

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, January 22, 2013 11:40 AM
To: 'Ryan.Arthur@rcmp-grc.gc.ca'; 'Mario.Cloutier@rcmp-grc.gc.ca'; 'Travis.Reed@rcmp-grc.gc.ca'; 'Michael.Collis@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX
Subject: Region 4 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that has been served on an old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Police File #	Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		Prince George	Gardiner	121780	4	Y

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, January 21, 2013 11:13 AM
To: 'marc.alexander@rcmp-grc.gc.ca'; 'dale.head@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX
Subject: Region 6 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that has been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Police File #	Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		Mission	McKay	58887	6	Y

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, January 21, 2013 12:14 PM
To: 'ethompson@oakbaypolice.org'; 'mbainbridge@saanichpolice.ca'; 'DunstanA@vicpd.ca';
'paul.brailey@csaanich.ca'
Subject: Region 2 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that has been served on an old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP		Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		Saanich	Austin	184	2	Y

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From: McKeown, Kayla JAG:EX
Sent: Monday, January 21, 2013 11:13 AM
To: 'ingrid.calibaba@rcmp-grc.gc.ca'; 'marc.julien@rcmp-grc.gc.ca'; 'norm.smith@rcmp-grc.gc.ca'; 'andrew.forslund@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX
Subject: Region 1 - OLD IRP FORM

Hi Everyone,

I have attached recent IRPs that have been served on old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Police File #	Detachment	Peace Officer	Badge	Region
s.22		Nanaimo	Stoniforth	58835	1
		Nanaimo	Smith	49659	1
		Nanaimo	Picard	51926	1

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From: McKeown, Kayla JAG:EX
Sent: Monday, January 21, 2013 11:12 AM
To: 'john.h.ferguson@rcmp-grc.gc.ca'; 'chris.neid@rcmp-grc.gc.ca'; 'Doug.A.HARDY@rcmp-grc.gc.ca'; 'mike.pears@rcmp-grc.gc.ca'; 'ryan.hennig@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX
Subject: Region 3 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that has been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Police File #	Detachment	Peace Officer	Badge	Region
s.22		Kamloops	Shanks	49775/104048	3

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, January 10, 2013 3:31 PM
To: Singh, Corey JAG:EX
Subject: File: s.22

Can you please send to Vancouver CORE members for review:

Detachment: Vancouver PD

File: s.22

Officer: London Badge 2699

VI: s.22

Issue: Documents requested on December 13th, 2012 for IRP and VI related files. We have not received any documentation.

Action: Please have all documents sent into our office as soon as possible.

Thank you!

Kayla McKeown

Team Lead, Branch Support & Manual Operations

Administrative Justice Branch

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, December 6, 2012 12:22 PM
To: 'kjones@deltapolice.ca'; 'markbraithwaite@wvpd.ca'; 'sfehr@abbypd.ca';
'kjoiner@abbypd.ca'; 'tdhut@nwpolice.org'; 'dsmith@portmoodypolice.com'
Subject: Region 7 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that have been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region	Notified CORE
s.22	Delta	Ward	2253	7	

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, December 6, 2012 12:21 PM
To: 'ethompson@oakbaypolice.org'; 'mbainbridge@saanichpolice.ca'; 'DunstanA@vicpd.ca';
'paul.brailey@csaanich.ca'
Subject: Region 2 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that have been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region	Notified CORE
s.22	Saanich	Eddy	35	2	

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, December 6, 2012 12:20 PM
To: 'marc.alexander@rcmp-grc.gc.ca'; 'dale.head@rcmp-grc.gc.ca'
Subject: Region 6 - OLD IRP FORM

Hi Marc and Dale,

I have attached a recent IRP that have been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region	Notified CORE
s.22	Richmond	Bayluk	55680	6	

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'Ryan.Arthur@rcmp-grc.gc.ca'; 'Mario.Cloutier@rcmp-grc.gc.ca'; 'Travis.Reed@rcmp-grc.gc.ca'; 'Michael.Collis@rcmp-grc.gc.ca'
Cc: 'galvin.brower@rcmp-grc.gc.ca'; Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 4 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

I have already spoken with Galvin Regarding the Dawson Creek files.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Dawson Creek	McDougall	48985	4
	Dawson Creek	McDougall	48985	4
	Dawson Creek	Reinink	48600	4
	Williams Lake	Gale	56388	4

