



VANCOUVER POLICE

TRAFFIC AUTHORITY UNIT

POLICY MANUAL

Coordinator: Cst. 1950 George Wong
Approved By: Insp. 1037 Rick McKenna

Date: March 2009
Date: March 2009

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Guiding Policies for the Traffic Authority Unit

Foreword:

This manual is designed to provide policy and guidance to all Traffic Authority members. It contains special references to those areas unique to the Traffic Authority Unit. The regular force Regulation and Procedure Manual is also binding upon members and references to the regular force manual that most commonly apply to the Traffic Authority Unit are also contained in this manual.

This manual is a guideline and is not intended to supersede any departmental policy, regulations, or instructions.

1.0 Mandate, Structure and Legislated Authorization for the Traffic Authority Unit

1.1 Mission Statement: To serve the community and support the Vancouver Police Department by ensuring public safety in a professional manner.

Values: **Integrity**
 Professionalism
 Accountability
 Respect

1.2 Operational Command of Traffic Authority Unit

Traffic Authority members are under the operational command of the Chief Constable, or delegate.

Organizational Structure:

Chief Constable
Operations Support Division – D.C.C.
Emergency Operational and Planning Section – Inspector/ Sgt. i/c
Traffic Authority Coordinator – Cst.
Traffic Authority Special Municipal Constables

1.3 B.C. Police Act s 35(1) Special Municipal Constables designation

35(1) After consultation with the Chief Constable, a municipal police board may appoint persons considered suitable as special municipal constables.

(2) A special municipal constable must assist the municipal police department in the performance of its duties

(3) Subject to a collective agreement as defined in the Labour Relations Code, a special municipal constable may be paid the remuneration and is appointed for the term the municipal police board determines.

(4) Subject to the restrictions the municipal police board specifies in the appointment, a special municipal constable has, while carrying out the duties of his or her appointment, the powers, duties and immunities of a municipal constable.

1.4 Motor Vehicle Act – Chapter 318, Part 3

123. If a peace officer reasonably considers it necessary to:
(a) ensure orderly movement of traffic
(b) prevent injury or damage to persons or property, or

(c) permit proper action in an emergency, the peace officer may direct traffic according to his or her discretion, despite anything in this Part, and everyone must obey his or her directions.

1.5 Vancouver Police Department Regulation and Procedure Manual

Section 41.10 – Function – Traffic Authority

1. The Traffic Authority is under the command of the Inspector i/c Emergency and Operational Planning Section. Members are appointed as Special Municipal Constables pursuant to Section 35 of the Police Act. (See Appendix)

1.6 Maximum Complement of Traffic Authority Unit members

The Chief Constable can establish a maximum complement of Traffic Authority members in consultation with the non-police managing partners.

1.7 Rank Structure

The Chief Constable or delegate may establish a rank structure within the Traffic Authority Unit. Traffic Authority member's rank title or insignia is for administrative, emergency, or ceremonial purposes only and must be used in conjunction with regular Traffic Authority insignia. Traffic Authority Supervisors are expected to wear the appropriate supervisory insignia on their shirt or jacket epaulets while in a supervisory capacity. (See Appendix)

1.8 Supervisors

Supervisors Role: The Department assigns responsibility, accountability and authority to the Traffic Authority Supervisor position. The Supervisor will be responsible for the supervision and coordination of activities and personnel relating to the special event they are assigned, or in capacity of a Team leader. Duties include but are not limited to; planning, organizing, deployment of personnel, completion of reports, coaching, evaluation, correction and human resources management. (see 'c' below) E.O.P.S. police officers may also be assigned these duties, in which case the Traffic Authority supervisor will follow their directions and instructions of the E.O.P.S. police officer. Supervisors are required to ensure the safety of all workers under their direct supervision and ensure compliance by their workers. Supervisors must ensure that workers under their direct supervision are made aware of all known or reasonable foreseeable health or safety hazards. Supervisors will be required to have knowledge of the Vancouver Police Department Policy and Procedures; the Traffic Authority Policy Manual; Federal, Provincial and Municipal laws and regulations; WCB regulations and any other acts or regulations that pertain to the position.

Pay: While working as a supervisor, the member will receive a higher pay grade equivalent to a 2nd class constable rate. If the member is not working as a supervisor at an event, but is assigned to work the event, they will receive their normal pay rate based on their number of hours of service

a) Supervisor Preferred Qualifications

- formal management/ supervisory/ conflict resolution related experience and/or courses & training. (City of Vancouver City Learn courses or other equivalent courses)
- have past experience in a supervisory role
- have organizational and administrative skills
- experience as a Traffic authority member working large and small events
- minimum of 500 hours as a Traffic authority member
- possess interpersonal skills as well as team building abilities, and be seen as a positive role model to other members.

b) Supervisor Selection process:

New supervisors/team leaders/traffic control trainers:

- submit a letter or resume outlining their experience and suitability for the position.
- Review of submitted resumes by T/A unit coordinator in order to short list suitable candidates
- panel interview – Sgt. i/c EOPS, T/A Unit coordinator, EOPS event planner and/or senior Traffic Authority member.
- Personnel file review – past performance and participation in the T/A unit examined
- Input/ feedback from EOPS staff who routinely deal with the applicant as well as feedback from supervisors within the Traffic Authority unit.

Current supervisors: those who were appointed as supervisors prior to 2005, *may* retain their supervisory status after a review by the Sgt. i/c EOPS and the Traffic Authority Unit Coordinator as to their continued suitability to supervise events and traffic authority members. Included will be a personnel file review and examination of their participation in the Unit during the previous two years. It is expected that current supervisors will continue to upgrade their skills and knowledge through developmental courses and training, and will be a role model for other members of the unit. At the conclusion of the review, if the member is deemed no longer suitable for a supervisory position, they will be requested to relinquish their supervisor title, and will no longer be booked to supervise events.

Supervisory reviews will take place every year, in which time the supervisor/member will also have an opportunity to step down from their position if they can no longer perform the required duties for personal, medical or professional reasons.

c) Supervisor responsibilities include but are not limited to the following:

- traffic trainer and/or assessor of new and current members.
- mentor to new members and participation in their training process.
- coordination and supervision of events. Make appropriate decisions regarding manpower deployment/ barricade positions/ cone positions and adjust deployment as needs change.
- monitor and respond to radio requests from dispatch and other members
- attend problem locations as required
- liaise with sworn police members/ supervisors and EOPS members as required.
- responsible for submitting pay sheet and post event reports
- role model for appropriate dress/ deportment – expected to address and correct inappropriate dress/ deportment issues with members prior to deployment of a shift.
- responsible for advising the T/A coordinator of any problems or difficulties with any T/A members during an event.

d) Supervisor levels:

Depending on experience, performance assessment, and requirements of the unit, a supervisor will be designated as being suitable to handle small, medium or large events. A small event supervisor can only supervise an event with 12 or fewer T/A members. A medium event supervisor can supervise an event up to 20 T/A members, and a large group supervisor is capable of supervising any size of event.

