



SAANICH POLICE BOARD

Mayor Dean Murdock
Chair

September 4, 2024

Nicole Duncan, Chair
Greater Victoria School Board
School District No. 61

Re: Request for Information | May 28, 2024

Ms. Duncan,

At our meeting on June 5, 2024, you requested information from the Saanich Police Department. You had previously made a written request for information from the Victoria and Esquimalt Police Board, and you indicated that having similar information from the Saanich Police Board would assist you in your inquiries. Your request was for the following information:

- A. any and all data pertaining to gang recruitment or other criminal activity involving youth, between 2015 to date
- B. any and all data pertaining to police call outs to each SD61 school (broken down by each school) within the Saanich Police Department's jurisdiction, between 2015 to date
- C. a copy of any and all Saanich Police policies and procedures related to vulnerable populations (including Youth)

Freedom of Information and Protection of Privacy Act

To ensure that we are fully accountable to you and that we have protected personal privacy, this information is being released to you under the authority of the *Freedom of Information and Protection of Privacy Act*. Some information may be vetted as required by the Act.

Part A – Gang Information

For clarity, we understand a “gang” to be a “Criminal Organization” as set out in section 467.1(1) of the *Criminal Code* which means:

a group, however organized, that
(a) is composed of three or more persons in or outside Canada; and
(b) has as one of its main purposes or main activities the facilitation or commission of one or more serious offences that, if committed, would likely result in the direct or indirect receipt of a material benefit, including a financial benefit, by the group or by any of the persons who constitute the group.

It does not include a group of persons that forms randomly for the immediate commission of a single offence.

A "serious offence" means an indictable offence under this or any other Act of Parliament for which the maximum punishment is imprisonment for five years or more, or another offence that is prescribed by regulation.

Some information relating to gang activity is collected and documented in police files labelled "intelligence file – gang info." These are searchable files that reference an individual's gang association or suspected association. Not every gang associate or incident is documented in this way. Other references to gang activity may be contained with a specific investigation or an offence such as drug trafficking, assault or robbery. The following data linking gang activity to schools within the Saanich Police jurisdiction has been derived from a text-based search of police records. Other files have been linked through interviews the researcher conducted with Saanich Police Major Crime detectives.

Number of police files containing search terms "gang" and "school"

Search Query	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024*	Total
Glory Boys AND school	-	-	-	-	-	-	1	1	22	2	26
Brothers Keeper AND school	-	-	-	-	-	-	-	-	6	1	7
Gang AND school	51	73	119	104	142	80	56	34	81	37	777

*Text pages include CPIC information/queries, mail, occurrence reports, court files, there may be multiple text pages per file that make such references, so this data is not reflective of the number of files involving gangs

*Gang information is not easily pulled from PRIME in relation to schools. It is typically in entity information, and only sometimes referenced directly in reports.

* The text pages referring to gangs may or may not involve verified gang activity.

* The schools referenced include ALL schools, including universities and non SD61 schools, and may be unconnected to the gang activity referenced as this query only looked for the word "school" in the same text.

* Many files refer to gangs by name or acronyms and do not use the word "gang", so the totals for the gang query and the specific gang queries do not match.

The following chart documents the number of gang intelligence files documented by the Saanich Police between January 1, 2015, and June 7, 2024. These files are related to any gang activity and are not limited to those involving young offenders, youth recruitment or having any connection to a school.

Year	# of Gang Intel Files
2015	4
2016	1
2017	2

2018	7
2019	4
2020	1
2021	1
2022	7
2023	22
2024*	4

The researcher found that the Major Crime Unit had been involved in 35 investigations, from mid-2022 to date, that were associated with gang activity in Saanich schools. More than 10 youths were identified as being involved in gang activity associated with schools over the same period. Some of the files investigated by the Major Crime Unit included assault with a weapon (stabbing), victim/witness intimidation, assault, break and enter, threats and drug trafficking. Some of these investigations are before the courts which precludes us from releasing any additional information. Other investigations use sources of information that are sensitive and cannot be disclosed to non-law enforcement organizations. Of note, the significant increase in gang files documented in 2023 was related to the activities of one particular criminal organization that originated in the Greater Vancouver area.

Part B - Police Attendance to SD61 school

We have interpreted your request for information on “police call outs to each SD61 school” to mean the number of “calls for service” at each school. A call for service is a police file number that is created when any person requests police assistance or when an officer becomes involved in an incident they are present for. The data in this section was compiled by querying the address for each District 61 school located within the Municipality of Saanich. All calls for service linked to a school address have been included, regardless of severity or outcome. This does not include calls for service in the surrounding areas; events which may have had a nexus to a school. This data includes all calls for service at these locations and has not been filtered to exclude days and hours during which schools are not in session.