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'ethompson@oakbaypolice.org'; 'mbainbridge@saanichpolice.ca'; 'DunstanA@vicpd.ca'; XT:AG Central Saanich PS Court Clerk AG:IN; 'paul.brailey@csaanich.ca'
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 2 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Saanich	Bosence	110	2
	Victoria	Luchuck	286	2

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'jeff.schwenneker@vpd.ca'; 'eric.doyon@vpd.ca'
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 5 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Vancouver	Addison	2592	5
	Vancouver	Shokker	2888	5
	Vancouver	Shannon	2779	5
	Vancouver	Martin	2293	5

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'marc.alexander@rcmp-grc.gc.ca'; 'dale.head@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 6 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Deas Island Traffic Services	Ikaualko	59905	6
	Richmond	Colville	33949	6

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'kjones@deltapolice.ca'; 'markbraithwaite@wvpd.ca'; 'sfehr@abbypd.ca'; 'kjoirer@abbypd.ca'; 'tdhut@nwpolice.org'; 'dsmith@portmoodypolice.com'
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 7 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Delta	Black	935	7
	New Westminster	Corazza	255	7

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'john.h.ferguson@rcmp-grc.gc.ca'; 'chris.neid@rcmp-grc.gc.ca'; 'Doug.A.HARDY@rcmp-grc.gc.ca'; 'mike.pears@rcmp-grc.gc.ca'; 'ryan.hennig@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 3 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Vernon	Ficht	110316	3

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 28, 2012 2:05 PM
To: 'ingrid.calibaba@rcmp-grc.gc.ca'; 'marc.julien@rcmp-grc.gc.ca'; 'norm.smith@rcmp-grc.gc.ca'; 'andrew.forslund@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX
Subject: Region 1 - OLD IRP FORMS

Hi Everyone,

As discussed in this morning's CORE Teleconference I have attached a list of recent IRPs that have been served on Old forms.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region
s.22	Powell River	Armit0age	54758	1
	North Cowichan/Duncan	Jiwan	58285	1

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, November 13, 2012 1:35 PM
To: 'Galvin BROWER'
Cc: Ribeiro, Bima JAG:EX
Subject: Files for review - File s.22 and File s.22

Hi Galvin,

Could you please take a look into the following issue. Thank you for your help!

Detachment: Dawson Creek

File: s.22 and s.22

Member: Cpl McDougall 48985

Issue: We received 2 IRPs served on November 10th, 2012 that were issued on the old IRP forms. Both of these IRPs have been cancelled and removed from the individuals licence as well as the Vehicle has been released.

Action: Can you please have the officer destroy the old forms booklet as soon as possible and ensure that the duty bag only contains new and current forms.

Thank you.

Kayla McKeown
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, October 18, 2012 8:55 AM
To: 'john.h.ferguson@rcmp-grc.gc.ca'; 'chris.neid@rcmp-grc.gc.ca'; 'Doug.A.HARDY@rcmp-grc.gc.ca'; 'mike.pears@rcmp-grc.gc.ca'; 'ryan.hennig@rcmp-grc.gc.ca'
Subject: File for review: File s.22

Good Morning everyone,

Detachment: Penticton RCMP
File: s.22
Member: Cst Harris 55819

Issue: Served IRP on October 15th, 2012. We have made a request for the Notice of Prohibition but still have not received the appropriate documentation. Without the Notice of Driving Prohibition form (MV 2723) we are unable to process the Immediate Roadside Prohibition.

Action: Please have officer or records department fax in the Notice of Prohibition as soon as possible.

Thank you.

Kayla McKeown
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Administrative Justice Branch
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PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, August 31, 2012 11:14 AM
To: 'ingrid.calibaba@rcmp-grc.gc.ca'; 'marc.julien@rcmp-grc.gc.ca'; 'norm.smith@rcmp-grc.gc.ca'; 'andrew.forslund@rcmp-grc.gc.ca'
Subject: File for Review - File s.22

Can you please look into this file:

Detachment: Campbell River RCMP
File: s.22
Member: Cst Fergusson 57263

Issue: Served old VI form to Driver. Vehicle must be released from tow lot immediately.