1.9 Traffic Control Trainer Role

Traffic Control Trainers will be responsible for assisting with the initial training and qualification of all new Traffic Authority members, plus the ongoing refresher courses of all Traffic Authority Members. The initial training of new members may also be done in conjunction with the Departmental Traffic control trainer assigned by E.O.P.s. When training members, the Traffic

control trainer will have the same responsibilities and authority as a supervisor, and will receive a supervisor's salary level. (see supervisors role 1.8)

Criteria for Traffic control Trainers:

- must have completed a minimum of 500 hours as a Traffic Authority member
- must submit a resume outlining their experience and suitability for position
- have organizational and administrative skills
- possess report writing and verbal communication skills
- possess the ability to teach and convey instructions
- have experience as a Traffic Authority member working both small and large events.
- Be willing to take or have taken appropriate WCB (Operational Health and Safety) courses on Traffic control and Traffic control supervision.

1.10 Service Awards

The Chief Constable or delegate may create Traffic Authority Unit service awards, subject to the service awards being clearly distinguishable from the police service awards.

2.0 Employment Status of Traffic Authority members

2.1 Employment Benefits of Police Officers

Individual Traffic Authority members are part time employees and are therefore not entitled to receive the benefits of employment negotiated for or granted to police officers.

Traffic Authority members are paid on an hourly basis that reflects current rates of regular police officers. New members are paid the same rate as a Probationary Constable; members with 500 hours are advanced to the rate of a 4th class constable; members with 1000 hours are advanced to the rate of a 3rd class constable, and a Traffic Authority Supervisor is paid at the rate of a 2nd class constable. Traffic Authority members are not members of the Vancouver Police Union.

2.2 Extraordinary Expenses

Individual Traffic Authority members may be paid remuneration for any extraordinary expenses that occur from the performance of authorized program activities and be entitled to be reimbursed for certain authorized equipment expenditures such as footwear.

2.3 Uniform Dry Cleaning and Alterations

Traffic Authority members will be entitled to dry cleaning at designated department facilities at the rate of four shirts and one pair of pants for every 40 hours of service. Other equipment items such as jackets shall be cleaned as required. This service may include alterations. No reimbursement shall be made for these services at a non-department approved facility.

3.0 Police Officer Status of Traffic Authority Members

3.1 Authority to Perform Authorized Activities

A Traffic Authority member performing authorized activities is restricted to the authority required to perform the specific activity, unless called upon to render assistance to a police officer.

3.2 No Authority When Not Performing Authorized Activities

When not performing authorized Traffic Authority unit activities in accordance with the mandate, a Traffic Authority member does not have the authority of a peace officer.

This does not detract from the authority and protection every individual is provided under the Criminal Code of Canada.

The Traffic Authority member may identify themselves and take appropriate action if presented with an emergency situation that requires the intervention for public safety reasons. If the member does so, they must summon the assistance of a non-restricted Peace Officer as soon as reasonably possible.

3.3 Limitation on Identification as a Special Municipal Constable or Peace Officer

Notwithstanding the concession above, while not in the performance of regularly authorized Traffic Authority unit activities, a Traffic Authority member must not identify him/herself as a Special Municipal Constable or Peace Officer, or as having any authority greater than a citizen, in order to take advantage of a benefit for themselves.

3.4 Special Municipal Constable Appointment.

The Vancouver police board must issue a Certificate of Appointment, containing a description of the Traffic Authority Unit's mandate, and any restrictions governing the terms of the appointment. For insurance and WCB coverage, this certificate must be issued prior to the commencement of training but the certificate of appointment will be held by the Chief Constable, or their delegate, until required training has been successfully completed and the individual has been sworn in as a Special Municipal Constable.

3.5 Carrying and Production of Identification Card and Badge

During the performance of regularly authorized activities, Traffic Authority Unit members must carry a departmental issued identification card and badge and produce such identification upon request.

3.6 Identification of "Police" Officer Prohibited

Traffic Authority Unit members are Special Municipal Constables and are not police officers. At no time may a Traffic Authority Unit member identify him/herself as a police officer, but they may identify themselves as Special Municipal Constables of the Vancouver Police Department.

3.7 Required Approval for Reference to Special Municipal Constable Status in Communications and Correspondence

A Traffic Authority member who wishes to identify him/herself as a peace officer or as a Special Municipal Constable, whether on or off duty, in open communications to the public and correspondence, must obtain the approval and signature of the Chief Constable, or delegate, prior to issuing such communications and correspondence, including but not limited to letters, printed material for public distribution and the Internet.

3.8 Use of Police Letterhead or Insignia

A Traffic Authority member must not use police or departmental letterhead or insignia in any communication unless authorized to do so by the Chief Constable, or delegate.

3.9 Personal Revenue Generating Activities

Traffic Authority unit members must not use their Special Municipal Constable status or program affiliation for financial gain. Members who wish to engage in personal revenue generating activities which refer to their Special Municipal Constable status must have prior written approval of the Chief Constable and the Attorney General, or their delegates.

(Appendix 3)

3.10 Release of Information to the Media

All communications to the public and/or media that are not part of an authorized department activity are to be directed to the department's designated media representative unless authorized by the Chief Constable or delegate.

Traffic Authority members are not to share or release any information into the public domain regarding investigations or intelligence that they have become a party to. As is stated in the VPD Regulation and Procedure manual concerning confidentiality;

"all members of the Department through the nature of their duties and course of employment have degrees of access to confidential material and information. No member shall disclose any confidential information unless authorized. Use of confidential information for personal benefit is prohibited"

(See Appendix)

3.11 Suspension/Release for Failure to Comply with Policy

Failure to comply with the limitations on identification as a peace officer, or abuse of the limited Special Municipal Constable peace officer authority may result in suspension or release from the Traffic Authority Unit after an investigation and report by the Chief Constable or their delegate.