All Calls for Service to Saanich SD61 Schools										
School	2015	16	17	18	19	2020	21	22	23	24*
Elementary										
Braefoot	2	3	3	10	2	4	8	5	3	0
Campus View	14	11	12	11	13	8	4	9	7	1
Cloverdale Elementary	12	13	17	14	10	22	24	4	8	1
Craigflower Schoolhouse	8	3	9	7	4	4	4	2	6	1
Doncaster	13	10	11	12	7	20	11	4	6	1
Frank Hobbs	4	5	6	5	12	16	11	6	13	3
Hillcrest	0	0	0	0	0	0	0	0	0	0
Lakehill	7	7	19	9	6	9	10	5	9	1
Marigold Elementary	6	7	13	15	8	6	7	7	8	2
Mckenzie	8	14	19	9	12	4	2	6	3	1
Northridge Elementary	13	12	9	11	10	10	6	6	6	4
Rogers	10	13	4	9	8	8	11	2	6	2
Strawberry Vale	9	16	16	13	11	15	9	7	2	1
Tillicum Elementary	9	17	7	12	15	16	18	12	10	7

Torquay Elementary	6	10	21	12	16	8	9	6	4	4
Middle										
Arbutus	8	9	9	9	9	8	11	6	9	4
Cedar Hill	5	15	24	26	18	16	22	19	17	2
Colquitz	4	6	7	9	2	6	9	9	11	5
Glanford Middle	16	20	16	23	15	13	7	12	13	4
Gordon Head	34	29	9	10	9	17	32	20	13	12
Lansdowne Middle	20	22	21	26	16	24	20	18	29	5
Lansdowne South Campus	8	2	5	4	2	1	8	4	9	1
Secondary										
Lambrick Park	22	20	29	23	17	12	30	10	14	4
Mount Douglas	26	18	18	24	18	13	19	17	17	14
Reynolds	27	24	38	37	23	13	16	20	12	8
Spectrum	33	35	37	37	29	25	19	40	23	10
Total	324	341	379	377	292	298	327	256	258	98

*2024 – Jan 1 to June 7

Part C – Relevant Saanich Police Policies and Procedures

The Saanich Police Department Policy and Procedures manual contains one hundred-fifty-six separate policies that guide every aspect of police operations and administration. In response to your request for a copy of any and all policies and procedures related to vulnerable populations (including youth), we understand “vulnerable populations” to include, but not be limited to, the following populations as defined by Employment and Social Development Canada: children and youth ages 0-18, Indigenous, low income or living in poverty, members of LGBTQ2+ communities, newcomers (immigrants, temporary residents and refugees), Official Language Minority Communities, people experiencing homelessness, people experiencing domestic or gender-based violence, people living in group homes or supportive living, people living with mental illness, people struggling with addiction, persons with disabilities, prison populations, all racialized groups, seniors and elders (in and out of care).

Our policies are organized by police role, duty or function. Some investigative and operational policies contain references or special directions for supporting one or more vulnerable groups. Excerpts from those various policies have not been provided as part of this response but are available upon request, with further explanation as to which specific area of our policy may assist your inquiry. The following policies guide our practices for supporting some vulnerable populations including youth:

- OP15.5 – Young Persons
- IN7.5 – Gender Diverse/Transgender People
- IN1.3 – Trauma Informed Practices
- IN1.4 – Victim Assistance
- IN 3.1 – Child Welfare

A copy of each of these policies is attached to this report. We trust that this report and supporting documentation provides a meaningful and appropriate response to your information request. Please do not hesitate to contact the Saanich Police Board with any follow-up inquiries or feedback.


Best regards,

Dean Murdock

Mayor Dean Murdock, Chair

cc Saanich Police Board members
 Chief Constable Dean Duthie
 Ms. Warhurst, Community Advocating for Students & Safety

OP15.5 Young Persons

	Volume: Operations (OP)	Chapter: 15 Arrest and Detention
	Effective: 2004-06-12	Scope: Sworn
	Last Reviewed: 2011-10-03	Last Amended: 2011-10-03

Previous Name: OD180 – Young Persons

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POLICY

1. The Saanich Police Department will address and treat young persons in a manner that complies fully with legal requirements.
2. These policies and procedures will ensure that department practice with respect to young persons is in keeping with the current provisions of the [Youth Criminal Justice Act](#).