Action: Please have officer contact driver as soon as possible to inform them of the release and that OSMV will pay towing and storage. Please inform the officer that all old VI forms should be destroyed immediately.

Can you confirm that the officer has been notified.

Thank you!

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Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, July 20, 2012 11:31 AM
To: 'Ryan.Arthur@rcmp-grc.gc.ca'; 'Mario.Cloutier@rcmp-grc.gc.ca'; 'travis.reed@rcmp-grc.gc.ca'; 'Michael.Collis@rcmp-grc.gc.ca'
Subject: File for Review: File s.22

Hi Everyone,

Can you please look into the following file:

Detachment: Bella Coola RCMP

File: s.22

Member: Cst J. Etsell

Issue: We have received a VI for Driving without a valid Drivers Licence. The VI received has no information regarding the Registered Owner or the Vehicle (VIN/Reg #, etc). We called the tow lot to confirm the VIN number however we want to confirm what other information the office may have about this case. The Report to Superintendent identifies that the owner was in the vehicle at the time.

Action: Can you please have this officer send in a supplemental with Registered Owner information.

Thank you and have a great weekend!

Kayla McKeown
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, April 12, 2013 10:32 AM
To: Thiessen, Mark JAG:EX; Handgraaf, Harjeet JAG:EX
Subject: RE: ASD documentation received
Attachments: Richmond RCMP ASD information.pdf

Importance: High

Attached is a document received from Richmond RCMP in relation to a police supplemental report regarding ASDs. I have checked through all of the processed IRP files and below is the information for the one IRP served that used the particular ASD in question.

Arnie, could you please have someone on your team look into this file? Please let me know if you require any other information.

Thanks!

Driver's Name	Province / State	Driver's Licence	Licence Class	ADP/IRP Prohibition Notice Number	ADP/IRP Offence Date	ADP/IRP Prohibition Type	ADP/IRP Police File Number	
s.22	BC	s.22	5	s.22	February 17, 2013	90 day IRP FAIL	s.22	Ric

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, March 25, 2013 4:36 PM
To: Singh, Corey JAG:EX
Subject: Email to CORE
Attachments: Region 3 - OLD IRP FORM

Hi Corey,

Could you please send 3 emails to CORE members with the below information? I have attached one of my previous emails as an example as well as the Subject title and Email body below.

Let me know if you have any questions. Thank you!

IRP		Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		CPPS - Port Moody	Rutledge	384	7	

IRP		Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		Chetwynd	Williams	58395	4	

IRP		Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		Kelowna	Josefsson	44456	3	

SUBJECT: Region # - OLD IRP FORM

EMAIL BODY:

Hi Everyone,

I have attached a recent IRP that has been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, January 21, 2013 11:12 AM
To: 'john.h.ferguson@rcmp-grc.gc.ca'; 'chris.neid@rcmp-grc.gc.ca'; 'Doug.A.HARDY@rcmp-grc.gc.ca'; 'mike.pears@rcmp-grc.gc.ca'; 'ryan.hennig@rcmp-grc.gc.ca'
Cc: Ribeiro, Bima JAG:EX
Subject: Region 3 - OLD IRP FORM

Hi Everyone,

I have attached a recent IRP that has been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Police File #	Detachment	Peace Officer	Badge	Region
s.22		Kamloops	Shanks	49775/104048	3

Kayla McKeown
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Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, March 11, 2013 5:15 PM
To: Esposito, Tony N JAG:EX; Handgraaf, Harjeet JAG:EX
Subject: RE: Policy Procedures for ASD false readings.docx

I don't know if it would be appropriate in this document but I would consider adding all of the possible submissions that an officer could identify in the supplemental that would lead to a cancellation.

Including;

ASD producing falsely high readings

ASD producing falsely low readings

ASD found to be out of calibration by more than 12 Mg%

And any other wording that could be received that would lead to cancellation of the IRP served.

Thank you!