4.0 Application of Code of Conduct, Public Complaints and Discipline

4.1 Code of Conduct Prescribed by the Attorney General

Special Municipal Constables (Traffic Authority Unit members) are subject to the Code of Conduct prescribed by the Ministry of Attorney General, and contained in the Police Amendment Act, 1997 and Associated Regulations.

4.2 Public Complaints and Discipline Process

Discipline and public complaints about Special Municipal Constables are governed by the Public Complaints Process established by the Chief Constable and approved by the Ministry of Attorney General. Informal complaints or discipline matters may be handled by the Sgt. i/c E.O.P.S., and formal complaints will be handled by the Vancouver Police Professional Standards Section.

5.0 Liability and Traffic Authority member Access to Counsel

5.1 Traffic Authority Members' Protection from Personal Civil Liability

Special Municipal Constables have the following protection from personal liability under section 21 of the BC Police Act:

Personal liability

21 (1) In this section, "police officer" means a person holding an appointment as a constable under this Act.

(2) No action for damages lies against a police officer or any other person appointed under this Act for anything said or done or omitted to be said or done by him or her in the performance or intended performance of his or her duty or in the exercise of his or her power or for any alleged neglect or default in the performance or intended performance of his or her duty or exercise of his or her power.

(3) Subsection (2) does not provide a defence if

- (a) the police officer or other person appointed under this Act has, in relation to the conduct that is the subject matter of action, been guilty of dishonesty, gross negligence or malicious or wilful misconduct, or
- (b) the cause of action is libel or slander.

5.2 Vicarious Liability

(4) Subsection (2) does not absolve any of the following from vicarious liability arising out of a tort committed by the constable or other person appointed under this Act for which the municipality, the regional district or the minister would have been liable had this section not been in force:

- (a) a municipality, in the case of a constable, or other person appointed under this Act, who is employed by a board on behalf of the municipality;
- (b) a regional district, in the case of an enforcement officer employed by it; the minister, in a case to which section 11 applies.

5.3 Liability for Special Municipal Constables:

Section 20 of the BC Police Act:

20 (1) Subject to an agreement under section 18 (1) and 23 (2), a municipality, or a regional district, in the case of an enforcement officer employed by it, is jointly and severally liable for a tort committed in the performance of his or her duties by a municipal constable, *special municipal constable*, enforcement officer, bylaw enforcement officer or employee of the board employed by the board on behalf of the municipality.

5.4 Selection of Counsel

Counsel appointed to represent a Traffic Authority member will be selected by the government providing counsel and will take instructions from the sponsoring government.

5.5 No Protection from Criminal Responsibility

Traffic Authority members are not protected from criminal responsibility for their actions if acting negligently.

5.6 Provision of Counsel in Statutory Prosecution

In a statutory offence prosecution, or civil action, arising from an incident where a Traffic Authority member is:

- (a) performing authorized program activities; and
- (b) acting with the scope of those authorized activities;

the Province or the City may provide counsel to act on behalf of the Traffic Authority member and protect any interest of the Province or City.

5.7 Limitations on Providing Counsel

Traffic Authority members are not entitled to counsel at the expense of government for the purposes of:

- (a) internal police investigations;
- (b) responding to a public complaint; or appearances before inquiries or tribunals.

5.8 Written Request for Appointment of Counsel

A Traffic Authority member who wishes to have the City provide counsel to act on behalf of the member must submit a written request for appointment of counsel to the Chief Constable, or delegate, A written report detailing the subject incident and recommending approval or non approval of the member's request for counsel must be forwarded to the Attorney General *and/or* the City's Director of Legal Services.

6.0 Traffic Authority Members' Participation in Program Management

6.1 Required Participation

As work cannot be guaranteed, there is no minimum work requirement for members of the Traffic Authority Unit, but members are expected to make themselves available for shifts through the on-line scheduling system, and to keep their schedule updated. A Traffic Authority member should expect to work a minimum of 8 hours/ month or approximately 100 hours/year. Participation and qualification in yearly training sessions and/or force options training is mandatory.

6.2 Traffic Authority Unit members may volunteer for authorized activities

A Traffic Authority member may volunteer for activities as defined by the Chief Constable, or delegate, and with permission granted by the Chief Constable or delegate.

6.3 Records of Traffic Authority Unit member's Activities

Records of activities performed by individual Traffic Authority members will be maintained and made available for inspection and audit by the Director of Police Services for the Province.

6.4 Traffic Authority Unit Participation in Program Co-ordination and Administration

The Chief Constable or delegate may authorize Traffic Authority members to perform co-ordination and administrative functions for the Traffic Authority

Unit 7.0 Traffic Authority Unit Operation of Police Vehicles

Traffic Authority Unit Emergency Vehicle use - TA Policy manual update s.7.0 April 2006

The Chief Constable or delegate may authorize Traffic Authority members to operate police vehicles and/or designated Traffic authority Unit vehicles. It should be noted that certain specialized vehicles are marked (and are classed as Emergency Vehicles) and may be required to be operated for the carrying out of assigned duties. Section 122 of the Motor Vehicle Act (below) lays out the 'exemption' for Emergency Vehicles. **However**, Traffic Authority members are **not** to exercise privileges **122(1) (a) and 122 (1) (b)** as the nature of work of a Traffic Authority member is not one of an Emergency Responder. Situations that a Traffic Authority member would be involved in would not warrant contravening those sections of the Motor Vehicle Act while driving a Traffic Authority Unit vehicle or unmarked police vehicle.

Exemption for Emergency Vehicles

122 (1) Despite anything in this Part, but subject to subsections (2) and (4), a driver of an emergency vehicle may do the following:

- (a) exceed the speed limit;
- (b) proceed past a red traffic control signal or stop sign without stopping;
- (c) **disregard rules and traffic control devices governing direction of movement or turning in specified directions;**
- (d) **Stop or stand.**

(2) The driver of an emergency vehicle must not exercise the privileges granted by subsection (1) except in accordance with the regulations.

(3) [Repealed 1997-30-2.]

(4) The driver of an emergency vehicle exercising a privilege granted by subsection (1) must drive with due regard for safety, having regard to all the circumstances of the case, including the following:

- (a) the nature, condition and use of the highway;
- (b) the amount of traffic that is on, or might reasonably be expected to be on, the highway;
- (c) The nature of the use of being made of the emergency vehicle at the time.

Concerning 122(1)(c), Traffic Authority members must exercise all other reasonable options before exercising privilege (c) and must plan their route without taking undue advantage of section (c) Example: driving the wrong way on a one way street when another route, although longer, would not involve contravening the Motor Vehicle Act.