PROCEDURES

Statutory Provisions

3. The *Youth Criminal Justice Act* covers only offenses against the CCC and other federal statutes and regulations.
4. The principles of the *Youth Criminal Justice Act* are set out in Section 3 of the Act and should be carefully noted and their intent and spirit applied in dealing with young persons.
5. A person who commits a Federal offence, and is under 12 years of age, will be dealt with under the provisions of the [Child, Family and Community Service Act](#) of British Columbia.

Arrest

6. The arrest of young persons will be conducted in the same manner as adults (see policy OP15.3 Arrest).

Conditional Supervision Order

7. The *Youth Criminal Justice Act* allows for the suspension of a young person’s conditional release order if:
 - a. the young person has breached a condition of the order, or
 - b. the young person is about to breach a condition of the order.
8. The provincial director has delegated to the British Columbia Board of Parole (BCBP) the authority to:
 - a. suspend a conditional supervision order, and
 - b. order that the young person be remanded in custody.

9. Police will notify the British Columbia Board of Parole if the youth has breached or is about to breach a condition of the conditional supervision.
10. The British Columbia Board of Parole, upon being informed and satisfied there are reasonable grounds of a breach or that a breach is about to occur, may issue a warrant authorizing the apprehension of the young person.
11. The warrant will be faxed to the nearest police detachment where the breach occurred or was about to occur, to the police detachment closest to the young person's last known residence and to the probation officer holding case responsibilities.
12. The arresting police force will notify the British Columbia Board of Parole that the young person has been apprehended.
13. The British Columbia Board of Parole will then notify the local director of the probation office nearest to where the young person is being detained and the releasing youth or adult custody centre.

Promise to Appear/Appearance Notice

14. If a young person is found committing, or is suspected of committing a criminal offence, and is to be released, the investigating officer may issue a Promise to Appear or Appearance Notice in the same manner as for an adult:
 - a. for youth court - location and time on all release documents should be specified as the designated court facility location and time;
 - b. fingerprinting and photographing will take place at the Saanich Police Department at the designated time;
 - c. the accused will be given the youth or young person copy of the Promise to Appear or Appearance Notice;
 - d. the officer who issued the Promise to Appear or Appearance Notice will swear to the Affidavit of Service on the back;
 - e. the original Promise to Appear or Appearance Notice (white copy) will be attached to the Report to Crown Counsel; and
 - f. a copy of the Promise to Appear or Appearance Notice will be forwarded to the gaol guards if a follow-up fingerprint date has been assigned.
15. The officer will inform the parents or guardians if a Promise to Appear or Appearance Notice has been issued.

Detention

Temporary Restraint

16. The *Youth Criminal Justice Act* provides for temporary restraint of a young person, upon arrest, to give a officer an opportunity to:
 - a. take the young person to the police station,
 - b. decide whether to lay a charge, or
 - c. decide on alternative measures.

Temporary Detention

17. A young person under the supervision and control of an officer after arrest, with or without a warrant, will be transferred to a designated place of temporary detention:
 - a. young persons transported to the police station will be held in a secure interview room located in the detention facility area;
 - b. if the youth is to be detained for a court appearance, the youth will be transported to the Victoria Police Department detention facility (VCP Cells) or the Victoria Youth Custody Centre (VYCC) and the transporting officer will contact either VCP or VYCC prior to transport.

VCP Cells and Victoria Youth Custody Centre Full

18. See policy OP16.4 Care and Control of Prisoners - Young Offenders.

Unendorsed Warrant

19. The warrant will be confirmed prior to transporting the youth to the VCP Cells or the VYCC.

Endorsed Warrant

20. The Watch Commander will authorize the release of the youth on a PTA.

Intoxicated Young Persons

Response

21. The *Liquor Control and Licensing Act* allows for the arrest of any person intoxicated by alcohol or a drug in a public place.
22. Only those young persons unable to care for themselves will be arrested.
23. Normally, young persons will be released to their parent/guardian.

Not Confined with Adults

24. Unless necessary due to exceptional circumstances, a young person held in custody will not be confined with adults, and then only on instructions from a Youth Court Judge or Judicial Justice of the Peace.

Notifying Parents

25. Immediately after a young person is arrested or detained in custody, the parents will be notified, by the officer in charge, either orally or in writing, of the place of detention and the reason for the arrest.
26. If no parent is available, a notice may be given to an adult relative or other adult known to the young person who is likely to provide assistance.
27. If the young person is married, the spouse of the young person may be notified instead of a parent.
28. Parents will be immediately notified, by the investigating officer, after a young person has been:
 - a. release pending a summons,
 - b. issued an Appearance Notice, or
 - c. issued a Promise to Appear or entered into an Undertaking or Recognizance.

