** Know the facts about all parts of your resolution. Be aware of other resolutions that have been passed on your issue and be sure to state in your resolution why reaffirmation of the same stand is timely.
- d) **Gather support and assistance.** Try to involve other members in supporting your resolution. Share your facts and ask others to speak pro to your resolution. This will not only help you get your resolution passed, it will also encourage other members to get involved.
- e) **Present the resolution.** Ensure that a member from the Sponsoring Board is available to present the Resolution.
- f) **Use your time on the floor wisely, time is limited.** As the author, you will have an opportunity to speak to the resolution first. Remember that the delegates have a copy, so don't read it to them. Instead, take this opportunity to state some of the facts that might not be included in the "whereas" clauses.
- g) **Be available.** Make sure you are available to the Delegates to answer questions.

Royal Canadian Mounted Police



Gendamerie royale du Canada

Guided by Integrity, Honesty, Professionalism, Compassion, Respect and Accountability

Supt. Derek Cooke
Officer in Charge "E" Division Traffic Services
Mailstop #804
14200 Green Timbers Way
Surrey, BC
V3T 6P3

Our File - Notre

December 2nd, 2016

CRD Integrated Road Safety Unit Joint Management Team
C/O Insp Ward Johnson
Officer in Charge Island District Traffic Services
2881 Nanaimo Street
Victoria, BC
V8L 2Z5

Dear Insp. Johnson;

RoadSafetyBC, has recently begun implementation of the Road Safety Initiative (RSI). This is a significant undertaking designed to address challenges within B.C.'s road safety technology infrastructure, with particular focus on inefficiencies in the traffic violation ticket creation and payment processes. RSI will establish the following solutions to these challenges:

- Electronic roadside traffic ticketing (eTicketing);
- Online payment for traffic tickets; and
- Initial improvements to business intelligence, such as real-time violation ticket data collection and analytics ability.

The implementation of the RSI will move the issuance of approximately 550,000 tickets annually from the current paper-based system to an electronic process. The benefits will include reducing the time a police officer spends issuing a violation ticket, reducing errors that result from the multiple transaction points between police, ICBC and courts, and ensuring that all violation ticket electronic data is captured accurately. We expect better data will result in providing police and government with the ability to make timelier and better-informed road safety decisions.

The RSI has received formal approvals and is now working toward pilot testing and provincial roll-out within the next two years. To ensure the Province has a solution designed to meet police needs, RoadSafetyBC has sought the participation of several municipal police agencies and RCMP units throughout the province. Within the Capital Regional District, the CRD Integrated Road Safety Unit

Page 1 of 2

(IRSU) will be piloting the eTicketing solution throughout its patrol area. As an RCMP/IRSU initiative, this will not involve local detachments or police forces.

For both the pilot and provincial roll-out, the Province will fund direct costs, such as all necessary technical solution costs (development of software, integration with PRIME, hardware and installation) and training costs. RSI staff will also be engaging with the UBCM Executive over the fall of 2016, to share information about the expected benefits to communities of the RSI.

It would be appreciated if you could provide a copy of this letter to the members of the CRD IRSU Joint Management Team and ask that they share it with their respective chiefs, mayors and council. If any questions arise, Sgt. Todd Balaban will be serving as the point of contact for "E" Division Traffic Services and can be contacted at (778) 290-3682, or by e mail at todd.balaban@rcmp-grc.gc.ca

Thank you.

Sincerely,



Supt. D.R. Cooke
Officer in Charge
"E" Division Traffic Services



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: February 9, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: 2018-2022 Strategic Plan Development

The 2018 – 2022 Oak Bay Police Department Strategic Plan will be developed by in-house resources. The process will involve internal and external surveys, consultation sessions, statistical analysis and other means identified by the development team.

The development schedule will be as follows:

February 28	Present development schedule to the Police Board for approval.
March – April	Research and develop internal and external surveys
April	Brief internal staff on the plan development framework
April 3	Brief Mayor and Council at the joint Council – Police Board meeting
April	Identify key stakeholder groups and develop presentation format
May – June	Distribute surveys and begin external consultation sessions
July – August	Generally break for summer with some community outreach at the Night Markets
September – October	Continue consultation sessions including internal sessions
November	Consolidate information and develop the Strategic Plan draft
November 28	Present findings to the Police Board with the draft of the Strategic Plan for approval
December	Present approved Strategic Plan to internal staff
January 2018	Present Strategic Plan to Mayor and Council

Andy Brinton
Chief Constable



OAK BAY POLICE DEPARTMENT MEMORANDUM

DATE: January 31, 2017
TO: Oak Bay Police Board
FROM: Chief Constable Brinton
RE: Real Time Intelligence Centre (RTIC) Pilot

The Real Time Intelligence Centre (RTIC)

There are currently more than 70 RTIC's operating in several large metropolitan regions throughout the United States. These centres bring real time operational support to frontline officers by providing immediate analytical services relating to crimes that pose substantial risk to public safety such as armed robberies, high risk missing persons and gang violence. There have been demonstrated successes in reducing crime and increased efficiencies.

Phase 1

RTIC-BC was opened in 2014 the Lower Mainland to provide a coordinated regional response to serious crimes with a funding format of municipal at 50%, provincial at 30% and federal at 20%. The RCMP provides the management of the centre, and the centre operates 24/7 staffed by police officers from a number of police agencies, civilian analysts, and representatives from other enforcement agencies.

This multi-agency approach allows information mining from multiple databases that police agencies would not have access to in isolation. An important point is the Report of the Mission Women Commission of Inquiry recommended a regional RTIC to assist with cross jurisdiction coordination. This initiative has also met that requirement.

At present, while RTIC-BC provides regular intelligence bulletins to the rest of the province and services upon request, there is no active monitoring or real time aspect for the rest of the province.