Concerning 122(1)(d) stop or stand, Traffic Authority members must take all reasonable steps to stop or park in accordance with the posted signs and/or regulations, and will take into consideration section (4) above.

Emergency Vehicle Driving Regulations – Motor Vehicle Act

4 (1) A peace officer operating an emergency vehicle for the purposes other than pursuit may exercise the privileges granted by section 122(1) of the Motor Vehicle Act if:

- (a) the peace officer has reasonable grounds to believe that the risk of harm to members of the public from the exercise of those privileges is less than the risk of harm to members of the public should those privileges not be exercised, and
 - (b) the peace officer operates emergency equipment. (defined as an audible bell, siren or whistle AND a flashing red or blue light)
- (2) Having determined that there are reasonable grounds referred to in subsection (1)(a), a peace officer operating an emergency vehicle for purposes other than pursuit may exercise the privileges granted by section 122(1) of the Motor Vehicle Act, without operating emergency equipment if:
- (a) (not applicable to TA's)
 - (b) the peace officer is engaged in the lawful execution of his or her duty other than as described in paragraph (a) or section 3 and has reasonable grounds to believe that it is safe to operate the emergency vehicle without operating emergency equipment.
- (3) In considering whether there are reasonable grounds under subsection (1), (2) or (5) a peace officer must:
- (a) consider the factors described in section 3 (2), and
 - (b) Weigh the degree of risk of harm to members of the public against the serious nature and circumstances of the suspected offence or incident.

Section 122 of the Motor Vehicle Act applies strict guidelines and restrictions on persons operating Emergency Vehicles, including sworn V.P.D. member. For the purposes of the Traffic Authority Unit, considering the scope of duties as a Peace officer, and that Traffic Authority members would only be engaged as Emergency Responders in extenuating circumstances, members must weigh their actions at all times when considering contravening Motor Vehicle Act regulations, and must abide by the Emergency Vehicle Driving Regulations above. Section 4(b) above demands that members operate emergency equipment when exercising privileges under s. 122 for emergency vehicles, which includes lights AND an audible bell, siren or whistle.

Although these privileges may be exercised under exigent circumstances, members are to make alternate plans so that they do not have to contravene any Motor Vehicle Act regulations and do not have to activate lights and sirens. When driving a closed route/ designated route or when driving in accordance with Motor Vehicle Act regulations, the use of lights alone to alert people to your presence and location may be appropriate, but as soon as any Motor Vehicle Act regulations are contravened, you must consider the risks and whether there is a more appropriate course of action. The use of the air horn instead of activating the siren would also be a more appropriate course of action if required, and to satisfy 4 (1) (b) above

Under no circumstances will a Traffic Authority member pull over or stop another motor vehicle by using their emergency equipment or motioning the driver to pull over. (ex: pulling over a traffic violator)

Members of the Traffic Authority will not engage in a vehicle pursuit under any circumstances.

8.0 Activities a Traffic Authority member Must Not Perform

8.1 Activities a Traffic Authority member must NOT perform include, but are not limited to:

1. Issue, serve or execute documents relating to Court processes, such as: VTs, Appearance Notices, Summonses, subpoenas or warrants
2. Operate technical devices for enforcement purposes such as: radar sets or breath testing devices.
3. Operate police vehicles in an operational capacity except when authorized or under emergency conditions
4. Sign any document in the capacity of a peace officer or a Commissioner for Taking Oaths.
5. Initiate an enforcement activity or an investigation unless directed to do so by a police officer that assumes direct supervision and liability. An exception would be an emergency or urgent situation when a Traffic Authority member must take intervening action for public safety purposes.
6. Engage in any duty of covert surveillance, agent, decoy or any other specialized duty or similar non-uniform duty.
7. Provide peace officer assistance to non-police agencies unless under the direct supervision of a police officer.
8. Guard crime scenes.

9.0 Recruiting Standards

9.1 Recruitment Standards and Selection process:

All recruiting and selection of Traffic Authority Unit members is to be conducted by the Recruiting Unit of the Vancouver Police Department.

Qualifications:

The following are the minimum requirements to qualify as an applicant to the Traffic Authority Unit.

- Canadian Citizen or Permanent Resident
- 19 years of age

- Completion of grade 12 or high school equivalency
- Physically fit
- Excellent character
- Valid B.C. drivers licence with a good driving record
- Proficient in the English language
- Meet the standard policing visual acuity standards

Application and Selection process:

Applicants are required to submit to the Recruiting Unit:

- A detailed resume and cover letter
- Certified original high school transcript or notarized copy.
- Proof of citizenship
- Copy of birth certificate
- Copy of B.C. drivers licence

An application package including a visual acuity form will then be mailed out to the applicant.

The Selection Process:

Applicants meeting the criteria will be invited into the selection process. The process includes:

- The Vancouver Police entrance exam with a passing score of 50%
- Completion of a personal disclosure form and questionnaire
- A physical test consisting of only the modified POPAT that must be completed in under 5 minutes
- An interview by a Recruiting Unit investigator.
- A Polygraph examination
- Medical exam conducted by the city physician, paid for by the candidate
- A file review conducted by a Recruiting Unit Sergeant
- Background investigation by a Recruiting Unit investigator. Candidates will be asked to submit an autobiography and list of 20 references.

Candidates selected for a position with the Traffic Authority Unit will be sworn in by the Chief Constable or his designate. Recruits will be required to complete and sign a Special Municipal Constable Acknowledgement, Oath of Allegiance and Special Municipal Constable Appointment forms. Formal training will commence on dates identified by the Training Section. (Appendix Police Act Special Municipal Constable Appointment, Police Oath/ solemn Affirmation Regulation, Special Municipal Constable Acknowledgement form)

9.2 Person Who Are Not Eligible

Persons who hold police officer status in any other area of employment are not eligible to become members of the Traffic Authority Unit.

Note: Ineligibility criteria that arise subsequent to appointment as a Traffic Authority member may result in release from the Traffic Authority Unit.

10.0 Remuneration and Reimbursement

10.1 Pay scale

Traffic Authority members are paid on the following pay scale:

0 – 499 hours service	Probationary Constable wage.	(PG 252-1)
500 – 999 hours service	4 th class Constable wage.	(PG 252-2)
1000 hours+ completed	3 rd class Constable wage.	(PG 252-3)
Traffic Authority Supervisor/ Traffic Control Trainer	2 nd class Constable wage.	(PG 252-4)

Any increases in pay scale follow the VPU collective agreement and are automatically entered by payroll when they occur. Traffic Authority members are non-unionized and receive no benefits. Hours worked exceeding 8 hours will be paid at time and a half.