Statements

Admissibility

29. To ensure the admissibility of any oral or written statement made by a young person:
 - a. Officers will complete the *Youth Criminal Justice Act* statement form as it pertains to young persons, to ensure
 - i. the statement is voluntary, and
 - ii. the young person is informed of their rights under the *Youth Criminal Justice Act*.

Young Person's Rights

30. The officer taking a statement will:
 - a. comply with the specific rules with respect to taking statements as outlined in the *Youth Criminal Justice Act*;
 - b. clearly explain to the young person, in language appropriate to their age and understanding, that:

- i. there is no obligation to give a statement, either oral or written;
 - ii. any statement made may be used as evidence in proceedings against them;
 - iii. the young person has a right to consult counsel, and a parent or adult relative or any other appropriate adult of their choice; and
 - iv. the young person has a right to have the consulted person present during the making of any statement;
- c. give the young person a reasonable opportunity to consult counsel, and a parent or adult relative or any other appropriate adult of their choice;
 - d. allow a reasonable period of time for the consulted person(s) to be present, and
 - e. where a young person waives their rights, the waiver must be recorded on video or audio tape, or must be in writing and contain a statement signed by the young person that he or she has been informed of the right being waived, in keeping with the Youth Criminal Justice Act.

Identification

Identification of Criminals Act

31. The *Identification of Criminals Act* applies to a young person, and:

- a. officers may fingerprint and photograph all young persons aged twelve to seventeen years inclusive, charged under the *Youth Criminal Justice Act*, with an offence which may be proceeded with by indictment under the *Criminal Code*,
- b. a young person who is going to be held in custody will be fingerprinted prior to being transported to the VCP Cells or the VYCC:
 - i. if the young person resists, no force will be used;
 - ii. the young person will be transported to the VCP Cells or the VYCC and returned for prints and photos after the charge has been laid;
- c. the fingerprinting of charged young persons will be conducted in the Fingerprint Room;
- d. refer to Sec.14 for release of a Young Person on a Promise to Appear or Appearance Notice.

Persons Under the Age of 12

32. There is no provision for taking the fingerprints of a person under the age of 12 years.

Taking Charge of a Child for Their Own Protection

Authority

33. The *Child, Family and Community Service Act*, has delegated powers, duties, functions, and capacities to all officers in any municipal police force in British Columbia (see policy IN3.1 Child Welfare).

Young Child Breaks the Law

34. An officer may take charge of a child and deliver the child to a parent if the officer considers that the child:
- a. is under 12 years of age, and
 - b. has acted in a manner prohibited by law or has failed or refused to act in a manner required by law
35. If the child has killed, assaulted or endangered another person, the officer must report the circumstances to a Director as designated by the Minister of Children and Family Development, and in any other case, may report the circumstances to a Director as designated by the Minister of Children and Family Development.

Taking Charge of a Child

36. Where a officer has reasonable grounds to believe that a child is in need of protection, as defined in the *Child Family and Community Service Act*, and in immediate danger, the officer may, without a court order and by force if necessary, enter any premises or vehicle or board any vessel for the purpose of taking charge of a child who the officer believes is in immediate danger.
37. Upon apprehending a child, the officer will immediately report the matter to a Director as designated by the Minister of Children and Family Development who will assume custody of the child.

NOTE: The Act does not provide examples of immediate danger; however it does set out conditions where a child is considered in need of protection. In urgent situations these conditions could constitute immediate danger.

38. Examples of children in need of protection, include:
- a. physical harm or the likelihood of physical harm,
 - b. sexual abuse, exploitation or likelihood of sexual abuse, exploitation,
 - c. neglect so that their safety or well-being is endangered,
 - d. deprived of necessary health care,

- e. emotional harm,
- f. abandonment,
- g. deprived of necessary care through the death, absence or disability of their parent,
- h. absent from home in circumstances that endanger their safety or well-being.

Records

- 39. A young person's records will be handled in a manner that complies fully with the provisions of the *Youth Criminal Justice Act*, including origination of the records, security and confidentiality, access and disposal.
- 40. The Manager of Administrative Services will be responsible for the maintenance of the record's section.