Kayla McKeown
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Not Responsive

Page 25 redacted for the following reason:

Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, February 19, 2013 9:18 AM
To: Esposito, Tony N JAG:EX
Subject: Attached ASD Supplemental Emails
Attachments: ASD Documentation Received - 100 Mile House ; RE: ASD Documentation Received

Hi Tony,

Attached is the very first email that was created for this type of supplemental on July 5th, 2012. And the email response from Shelly that speaks to having a conversation with Bima, Kathy and yourself.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, July 5, 2012 4:52 PM
To: Burchnall, Shelly K JAG:EX; Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX
Subject: ASD Documentation Received - 100 Mile House
Attachments: 20120705164547.pdf

Importance: High

Hi Everyone,

Attached is a document received from 100 Mile House RCMP in relation to a police supplemental report regarding an ASD. I have checked through all of the processed IRP files from 100 Mile House and below is the information for the one IRP served that used the particular ASD in question. I will check through the files again on Monday and Tuesday next week to ensure that all IRPs processed have covered all appropriate dates for the ASD.

Please let me know if you require any other information.

Thanks!

Date of Offence	Driver Name	DL#	Prov/State	Licence Class	Prohibition Type	IRP/ADP Notice #	First ASD Result	First ASD Serial #	Second ASD Result	
2012-06-22		s.22	BC	560	90 day IRP - FAIL	s.22	FAIL	072487	FAIL	1

Kayla McKeown
Team Lead, Branch Support & Manual Operations
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From: Kayla.McKeown@gov.bc.ca [mailto:Kayla.McKeown@gov.bc.ca]
Sent: Thursday, July 5, 2012 4:46 PM
To: McKeown, Kayla JAG:EX
Subject:

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, February 14, 2013 3:40 PM
To: Handgraaf, Harjeet JAG:EX
Cc: Esposito, Tony N JAG:EX
Subject: FW: ASD Documentation Received
Attachments: Central Island Traffic Services ASD information.pdf; Penticton RCMP ASD information.pdf
Importance: High

Hi Arnie,

Can you please have someone cancel the below IRP files based on supplemental reports received into our office.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, February 14, 2013 12:17 PM
To: Schmidt, Jeremy JAG:EX
Subject: FW: ASD Documentation Received
Attachments: North District ASD Documentation.pdf

Email template

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Not Responsive

Page 30 redacted for the following reason:

Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, December 10, 2012 10:59 AM
To: Samis, Jordan JAG:EX
Subject: ASD Calibration Email
Attachments: ASD Documentation Received - 100 Mile House

Attached is an email related to ASD documentation received. Look through all stats to find all related IRPs that may have used the specific device in question and email Tony and Arnie. After that you can email Arnie asking her to have the IRP cancelled and the VI released.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, December 10, 2012 10:58 AM
To: Samis, Jordan JAG:EX
Subject: OLD IRP Forms - CORE Contact
Attachments: CORE Contacts12.10.03.pdf.pdf; OLD IRPS-CANCELLED.xlsx; Region 6 - OLD IRP FORM;
File for Review - File s.22

Attached is the contact information for the CORE members, a spreadsheet to be updated whenever an old IRP is served, and 2 example emails of correspondence sent out to the police.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, December 6, 2012 12:20 PM
To: 'marc.alexander@rcmp-grc.gc.ca'; 'dale.head@rcmp-grc.gc.ca'
Subject: Region 6 - OLD IRP FORM

Hi Marc and Dale,

I have attached a recent IRP that have been served on old form.

If you have any questions or concerns, please don't hesitate to contact me.

IRP	Detachment	Peace Officer	Badge	Region	Notified CORE
s.22	Richmond	Bayluk	55680	6	

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, August 31, 2012 11:14 AM
To: 'ingrid.calibaba@rcmp-grc.gc.ca'; 'marc.julien@rcmp-grc.gc.ca'; 'norm.smith@rcmp-grc.gc.ca'; 'andrew.forslund@rcmp-grc.gc.ca'
Subject: File for Review - File s.22

Can you please look into this file:

Detachment: Campbell River RCMP

File: s.22

Member: Cst Fergusson 57263

Issue: Served old VI form to Driver. Vehicle must be released from tow lot immediately.

Action: Please have officer contact driver as soon as possible to inform them of the release and that OSMV will pay towing and storage. Please inform the officer that all old VI forms should be destroyed immediately.

Can you confirm that the officer has been notified.