10.2 Authority to Pay Wages during Declared Emergency

The Province and/or the City may establish policy providing for the payment of wages to a Traffic Authority Unit member who is called upon to perform authorized activities during the circumstances an emergency declared by a proclamation under the Emergency Program Act or when policing resources have been or will be determined to be exhausted by the Chief Constable or delegate for an extended time period.

11.0 Traffic Authority Unit Training – Initial and Ongoing

11.1 Establishing Training Standards

Initial and ongoing Traffic Authority Unit training standards with respect to the skills, knowledge and ability required to perform the authorized activities of a Traffic Authority member must be established by the Chief Constable, or delegate, and will be conducted by the Vancouver Police Training Section, E.O.P.S or the Force Options Training Unit.

Force Options Training: must be successfully completed at initial training and then recertification successfully completed every 2 years thereafter.

Respirator fit testing: must be completed on a yearly basis.

11.2 Release from Program for Failure to Meet Training Standards

Failure to successfully complete any required training, or attain and maintain minimum training standards may result in release from the Traffic Authority Unit at the discretion of the Chief Constable or his delegate.

11.3 Delivery of Training

Traffic Authority Unit training must be delivered by, or under the direct supervision of, a police officer who attends the training session and certifies that a Traffic Authority Unit member has successfully completed the required training.

11.4 Outside Training as a Private Citizen

Unless authorized in writing by the Chief Constable or their delegate, a Traffic Authority Unit member who takes training courses other than those prescribed by the Departmental standard does so as a private citizen and not in their official capacity as a Traffic Authority Unit member.

11.5 Outside Training Does Not Constitute Required Training

Training courses other than those prescribed by the Departmental standards do not constitute any part of the required Traffic Authority Unit program commitment unless authorized. Outside training records may be placed in a member's individual file for information purposes.

City Learn Courses: The City of Vancouver offers free courses to City of Vancouver employees, and any Traffic Authority Unit member who has achieved the 500 hour mark is eligible to sign up for a City Learn course. Approval for the course must come from the Traffic Authority Coordinator prior to registration for a City Learn Course. Those members seeking to advance to supervisor status should be encouraged to take related courses offered by City Learn.

11.6 No Exemption from Required Training

A Traffic Authority Unit member who takes outside training courses will not be exempt from prescribed Traffic Authority Unit training or qualification requirements.

11.7 Training Records

Traffic Authority Unit training records must be available for inspection or audit by the Director of Police Services.

12.0 Training Use of Force and Weapons (Other than Firearms)

12.1 Authorization for Use of Force and Other Weapons

Traffic Authority Unit members are equipped with weapons authorized by the Chief Constable other than firearms, and must be trained in the use of such weapons in accordance with department and/or provincial standards for the use of such weapons.

12.2 Suspension or Release from Program for Failure to Meet Training Standards

Failure to successfully complete any required training in the use of force or use of weapons or to attain and maintain minimum training standards may result in suspension or release from the Traffic Authority program.

12.3 Requirement for Demonstrated Skills, Knowledge and Ability

A Traffic Authority Unit member who is authorized by the Chief Constable to receive training in the use of force and weapons, other than firearms, must demonstrate and be certified, in accordance with standards prescribed by the Police Act, the necessary skills, knowledge, and ability in the use of force *prior to* being assigned to *any* activities where the use of force or weapons may be required.

12.4 Delivery of Use of Force and Weapons Training

Traffic Authority Unit force options training must be delivered by certified use of force instructors, under the supervision of a police officer who attends the training session and verifies in writing that a Traffic Authority Unit member has successfully completed the required training.

13.0 Uniforms and Equipment

13.1 Restrictions on Uniform Design

Traffic Authority Unit members shall wear uniforms as approved by the Chief Constable but distinguishable from the uniforms of the regular police officers.

Traffic Authority Unit uniforms, insignia and identification must not be used for purposes other than participation in authorized program activities.

13.2 PART I ORDER – 021 (VPD Regulation and Procedure manual)

Section 40.08 – Dress and Department – Traffic Authority Uniforms

1. All Traffic Authority members shall wear a uniform that clearly displays the wording 'TRAFFIC AUTHORITY'.
2. The Traffic Authority shoulder flash, bearing the Vancouver City crest and designating the Traffic Authority members as Special Constables, shall be affixed to all issue uniforms where appropriate.
3. Traffic Authority members shall comply with the same standards of Dress/ Department and Personal Grooming/ Appearance as sworn members. (section 40.02: Dress/ Department – Dress Standards and Section 40.05: Personal Grooming)
(See Appendix)

13.3 Duty Uniform/ Equipment list

Only issued and current uniforms may be worn while on duty, and any old or outdated uniform pieces or equipment must be returned to stores.

The Traffic Authority Unit duty uniform consists of the following issued equipment:

- Light blue shirt with Special Constable shoulder flashes
- Black t-shirt/ undershirt/ dry fit shirt
- Body armour
- Polar fleece jacket
- Navy blue wool sweater (optional)
- ¾ length yellow gortex rain jacket
- lightweight yellow summer jacket
- navy blue cargo pocket pants
- trouser belt/ equipment belt/ belt keepers
- handcuffs/ pouch; baton/ pouch; pepper spray/ pouch
- black gloves
- Helmet
- Radio ear piece/ communication kit
- Whistle and whistle lanyard
- Reflective vest
- Flashlight and orange cone, flashlight ring
- Boot style footwear (reimbursed through boot allowance up to \$250)

Duty uniform shirts should be worn with an undershirt. When an undershirt is worn and showing at the neckline, it shall be black in colour and crew neck in style. No other colour or style is permitted. Duty uniform shirts shall be worn buttoned to the second button from the neckline.

Members shall not wear visible civilian clothing while in uniform. Wearing of part civilian clothing/ part uniform is not permitted.

If it is necessary to wear a neck scarf, it shall be navy blue or black in colour.

**For safety reasons, uniform shirts and jackets should be covered up when travelling between home and work as a Traffic Authority member, so that the shoulder flash is not visible to the general public.*

13.4 Safety Equipment

The Chief Constable may authorize Traffic Authority members to be issued with police safety equipment appropriate for the mandate and authorized activities.