REFERENCES

[Child, Family and Community Service Act](#)


[Youth Criminal Justice Act](#)

IN3.1 Child Welfare

OP15.3 Arrest

OP16.4 Care and Control of Prisoners - Young Offender

IN7.5 Gender Diverse/Transgender People

	Volume: Investigations (IN)	Chapter: 07 Search and Seizure
	Effective: 2020-08-17	Scope: Sworn
	Last Reviewed: 2020-08-17	Last Amended: 2020-08-17

Previous Name: OD270 -Gender Diverse/Transgender People

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POLICY

1. The Saanich Police Department will address and treat transgender or gender diverse adults and youth in a manner that complies fully with Human Rights, legal requirements and addresses the specific needs of individuals who are transgender or gender diverse.

DEFINITIONS

2. Gender Diversity: is an umbrella term that is used to describe the spectrum of gender identities that demonstrate a diversity of expression beyond the binary (male/female) framework.

PROCEDURE

Identification

3. Where practicable, and giving due consideration to the circumstances of the situation, the following protocol may be used if an individual self identifies as transgender or gender diverse:
 - a. at all times, officers will address transgender or gender diverse individuals by the individual's chosen name, even if the transgender or gender diverse person does not yet have identification in that name. If an officer is uncertain of the chosen name by the transgender or gender diverse individual, officers will respectfully ask the transgender or gender diverse individual for clarification in a private manner. For example, "you have two pieces of identification, with two different names (one may be male and one female) – which name would you like me to refer to you as?";
 - b. in addressing or discussing a transgender or gender diverse person, officers will use pronouns appropriate for that person's identity (i.e. she/her for an individual who identifies as female, and he/him for an individual who identifies as male or they/them for an individual who does not identify with either female nor male). If an officer is uncertain which pronoun is appropriate, the officer will respectfully ask the transgender or gender diverse individual for clarification in a private setting; and
 - c. it is important that the clarification is done in as private a setting as possible to safeguard confidentiality, privacy and safety of the transgender or gender diverse person.

PRIME

4. When entering a transgender or gender diverse person into a general occurrence report (GO) or any other official report as an "entity," they are to be entered by the name and gender indicated on their official government identification (i.e.. Driver's Licence, birth certificate, BCID).
5. Use of PRIME Alias - The alias function should be used to identify when a transgender or gender diverse person's preferred name and/or correct gender is different than their legal identification.
6. When completing the synopsis and narrative portions of the GO, officers shall use the person's chosen name and correct pronoun. It is recommended that officers use language such as "the complainant, John Doe, will be referred to by their chosen name, Jane Doe in the remainder of this report" when preparing the synopsis and narrative.

Arrest

7. The arrest of a transgender or gender diverse youth or adult will be conducted as per policy OP15.3 Arrest.

Transportation

8. Where a person known to be transgender or gender diverse has been arrested and is subject to being transported back to the Department cells, every effort must be made to transport them with no other detainees, to protect the transgender or gender diverse individual's safety and prevent harassment.
9. If the transgender or gender diverse person is to be transported to cells, the persons that may be in contact with the transgender or gender diverse person will be notified of their chosen name and correct pronouns which may be different than the name and gender entered in PRIME.

Search Incident to Lawful Arrest

10. Transgender or gender diverse individuals will be searched as per policy IN7.1 Search and they must be given the following three options unless there are exigent circumstances and only one officer of a specific gender is available:
 - i. search by male officers only;
 - ii. search by female officers only; or
 - iii. a split search involving both a male and female officer.

Strip Search: (as per [Forrester v. Peel Regional Police 2006, HRTO 13](#))

11. All strip searches will be conducted in accordance with Department policy IN7.1 Search.
12. The transgender or gender diverse arrestee who is going to be strip-searched must be given three options unless there are exigent circumstances and only one officer of a specific gender is available:
 - a. search by male officers only;
 - b. search by female officers only; or
 - c. a split search involving both a male and female officer.
13. In a split search, a male officer is utilized to search areas near the male genitalia of the body and a female officer is utilized to search the areas near the female breasts and/or genitalia.
14. Officers are not permitted to "opt out" of the strip search. A limited discretion is permitted if there is a significant Human Rights Code or Charter interest of his or her own to protect. The reason for an officer "opting out" of the search must be authorized and documented by the Watch Commander.
15. While the strip search of an arrestee must be conducted in private, officers of either the same or opposite gender from the transgender or gender diverse arrestee may stand by, out of vision, in the event of physical resistance or confrontation.

16. The officer who conducts the search must then make a notation in their notebook which identifies the person who is subject to search, and their preference and consent to be searched by a specific gender, and the signature of the person being searched.
17. A strip search will only be used to check for evidence, objects which may aid in escape, objects which may be used for self-harm, and weapons or drugs, not to determine the biological sex or surgical status of an individual who is suspected of being transgender or gender diverse.