Thank you!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 14, 2012 4:17 PM
To: Esposito, Tony N JAG:EX
Subject: ASD Supplementals Received
Attachments: 100 Mile House - Serial 100835.pdf; Sea to Sky - Serial 055120.pdf; Clinton - Serial 067783.pdf; Fort Nelson - Serial 039496.pdf

Hi Tony,

Here are the PDF copies of the supplemental received into our office in regards to ASDs providing inaccurate readings.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, October 24, 2012 8:45 AM
To: Wagner, Theresa JAG:EX
Cc: Esposito, Tony N JAG:EX; Anderson, Kathy E JAG:EX
Subject: FW: ASD Documentation Received
Attachments: 20121023154234.pdf.pdf

Hi Theresa,

Here is the information that we discussed regarding the ASD Supplemental received into our office.

Please have someone remove the IRP and release the Vehicle Impound.

If you have any questions or concerns, please see Tony, Kathy or myself.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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From: McKeown, Kayla JAG:EX
Sent: Tuesday, October 23, 2012 4:47 PM
To: Esposito, Tony N JAG:EX; Anderson, Kathy E JAG:EX
Subject: ASD Documentation Received

Hi Tony and Kathy,

Attached is a document received from Fort Nelson RCMP in relation to a police supplemental report regarding an ASD producing falsely high readings. I have checked through all of the processed IRP files from Fort Nelson and below is the information for the one IRP served that used the particular ASD in question. I will check through the files again later on this week. Please let me know if you require any other information.

Thanks!

ADP/IRP Prohibition Notice Number	ADP/IRP Offence Date	ADP/IRP Prohibition Type	ADP/IRP Prohibition Type 2	ADP/IRP Prohibition Type 3	ADP/IRP MVA Section	ADP/IRP Valid 7 or 30 Day IRP?	ADP/IRP No Impound on 3 or 7 Day IRP	ADP/IRP Police File Number	ADP/IRP Police Detachment	ADP/IRP Police Detachment
s.22	20-Oct-2012	IRP 90 day	IPR Fail/Refuse	IRP	ASD Fail		0	s.22	Fort Nelson (Northern Rockies)	4 R

Kayla McKeown
Team Lead, Branch Support & Manual Operations

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, October 15, 2012 10:25 AM
To: SG OSMV Office Support Team
Cc: Dolphin, Amy JAG:EX; Sorboe, Rene MSD:EX; Piercy, Danielle JAG:EX; Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX
Subject: FW: RDR's for IRP
Importance: High

Incoming RDR reports for the IRP program area can now be sent directly to the DIP team. Please put these reports into the DIP Incoming Documents Basket.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, September 26, 2012 4:46 PM
To: Miguez, Karys L JAG:EX
Cc: Handgraaf, Harjeet JAG:EX; Esposito, Tony N JAG:EX
Subject: FW: ASD Documentation Received
Attachments: 20120920133259.pdf

Can you please cancel IRP s.22 and release VI s.22

Thank you so much!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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From: McKeown, Kayla JAG:EX
Sent: Thursday, September 20, 2012 2:53 PM
To: Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX
Subject: ASD Documentation Received

Hi Everyone,

Attached is a document received from Clinton RCMP in relation to a police supplemental report regarding an ASD. I have checked through all of the processed IRP files from Clinton and below is the information for the one IRP served that used the particular ASD in question. I will check through the files again on Monday and Tuesday next week to ensure that all IRPs processed have covered all appropriate dates for the ASD.

Please let me know if you require any other information.

Thanks!

Driver's Name	ADP/IRP Prohibition Notice Number	ADP/IRP Offence Date	ADP/IRP Prohibition Type	ADP/IRP MVA Section	ADP/IRP Police File Number	ADP/IRP Police Detachment	ADP/IRP First ASD Result	ADP/IRP First ASD Serial Number
s.22		19-Aug-2012	IRP 90 day	ASD Fail	s.22	Clinton	FAIL	101258

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, August 1, 2012 1:51 PM
To: Singh, Corey JAG:EX; Cochrane, Alistair JAG:EX
Subject: FW: ASD Documentation Received
Attachments: 20120718155848.pdf

Remember to cc arnie and myself as well on the email.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



From: McKeown, Kayla JAG:EX
Sent: Wednesday, July 18, 2012 4:01 PM
To: Esposito, Tony N JAG:EX; Anderson, Kathy E JAG:EX; Burchnall, Shelly K JAG:EX
Subject: ASD Documentation Received

Hi Everyone,

Attached is a document received from Sea to Sky Traffic Services/Squamish RCMP in relation to a police supplemental report regarding an ASD. I have checked through all of the processed IRP files and below is the information for the 3 IRPs served that used the particular ASD in question. However, one of those IRPs served has already been cancelled for the reason that the Notice was served on an old IRP form. I will check through the files again later this week to ensure that all IRPs processed have covered all appropriate dates for the ASD.