W.C.B. Requirements: The intent of the following requirements is to ensure the workers are easily seen, readily identified, equipped to signal the motoring public and are protected from the uncontrolled movement of vehicular traffic.

-**Safety headgear** – OH & S Regulation 18.10 requires a traffic control person to be provided with and use protective headgear to protect them from falling, flying, thrown objects, or other harmful contacts. Protective headgear, with an adequate harness must be worn at all times while directing traffic or working on the road or in or around moving vehicles. (ie: issue helmet)

- **high visibility vests** - High visibility apparel, such as a vest or a jacket of a highly visible colour with the proper amount of retro-reflective material in accordance with WCB standards must also be worn. For night time use, each traffic control person must also be equipped with a flashlight and orange baton.

*Traffic Authority members may wear a combination of issued uniform as long as the outer layer consists either of the reflective vest or yellow jacket with reflective material. At no time should a Traffic Authority member be directing traffic without the above mentioned high visibility apparel.

- **safety footwear** – Substantial safety footwear, which offers adequate protection for the hazards on the site must also be worn. In most cases this will just mean a good substantial leather boot or shoe.

13.5 Traffic Authority Unit Identification

Traffic Authority uniforms and equipment, including all forms of Traffic Authority Unit identification must be approved by the Chief Constable.

The Department may establish a committee of Traffic Authority members to review and make recommendations regarding uniforms and equipment to determine what provides the best materials to meet the programs requirements.

13.6 Uniform and Equipment are Property of Issuing Agency

Uniforms and equipment, including all forms of Traffic Authority Unit identification, remain the property of the issuing agency. Traffic Authority Unit members must return all uniforms and equipment and Traffic Authority Unit identification to the department upon request or upon being suspended or released from the Traffic Authority Unit or upon request when commencing a leave of absence from the program.

13.7 Responsibility to Maintain Clothing and Equipment

Traffic Authority Unit members are responsible to maintain and safely store in a reasonable manner uniforms and equipment to the standard established by the police department.

13.8 Replacement of Lost or Damaged Clothing and Equipment

Traffic Authority Unit members may be responsible to pay costs associated with replacing clothing or equipment that is lost or stolen or damaged due to carelessness or neglect. Any lost, stolen or damaged property must be reported to the T/A unit coordinator in writing, including the circumstances and date of the loss, theft or damage. If no negligence or carelessness is involved, the uniform or equipment may be replaced through stores supply at no cost to the member.

14.0 Member responsibilities

14.1 Schedule availability

All Traffic Authority members are responsible for keeping their availability up to date on the scheduling system used by the unit, and to check for and respond to assigned shifts in a timely manner.

Switching or cancelling shifts: Once a T/A member has committed to a shift, if they can no longer fulfil their commitment, they must notify the T/A coordinator *by phone* and state the reason they can not attend. If the T/A coordinator is available to find a replacement (ie: during normal work hours), they will attempt to do so. If the cancellation occurs outside of normal T/A coordinator work hours, the member unable to work must attempt to find their own replacement, and then must notify the T/A coordinator of the switch and the reasons why.

Switching or cancelling of shifts should only be done as a last resort or under exigent circumstances, as the expectation is that a member will work a shift they have accepted.

14.2 Booking off sick

If a member is not able to attend a shift or training due to being sick, they must notify the Traffic Authority coordinator *by phone* as soon as possible. If extended sick leave is anticipated, the Traffic Authority coordinator must be advised. (see also sections 17.0 and 18.0)

14.3 Address/phone/email or name changes

The Traffic Authority Coordinator must be advised in writing of any changes to a member's name, address, phone or email within two weeks of the change.

14.4 Shift end report

Member or supervisor responsible for submitting a shift end report shall do so within 24 hours of completion of the shift to the person responsible for assigning the shift.

15.0 Short Notice/Emergency Callout Procedures

Policy Manual Update August 2006

Procedure:

15.1 Short notice 'event' requiring TA members immediately (ex: extended power outage/ traffic lights out)

- Traffic Authority Coordinator or alternate is contacted by phone.
 - (office: 604-717-3094; cell #778-837-1544)
- TA Coordinator sets up an 'event' in People Schedule to facilitate calling out members who show availability.
- TA members are contacted by phone and requested to come in immediately

- If TA Coordinator is not available (A/L, course etc.), then the Sgt. i/c EOPS will be contacted to make the necessary arrangements.
- TA's showing 'last minute callout' in their 'attributes' section should be called out first.

15.2 Emergency situation/ disaster requiring large callout.

- Traffic Authority Coordinator or alternate is contacted by phone with details. (604-717-3094; cell 778-837-1544)
- TA Coordinator phones each Team Leader and/or Assistant Team Leader and advises of the situation, requirements and meet point.
- Team leaders/Assistant Team Leaders phone each member of their team to find out who can come in and give instructions of where to meet/ what's required.
- Team leaders and/or Assistant team leaders report back to TA Coordinator within 1 hour with names as to who is available immediately.
- TA Coordinator liaises with EOPS Sgt/ Inspector regarding deployment of TA's and relays information to Team Leaders/ Assistant Team Leaders.
- TA Supervisors are identified and given instructions regarding deployment of TA members.
- TA Coordinator sets up an 'event' on People Schedule after the fact to facilitate pay for TA members
- If TA Coordinator is not available (A/L, course etc.) then the Sgt. i/c EOPS will be contacted to make the necessary arrangements.

16.0 Evaluations

16.1 Evaluations

Traffic Authority members will be subject to evaluations in order to manage their performance and assess continued suitability. Evaluations will be conducted by the Traffic Authority Unit coordinator and/or Sgt. i/c of E.O.P.S. on an annual basis, and will become part of the personnel file of the member.

16.2 Documentation and Inspection

Individual Traffic Authority Unit member evaluations must be documented and made available for inspection and audit by the Director of Police Services.

16.3 Additional Evaluations

Individual Traffic Authority Unit members may be subject to such additional evaluations as may be required by the Chief Constable, or delegate.

16.4 Purpose of Evaluation

The purpose of the evaluation is to:

- (a) discuss and document performance and suitability;
- (b) identify training needs; and
- (c) assist managers and co-ordinators with an assessment of the program.

16.5 Suspension or Release from the Traffic Authority Unit

Traffic Authority member evaluations may be used to assess suspension or release from the Traffic Authority Unit.

16.6 Failure to Participate in Evaluations

Individual Traffic Authority members who fail to participate in required evaluations or to comply with actions identified by the evaluation may be suspended or released from the Traffic Authority Unit.