Detention

18. Where a person known to be transgender or gender diverse has been arrested and is subject to detention, where possible they should be detained in a cell that is as private as possible, away from the view of other lodged individuals and in a cell with no other prisoners. If a cell is not available, consideration should be given to lodging the individual in an interview room or another approved facility, where practicable.

Transgender or Gender Diverse Youth

19. Where a youth is known to be transgender or gender diverse has been arrested and is subject to detention, they **MUST** be lodged in a cell that is as private as possible, away from the view of other lodged individuals and in a cell with no other prisoners. If a cell is not available, consideration should be given to lodging the individual in an interview room or another approved facility, where practicable.


REFERENCES

IN7.1 Search

OP15.3 Arrest

[Forrester v. Peel Regional Police 2006, HRTO 13](#)

IN1.3 Trauma-Informed Practice

	Volume: Investigations (IN)	Chapter: 01 General Practices
	Effective: 2022-05-13	Scope: All Employees
	Last Reviewed: 2024-03-01	Last Amended: 2024-03-01

Previous Name: N/A

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POLICY

1. The Saanich Police Department is committed to applying the principles of Trauma-Informed Practice (TIP) throughout the operations of the department.
2. The Saanich Police Department will provide TIP training to all employees to ensure staff understand how trauma is created, the effects it has on brain functioning, emotional regulation, and the impact these have on interactions between people.
3. The Saanich Police Department recognizes that policing involves a high number of trauma exposures for staff and will provide supports for all staff to help mitigate their impact through such programs as psychological checks, critical incident supports, peer support, and reintegration programs (see *AD10.2-Employee Health and Wellness*).
4. The Saanich Police Department recognizes:
 - a. the short-term and long-term effect trauma can have on victims/survivors, witnesses, suspects, and officers;
 - b. the impact that trauma can have on memory;
 - c. the relationship between trauma, substance abuse, and mental health;
 - d. the relationship between trauma and vulnerability to victimization and further involvement with the criminal justice system;
 - e. that culture can affect how trauma may be expressed by individuals; and
 - f. the presence of police may have a triggering effect on people due to previous traumatic experiences.

DEFINITIONS

5. **Cultural Safety:** Physically, socially, emotionally, and spiritually safe environment created by recognizing and respecting the cultural identities of others and considering social and historical contexts as well as structural and interpersonal imbalances.
6. **Trauma Informed Practice:** Evidence-based approach that integrates into practice how past and current experiences of violence impact victim trauma, memory, reactions, and behaviour with a goal to avoid re-traumatization throughout the investigative process and to support victim safety, choice, dignity, and control.
7. **Victim Centered Approach:** Practice of putting at the forefront a Victim's rights, safety, needs, and wishes by offering information, support(s), and options whenever appropriate.

PROCEDURES

8. Officers should be aware of the effects of trauma on themselves as well as all persons with whom they are interacting.
9. Officers should consider:
 - a. whether delaying the interview of a victim/survivor, witness, or suspect may be appropriate depending on the case specific circumstances of the investigation;
 - b. the best location where to conduct interview, such as using a TIP interview room;
 - c. whether to do the interview in uniform or plainclothes; and,
 - d. whether the presence of a support person would be beneficial to a traumatized person while not interfering with the investigation.
10. Officers should provide victims/survivors and witnesses with culturally appropriate support referrals whenever available.
11. Wherever possible, officers should empower victims/survivors by providing opportunities for them provide input and make decisions about their role in the investigation.

REFERENCES

[AD10.2 Employee Health and Wellness](#)


[IN1.2 General Investigations](#)

[IN1.4 Victim Assistance](#)

[IN10.1 Witness and Victim Statements](#)

[TIP Resources](#)

IN1.4 Victim Assistance OM50

	Volume: Investigations (IN)	Chapter: 01 General Practices
	Effective: 1998-09-21	Scope: Sworn
	Last Reviewed: 2021-05-28	Last Amended: 2020-02-11

Previous Name: OM50 – Victim Assistance

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POLICY

1. All victims should be treated with courtesy and respect.
2. Employees of the Saanich Police Department should be mindful of their obligations under the [British Columbia Victims of Crime Act](#) (VOCA) and federal [Canadian Victims Bill of Rights](#) (CVBR)

Reason for Policy

3. Under section 5 of VOCA, all “Justice System Personnel,” which includes employees of the Saanich Police Department, have the primary responsibility of offering the victim general information concerning:
 - a. the structure and operations of the justice system;
 - b. Victims Services;
 - c. The [Freedom of Information and Protection of Privacy Act](#);
 - d. The [Criminal Injury Compensation Act](#); and

- e. The [Victims of Crime Act](#).