Please let me know if you require any other information.

Thanks!

Date of Offence	Driver Name	DL#	Prov/State	Licence Class	Prohibition Type	IRP/ADP Notice #	First ASD Result	First ASD Serial #	Second ASD Result
2012-06-23	s.22		BC	500	3 day IRP - WARN	s.22	WARN	101573	WARN
2012-06-24			ON		90 day IRP - FAIL		FAIL	055120	NOT REQUESTED
2012-07-05			BC	400	3 day IRP - WARN		FAIL	055120	WARN

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, June 20, 2012 12:41 PM
To: SG OSMV Office Support Team
Cc: Esposito, Tony N JAG:EX
Subject: FW: EPT 2.0 Week 1 Report (June 15-17, 2012)
Attachments: RAD s.22 IRP 2.0 Enhanced Police Training Report - Week 1.docx

A HUGE THANK YOU to all of you for working so hard on the fax server and processing the new documents and using the new stats. We didn't know what to expect or how the error reporting would look so I know that this was challenging for everyone however, you all did a phenomenal job.

Many people have commented on the great work that you have all done to manage the documents and to capture the data required for Enhanced Police Training and the Research and Data Team.

Thank you all!!!!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, June 12, 2012 1:53 PM
To: SG OSMV Office Support Team
Subject: Data Integrity
Attachments: DATA INTEGRITY GUIDE.DOCX

Hi Everyone,

For consistency purposes during the implementation of the new IRP legislation Jeremy will be handling all of the Data Integrity until July 27th.

Please ensure that when you are ready to move to peer review that you have checked your stats log and that all information is complete and accurate prior to handing over to your peer.

During Peer Review many pieces are being missed in the second check. This makes Data Integrity a much more difficult process. We will be creating a checklist of things to look for when completing peer review. This checklist can be used for when checking over your own work and others.

Attached is a document that reviews Data Integrity and this may help you all when completing second checks.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, February 9, 2012 11:01 AM
To: SG OSMV Office Support Team
Subject: Emailing: IRP Calculator
Attachments: IRP Calculator.xlsx

Good morning everyone,

Karys provided me with a very interesting tool that could help us in the process of completing status updates. If you have any difficulties calculating the IRP end date, please use this tool to help you.

Thanks!

Kayla McKeown
Team Lead, AJDFI Branch Support
Administrative Justice, Driver Fitness and Intervention Branch The Office of the
Superintendent of Motor Vehicles | Ministry of Public Safety and Solicitor General PO Box
9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634

Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, January 21, 2013 12:51 PM
To: JAG OSMV 940 Blanshard Manual Operations
Cc: Ribeiro, Bima JAG:EX; Esposito, Tony N JAG:EX; Hughes, Caroline J JAG:EX; Lawrence, Katie JAG:EX
Subject: FW: New ASD forms
Attachments: RCMP ED6125 Page 1.pdf; RCMP ED6126 Page 1.pdf

Hi Everyone,

In December a revised ASD certificate was created and circulated among police and RCMP detachments across the province. By this point, all officers should be using the most current form (documents attached). If you find that officers are still submitting the old ASD certificates, please bring the files up to my attention so that we can notify officers/regions.

Please also notify Corey of the detachments using these old forms so that we can track the issue.

Thanks everyone!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, July 16, 2012 10:28 AM
To: SG OSMV Office Support Team
Subject: ASD Log
Attachments: 20120716102544.pdf

Hi Everyone,

I have attached a document for your review. If you see this type of document come in with an IRP please bring me the files immediately after you link. This log can sometimes include other drivers names and if we include this document as disclosure for a client then it will be considered a breach as other individuals information is included in the file.