17.0 Release or Suspension from the Traffic Authority Unit

17.1 Voluntary Resignation

A Traffic Authority Unit member may voluntarily resign from the program at any time by submitting a letter of resignation to the Chief Constable, or delegate.

17.2 Discretionary Release or Suspension

- (a) Reasons for suspending/releasing a Traffic Authority Unit member from the program include, but are not limited to: breach of the British Columbia Police Code of Ethics, breach of the Police Act Code of Professional Conduct Regulations, criminal investigation, failure to comply with program requirements, failure to successfully complete any required training, and/or to maintain minimum training standards, and personal unsuitability for the program.

The decision of the Chief Constable, or delegate, to suspend or release a Traffic Authority Unit member from the program is final. Should this action be taken by a delegate, the member may request a review of such action by a Chief Constable and the results of any such review, if conducted, will be final.

17.3 Mandatory Suspension

A Traffic Authority member under investigation for a breach of conduct or who has been charged with a serious offence must be immediately suspended from the Traffic Authority Unit, for a duration determined by the Chief Constable, or delegate.

17.4 Return of Uniforms, Equipment and Identification

A Traffic Authority Unit member must return all uniforms, equipment and identification to the detachment or police department upon:

- (a) voluntary or involuntary release from the Traffic Authority Unit
- (b) suspension from program activities.
- (c) Leave of Absence longer than 6 months. (see 17.7 & 18.7)

18.0 Absence Due to Accident, Injury or Medical Reasons

18.1 Consultation with Private Insurance Agent

Traffic Authority Unit members are advised to consult their insurance agents to ensure their private insurance is not compromised by participation in the Traffic Authority Unit.

18.2 WCB Coverage

For the purpose of the Workers' Compensation Board (WCB), Traffic Authority Unit members are deemed to be employees of the City only while performing Traffic Authority Unit activities or engaged in training activities that have been authorized by the Chief Constable, or delegate.

18.3 Responsibilities of the Traffic Authority coordinator in regards to WCB

A police officer, delegated by the Chief Constable to manage the Traffic Authority Unit, will contact and obtain appropriate claim forms from the Insurance Company and/or WCB;

- (a) ensure that a complete report is prepared about the incident giving rise to the claim, and to provide a copy of the report to the Chief Constable and to the Attorney General or Delegates.
- (b) complete and provide to the Insurance Company and WCB all additional required forms and reports on the incident giving rise to a claim and for providing copies of all police policy that may affect the claim.

18.4 Return to Program Activities

Prior to returning to program activities, a Traffic Authority member who has been absent from the program for medical reasons or as a result of accident or injury (regardless of whether or not an insurance or WCB claim is made) may be requested to provide medical certification of fitness from a physician familiar with the physical requirements of the Traffic Authority program, or attend for a medical exam with the City physician..

18.5 Reporting to the Attorney General

All claims made pursuant to the death and disability insurance, identified to Chief Constable or delegate, must be immediately reported to the Attorney General or delegate.

18.6 Medical Disability, Accident or Injury while Not Engaged in Program Activities

A Traffic Authority member who is absent from their regular employment due to medical reasons, accident or injury, must report to the delegated police officer responsible for the Traffic Authority Unit to discuss their participation in the program during their recuperation.

18.7 Return of Identification and Property during Absence

A Traffic Authority member who is absent for longer than *six months* from the program due to medical reasons, accident or injury may be required to return all forms of identification and property to the police agency.

19.0 Leave of Absence

19.1 Restrictions on Leave of Absence

Traffic Authority members must request an authorized leave of absence from the program for any leave extending beyond *three months*. The maximum allowable leave of absence is one year, after which the member's appointment to the Traffic Authority Unit may be cancelled.

19.2 Review of Leave of Absence

A Traffic Authority member's leave of absence is subject to review after six months.

19.3 Deemed Resignation

An unauthorized absence from the Traffic Authority Unit of more than three months will be deemed to be a resignation and the Traffic Authority member's appointment may be cancelled. An unauthorized leave of absence includes; failing to update schedule availability for three consecutive months and/or failure to accept any shifts in three consecutive months *without explanation to the Traffic Authority coordinator*.

19.4 Peace Officer Authority Not in Effect

A Traffic Authority member's peace officer appointment is not in effect during the term of a leave of absence.

19.5 Requirement for Written Request

A Traffic Authority member's request for leave of absence must be submitted in writing and include:

- (a) reason for request;
- (b) supporting documentation (medical, educational, etc.);
- (c) date leave is to commence;
- (d) date member is expected to return to the program; and
an acknowledgement of awareness and acceptance of the Traffic Authority Unit Leave of Absence policy, signed by the member and placed on the member's individual file.

19.6 Approval of Leave of Absence

The Chief Constable, or delegate must approve a request for leave of absence in writing.

19.7 Return of Uniforms, Equipment and Identification

Prior to commencing a leave of absence, a Traffic Authority member may be required to return to the department all uniforms, equipment and forms of Traffic Authority Unit identification.

19.8 Prohibition of Activities during Leave of Absence

During the term of the leave-of-absence a Traffic Authority Unit member must not be permitted to participate in any authorized program activities or training unless arranged with the Chief Constable or delegate.

Note: WCB and insurance coverage do not apply to Traffic Authority member during a leave of absence.

19.9 Evaluation and Testing

Prior to returning to the program, a Traffic Authority member may be evaluated and tested to assess their skills, knowledge and ability required to continue authorized activities and the member may be required to take remedial training or pass a challenge exam.

19.10 Return to Program after one year

Where the leave of absence exceeds twelve months duration, a Traffic Authority Unit member may be subject to the same process and procedures as a recruit, including without limitation, medical and physical evaluations, interviews, polygraph exam, security clearance and an assessment of personal suitability for the program.

19.11 Inspection and Audit of Documentation

All documentation relating to the leave of absence must be placed on a Traffic Authority member's individual file and made available for inspection/audit to the Director of Police Services.

20.0 Authorized Traffic Authority Unit Associations

20.1 Traffic Authority Unit member's Attendance at Conferences

Attendance at a conference in the capacity of a Traffic Authority member, or where a participant intends to be identified as a Special Municipal Constable, or as having peace officer status, must be authorized by the Chief Constable, or delegate, prior to attendance at a conference.

APPENDIX

Section 41.10 – Function - Traffic Authority

1. The Traffic Authority is under the command of the Inspector i/c Emergency & Operational Planning Section. Members are appointed as Special Municipal Constables pursuant to Section 35 of the Police Act.