PROCEDURES

4. Officers must offer Victim Services to victims of crime and make the referral if requested by the victim.
5. Officers can fulfill the requirements under section 5 of VOCA by advising a victim that Victim Services can provide information regarding victim legislation.
6. Subject to the [Youth Criminal Justice Act](#), and the requirement not to prejudice an investigation or prosecution, if aware that a victim has not been offered the required information by Crown Counsel or their staff, Saanich Police Department employees will arrange, on request, for a victim to obtain information on the following relating to the offence:
 - a. the status of the police investigation;
 - b. the specific counts with which the offender is charged or for which the offender is convicted;
 - c. the reasons why a decision was made respecting charges;
 - d. the name of the offender;
 - e. the date, location and reasons for each court appearance that is likely to affect the final disposition, sentence or bail status of the offender;
 - f. the length of any sentence that the offender is serving and the date the sentence began;
 - g. the means for the victim to report breaches of the terms of supervision by the offender released under supervision;
 - h. the means to contact agencies that may grant or amend conditions of parole or authorize release from custody of the offender;
 - i. the eligibility and review dates applicable to the offender and how to make representations in any proceedings that may lead to a change in the custodial status or release conditions of the offender; and/or
 - j. copies of orders and permits setting conditions for the offender or offender that are relevant to the safety of the victim.

Supervisor Responsibilities

7. Supervisors will:
 - a. ensure that Victim Services has been offered and documented on the Victim Service form and a "V" flag has been entered on the face page of the general occurrence if the

victim has consented to victim services to ensure it is routed to the Victim Service Reader; and

- b. determine if the investigation requires the assignment of a Victim Liaison Officer. This position is primarily assigned in Major Cases. If a victim liaison officer is not assigned, the supervisor will ensure that the primary investigator or another officer involved in the file fulfills the duties of a victim liaison officer.

Victim Liaison Officer

8. The Victim Liaison Officer is responsible for:
 - a. liaising with victims and their immediate family;
 - b. being mindful of their obligations under the [British Columbia Victims of Crime Act](#) (VOCA) and federal [Canadian Victims Bill of Rights](#) (CVBR) throughout the investigation;
 - c. providing information regarding how to deal with the media and interest by the public in the investigation, if required;
 - d. releasing information to the victim in advance of information being released to the general public, where appropriate; and
 - e. documenting contact with the victim.

Greater Victoria Police Victim Services

9. Victim Services is operated by the [Greater Victoria Police Victim Services](#) (GVPVS).
10. The GVPVS service delivery model is based on empowerment through information, options and alternatives, so individuals can make well-informed choices to assist them in their personal paths to recovery.
11. Victim Services is available 24 hours a day, 7 days a week at the request of police for crisis calls to assist victims of crime and trauma including family members and witnesses.
12. Highly trained staff provide emotional and practical support plus ongoing support services including information on police file, police procedures, the court system, referrals to community supports, assistance with Crime Victim Assistance applications and Victim Impact Statements.
13. A team of trained volunteers assist with the Court Support Program which facilitates court preparation, courtroom orientation and court accompaniment.
14. There are some situations that are beyond the services that Victim Services are mandated to perform; are too dangerous to Victims Services' staff or will not help victims such as:
 - a. violent situations, where the combatants have not been separated through arrest, detention or removal to a different residence or shelter;

- b. victims who are utilizing other services that provide crisis assistance;
 - c. psychotic, schizophrenic or other actively mentally ill people in crisis, who will be referred to the appropriate services;
 - d. people who are intoxicated/on drugs and are unlikely to benefit from and will not receive immediate assistance, but may receive follow-up at any date; or
 - e. child victims of physical or sexual assault who are not under their parent's care and control falls under the mandate of the Ministry of Children and Family Development.
15. Victim Services does not provide legal advice or advice on family and/or civil matters.
16. Victim Services work closely with community-based victim services programs, making referrals as appropriate to such services including, but not limited to, the following:
- a. Spousal Assault Victim Support Program and Regional Domestic Violence Unit;
 - b. Vancouver Island Men's Therapy Counselling Society;
 - c. Victoria Child Abuse Prevention & Counselling Centre; and
 - d. Victoria Sexual Assault Centre.

(Officers are also able to make referrals to the above listed programs.)