Phase 2

In 2016 RTIC-BC began steps for an expansion to include the lower Vancouver Island. The long term plan is to bring in all regions of the province through future phases.

The total operating budget for the centre would be \$3.3 million with the CRD portion at \$344,439. The Oak Bay portion would be \$12,526.

Pilot Project

The Area Police Chiefs in the CRD felt that it was important to assess the effectiveness of the centre before fully committing to it for this region. The proposed model has the service delivery by the existing RTIC-BC resources with the South Island funding used to reduce the costs to the existing contributors.

This is a high cost item and we are seeking some comfort that this is the best option for the identified need and the deliverables can be met at the suggested funding levels.

On January 25, 2017 the RTIC-BC announced that they had secured funding to expand the existing service to the Lower Island until January 1, 2018 as a pilot. The CRD Area Chiefs have created a RTIC working group to implement and make recommendations prior to the 2018 budget year.

Andy BRINTON
Chief Constable



February 14, 2017
Ref: 519941

Chairs of Municipal Police Boards

Dear Sirs and Madams:

I am writing to advise that new *BC Provincial Policing Standards (BCPPS)* were recently approved by the Solicitor General. These *BCPPS*, 5.2 Major Case Management and 5.3 Inter-agency Cooperation and Coordination, address recommendations from the Missing Women Commission of Inquiry as well as a commitment in the *BC Policing and Community Safety Plan* to enhance the coordination of anti-gang enforcement and disruption efforts between police agencies. A copy is enclosed for your information.

The *BCPPS* reflect extensive consultation with representatives of British Columbia police agencies, Crown counsel, key stakeholders, and the Advisory Committee on Provincial Policing Standards (ACOPPS). They provide important direction on the future of major case management in British Columbia. The majority of the standards will take effect beginning in January 2019.

Further work is required to identify and, where necessary, develop the required training and determine the provincially-approved eMCM system. We will continue to engage with police and other stakeholders on these implementation issues; the coming-into-force period for these standards will be established as this work proceeds. As with other similar *BCPPS* requirements, the coming-into-force period will be sufficient, taking into account training cycles and budget planning processes.

I have written all Police Agencies by separate letter asking them to review the standards without delay, assess current practices against the requirements, and begin planning for implementation.

.../2

Ministry of Public Safety and
Solicitor General

Policing and Security Branch

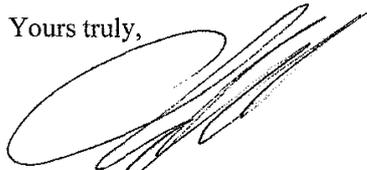
Mailing Address:
PO Box 9285 Stn Prov Govt
Victoria BC V8W 9J7

Telephone: 250 387-1100
Facsimile: 250 356-7747
Website: www.gov.bc.ca/pssg

Page 2
Chairs of Municipal Police Boards

If you have any questions or require more information, please contact Ms. Jenni Bard at Jenni.Bard@gov.bc.ca or 604-775-2364.

Yours truly,

A handwritten signature in black ink, appearing to read 'Clayton J.D. Pecknold'. The signature is stylized with a large, sweeping initial 'C' and several long, horizontal strokes.

Clayton J.D. Pecknold
Assistant Deputy Minister
And Director of Police Services
Policing and Security Branch

Enclosure

BCPPS 5.2 Major Case Management

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

BCPPS 5.2 Major Case Management

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.

Section 5.0 – Specialized Investigations	Page 1 of 3
Sub Section 5.2 – Major Case Management	Effective: January 1, 2019
Subject 5.2.1 – Threshold and Reporting	Revised: n/a

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 activity characterized by systematic targeting for the purpose of exploiting others for one’s own gain.

Predatory 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.

Section 5.0 – Specialized Investigations	Page 1 of 3
Sub Section 5.2 – Major Case Management	Effective: Standard (1), (8)-(11): January 1, 2019 Standards (2)-(7): to be determined Revised: n/a
Subject 5.2.2 – Command Triangle and Investigative Team	

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*.

Section 5.0 – Specialized Investigations	Page 1 of 1
Sub Section 5.2 – Major Case Management	Effective: to be determined
Subject 5.2.3 – Case Management System	Revised: n/a

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.

Section 5.0 – Specialized Investigations	Page 1 of 2
Sub Section 5.2 – Major Case Management	Effective: January 1, 2019
Subject 5.2.4 – Business Rules	Revised: n/a

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.

Section 5.0 – Specialized Investigations	Page 1 of 2
Sub Section 5.2 – Major Case Management	Effective: January 1, 2019
Subject 5.2.5 – Oversight and Accountability	Revised: n/a

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 Triangle 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*.

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Sub Section 5.2 – Major Case Management	Effective: January 1, 2019
Subject 5.2.6 – External Relations	Revised: n/a

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*.

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Sub Section 5.2 – Major Case Management	Effective: January 1, 2019 Revised: n/a
Subject 5.2.7 – Disclosure and Report to Crown Counsel	

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*.

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Sub Section 5.2 – Major Case Management	Effective: January 1, 2019
Subject 5.2.8 – Investigation	Revised: n/a

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.

Section 5.0 – Specialized Investigations	Page 1 of 3
Sub Section 5.2 – Major Case Management	Effective: January 1, 2019 Revised: n/a
Subject 5.2.9 – Multi-jurisdictional Major Case Investigations	

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*.

BCPPS 5.3 Inter-Agency Cooperation and Coordination

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.

Section 5.0 – Specialized Investigations	Page 1 of 2
Sub Section 5.3 – Inter-agency Cooperation and Coordination	Effective: January 1, 2019 Revised: n/a
Subject 5.3.1 – Participation in Programs and Systems	

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*.