19.01 MEDIA POLICY

Relations with the news media

(Effective: 2004.01.27)

1. General Policy Statement

The public has a right to know about the services we perform on their behalf, however, this right is not absolute. The *Freedom of Information and Protection of Privacy Act* requires that we protect individuals who come into contact with the Department from unreasonable invasions of privacy. Certain operations and tactics must remain confidential in order to maintain their effectiveness. It is, however, the Department's philosophy to be as open and cooperative with the news media as possible, both in a reactive and proactive mode.

2. Release of Information

- a. The release of crime information to the news media shall be the responsibility of the Executive Officer in the Office of the Chief Constable through the Media Liaison Officer. When the Media Liaison Officer is absent, a supervisor may release crime information subject to the restrictions set out in (b), (d) and (e). All media queries shall be referred to the Media Liaison Officer; if the Media Liaison Officer is not available, then to a Supervisor; if a Supervisor is not available, then to the Duty Officer. Notwithstanding, members have the discretionary power to comment on matters of a general nature, subject to the restrictions of the *Freedom of Information and Protection of Privacy Act*.
- b. The release of crime information in serious incidents or major crimes shall be approved by an Officer. An Officer requested to approve the release of crime information shall:
 - i. identify what Sections may have an ongoing investigation relative to the request; and
 - ii. consult with each Officer i/c of the identified Sections; or
 - iii. refer the person making the request to the Officer(s) i/c of the identified Sections, prior to approving release of crime information.
- c. Division Commanders may approve interviews for members of their Division and may delegate this approval as appropriate.
- d. Information must be withheld from the media when the release of this information could:
 - i. jeopardize or hinder an investigation or operation, for example: -the amount of money obtained in a holdup; -the release of details of a crime which could be known only to the perpetrator; or -the release of confidential investigative techniques or operational tactics which could reduce their effectiveness.
 - ii. endanger human life, for example: -a ransom kidnapping; or -the use of an informant.
 - iii. prejudice court proceedings or violate the rights of an accused, for example: -discussing evidence; -disclosing any confession or statement made by the accused; or -commenting on cases before the courts.
 - iv. violate the law, for example: -releasing the name of a Young Offender or the names of family members which may tend to identify the youth.
- e. When a member provides information to the media about an incident, the following types of information can generally be provided:
 - i. nature and time of the incident - including a general description of what appears to have taken place;
 - ii. location of the incident - however, if the location is a residence only advise in what area of the City it occurred;

Personnel

Next Section

53.09 Conflict of Interest

(Effective: 2004.02.18)

"Conflict of Interest" means a conflict between a member's personal and/or business interests and their responsibility as a member. This includes an actual or an apparent conflict. A conflict of interest may exist whether or not a remuneratory advantage has been or may be conferred on the member.

Outside Activities/Secondary Employment

1. A member shall not engage in any activity:
 - a. That interferes with or adversely influences the performance of their duties as a member of the Department or is likely to do so
 - b. That places the member in a position of conflict of interest or is likely to do so
 - c. In which the member has an advantage derived from employment as a member of the Department
2. Clause (1)(c) does not prohibit a member from performing, in a private capacity, services that have been approved by the Department. Any contracts for services or products that are awarded to current VPD employees shall be referred to the D.C.C. Cmdg. Support Services for approval prior to their implementation.
3. When the issue of conflict of interest arises, as the result of a member's outside activity or secondary employment, the matter shall be referred to the Chief Constable for review and resolution.

Political Activity by Police Members

4. The Department supports its members' individual and democratic rights to engage in political activity. However, members' activities must not infringe on the public's right to an impartial police service.
5. In order to ensure an impartial police service members shall, while on duty or in uniform, refrain from any public expression of political opinion.
6. A member may, while off duty and not in uniform, attend, participate and express views on any issue not directly related to the member's responsibilities as a police officer as long as:
 - a. The member does not associate their position as a police officer with the issue
 - b. Represent their views as those of the Department
7. Other than at a Departmentally sanctioned event, members shall not appear in uniform, either on or off duty, at any:
 - rally;
 - march;
 - political or religious event;without first obtaining approval in writing from the Chief Constable or his designate. Members wishing to obtain permission shall submit a request in writing, through the appropriate chain of command, to the CC outlining:
 - a. the nature of the event;
 - b. the identity of the organization sponsoring the event;
 - c. the member's affiliation to the organization; and
 - d. the reason the member feels it would be beneficial to appear in uniform.
8. A member's participation in political activity whether an appointment to a Board or candidacy in an election, is regulated by Federal, Provincial and Municipal legislation. Appointment, candidacy or service by a member is prohibited if it interferes with the member's duties as a police officer or places or is likely to place the member in a position of conflict of interest.

1. GENERAL PROCEDURES

2. Members on duty shall be clean and neat in appearance.
3. Members shall not make any modification to the issue uniform or accessories unless otherwise authorized.
4. Members shall only wear their uniform and equipment while on duty. If a member wishes to attend a non-police function in uniform, they shall first obtain authorization from the appropriate authority. (refer to section 53.09 - Conflict of Interest)
5. Duty uniform shirts shall be worn with a black crew neck T-shirt. No other colour or style is permitted. Short sleeve undershirt sleeves shall not extend beyond the end of the short sleeve uniform shirt. Long sleeve undershirts shall not be worn under short sleeve uniform shirts.
6. Duty uniform shirts shall be worn buttoned to the second button from the neckline.
7. Members shall not wear visible civilian clothing while in uniform. Wearing of part civilian clothing/part uniform is not permitted.
8. If it is necessary to wear a neck scarf, it shall be dark navy blue or black in colour.
9. Uniforms must be kept clean and in good repair. Members shall ensure that articles of clothing are kept fastened. Uniformed members shall avoid the practice of loading pockets with articles that detract from their smart appearance.
10. The Department supports and encourages the wearing of ballistic vests by its members.

NAME TAGS

11. Name tags shall be made of cloth, bearing an identification number and/or name and shall be sewn onto the uniform in the following manner:
 - a. Uniform shirt - centered directly above the right breast pocket;
 - b. Uniform jacket - centered directly above the right breast pocket;
 - c. Fleece - positioned over the right breast; and
 - d. Sweater - positioned over the right breast.
 - e. Reflective vest - positioned over the right breast.

(Note: Page 29 of Appendix C contains information about personnel with the Vancouver Traffic Authority and was not included in the material provided by the Toronto Police Service.)