Request for Service

17. If there is an immediate need for Victim Services to attend a scene, the officer will personally contact them or request E-Comm to contact Victim Services to attend.

After Hours and Victim Service Referral Forms

18. Victim Services provides telephone support only for after hour calls (evenings, weekends, and statutory holidays).
19. If a victim consents to a referral and there is no immediate need for Victim Services, the officer will complete the Victim Service Referral Form in PRIME and enter a "V" in the study flag on the General Occurrence face page which will route the file to the Victim Services Reader which will lead to the appropriate referrals.

REFERENCES

[Canadian Victims Bill of Rights](#)

[Criminal Injury Compensation Act](#)

[Freedom of Information and Protection of Privacy Act](#)

[Greater Victoria Police Victim Services](#)

[Provincial Domestic Violence Plan](#)


[Provincial Office of Domestic Violence](#)

[Victims of Crime Act](#)

[Violence Free BC Strategy](#)

[Youth Criminal Justice Act](#)

IN3.1 Child Welfare

	Volume: Investigations (IN)	Chapter: 03 Family Violence
	Effective: 2005-11-09	Scope: Sworn
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POLICY

1. The [Child, Family and Community Services Act](#) (CFCSA) exists to ensure the safety and well-being of children. The paramount considerations are that children are protected from abuse, neglect, threats and harm, and are cared for in a safe environment.
2. Police have authorities and obligations under the CFCSA, including the duty to report a child at risk, and the enforcement of court orders in specific circumstances.
3. Under the CFCSA, police may remove a child from a person’s custody to ensure their immediate health and safety, where circumstances give the officer reasonable grounds to believe the child is in need of protection.
4. Any actions taken by police for the purposes of protecting a child from harm will be communicated to the Ministry of Children and Family Development (MCFD) to ensure ongoing care of the child.
5. Joint investigations between police and child protection workers should be considered to ensure safety of the child.
6. Interviews with children will be held at locations which are comfortable and safe for the child (e.g. Victoria Child and Youth Advocacy Centre).
7. Officers will be aware of the overrepresentation of Indigenous children in government care and make culturally informed decisions regarding care, support, and risk assessment.

8. Where appropriate, officers will offer victim support resources to the child and/or family; consideration should be given to using the resources at the Victoria Child and Youth Advocacy Centre.

PROCEDURES

Role of Police in Child Protection Investigations

9. An officer may be asked to accompany child protection workers if they believe they are at risk while investigating allegations of a child being mistreated.
10. If an allegation is substantiated by the child protection agency, the child protection worker is responsible for making an assessment to determine if they should take charge of the child.
11. Where a child protection worker requests an officer to accompany them in taking charge of a child, with or without a warrant, the officer will stand by and keep the peace.

Child in Need of Protection

12. Under the CFCSA, children are considered in need of protection if they are or have been:
 - a. physically harmed;
 - b. sexually abused, exploited;
 - c. neglected so that their safety or well-being is endangered;
 - d. deprived of necessary health care;
 - e. emotionally harmed;
 - f. abandoned;
 - g. deprived of necessary care through the death, absence or disability of their parent;
 - h. living in a situation where there is domestic violence by or towards a person with whom the child resides; and/or
 - i. absent from home in circumstances that endanger their safety or well-being.
13. If an officer responds to a call and it is discovered that a child is in need of protection, but the child is not in immediate danger, the officer will:
 - a. call MCFD Centralized Screening and describe the circumstances to the social worker who will decide whether to attend or follow the matter up at a later date; and
 - b. if the social worker decides to attend, the officer will provide assistance as requested.

Child in Immediate Danger

14. The CFCSA allows an officer to take charge of a child where there are reasonable grounds to believe that the child is in immediate danger.
15. Where an officer has reasonable grounds to believe the child is in immediate danger, and a person denies access to the child or no one is available to provide access to the child, an officer may enter any place or vehicle for the purpose of taking charge of a child.
16. A child can be in need of protection, but not be in immediate danger. Officers must consider the totality of the circumstances when determining if a child is in immediate danger. If officers are unsure, they should contact their supervisor.
17. An officer who takes charge of a child must immediately report the circumstances to the Director of MCFD and take the child where designated by the Director.
 - a. Where circumstances permit, officers will notify a supervisor and MCFD of the intent to take charge of a child prior to removing the child from the situation; or
 - b. if circumstances are such that consultation is not practicable for the safety of the child, both a supervisor and MCFD will be notified as soon as is practicable after the child is removed to safety.

REFERENCES

[Canadian Criminal Code](#)

[Child, Family and Community Services Act](#)