If you have any questions please come and see me and we can discuss.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



From: Kayla.McKeown@gov.bc.ca [<mailto:Kayla.McKeown@gov.bc.ca>]
Sent: Monday, July 16, 2012 10:26 AM
To: McKeown, Kayla JAG:EX
Subject:

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, April 17, 2013 1:46 PM
To: Schmidt, Jeremy JAG:EX
Subject: RE: ASD documentation received

Ok so you need to scan in all of the docs and send to Mark Thiessen and Arnie Handgraaf asking Arnie to have her team cancel the IRP.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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Not Responsive

From: McKeown, Kayla JAG:EX
Sent: Friday, April 12, 2013 3:38 PM
To: Schmidt, Jeremy JAG:EX
Subject: RE: ASD documentation received

Yes please hold on to this and check again next week.

Thanks Jer!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Not Responsive

Page 46 redacted for the following reason:

Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, April 12, 2013 3:38 PM
To: Schmidt, Jeremy JAG:EX
Subject: RE: ASD documentation received

Yes please hold on to this and check again next week.

Thanks Jer!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Not Responsive

Page 48 redacted for the following reason:

Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, April 12, 2013 12:13 PM
To: Schmidt, Jeremy JAG:EX
Subject: RE: ASD documentation received

Can you please scan in the log as well?

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, April 2, 2013 11:05 AM
To: Singh, Corey JAG:EX
Subject: REGION 4 - Old IRP form

Hi Corey,

Can you please send an email to the Core officers from Region 4?

Thank you.

IRP		Detachment	Peace Officer	Badge	Region	Notified CORE
s.22		Stewart RCMP	Desa	49640	4	
		Stewart RCMP	Desa	49640	4	

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, March 4, 2013 12:12 PM
To: Esposito, Tony N JAG:EX
Subject: FW: ASD Documentation Received

Here you go!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Not Responsive

From: McKeown, Kayla JAG:EX
Sent: Thursday, July 5, 2012 4:52 PM
To: Burchnall, Shelly K JAG:EX; Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX
Subject: ASD Documentation Received
Importance: High

Hi Everyone,

Attached is a document received from 100 Mile House RCMP in relation to a police supplemental report regarding an ASD. I have checked through all of the processed IRP files from 100 Mile House and below is the information for the one IRP served that used the particular ASD in question. I will check through the files again on Monday and Tuesday next week to ensure that all IRPs processed have covered all appropriate dates for the ASD.

Please let me know if you require any other information.

Thanks!

Date of Offence	Driver Name	DL#	Prov/State	Licence Class	Prohibition Type	IRP/ADP Notice #	First ASD Result	First ASD Serial #	Second ASD Result	
2012-06-22	s.22		BC	560	90 day IRP - FAIL	s.22	FAIL	072487	FAIL	1

Kayla McKeown
 Team Lead, Branch Support & Manual Operations
 Administrative Justice Branch
 The Office of the Superintendent of Motor Vehicles | Ministry of Justice
 PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



From: Kayla.McKeown@gov.bc.ca [<mailto:Kayla.McKeown@gov.bc.ca>]
Sent: Thursday, July 5, 2012 4:46 PM
To: McKeown, Kayla JAG:EX
Subject:

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, February 28, 2013 3:06 PM
To: JAG OSMV 940 Blanshard Manual Operations
Subject: IRP File

Importance: High

Hi Everyone,

Please keep your eyes out for IRP s.22 issued on Feb 24th from Burns Lake.

Please link this file to s.22

Thank you!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, February 27, 2013 4:18 PM
To: JAG OSMV 940 Blanshard Manual Operations
Cc: Handgraaf, Harjeet JAG:EX
Subject: RE: Supplementals going forward


Hi Everyone,

I have spoken with Arnie and we are clear to move forward with the process discussed today.

Going forward, if a supplemental is received and it indicates more than one file number (IRP, VI and/or UL), print off additional copies. Write on the secondary copy "Link only __-____ MOC".

For example...

1. Print off 2 copies, sending one upstairs and writing the following on the page:

		REPORT TO SUPERINTENDENT SUPPLEMENTAL TO FILE	
TO: OFFICE OF THE SUPERINTENDENT OF MOTOR VEHICLES PO BOX 9254 STN PROV GOVT VICTORIA, BC, V8W 9J2 FACSIMILE #: (250) 978-8079			
DOCUMENT TYPE:	<input checked="" type="checkbox"/> IRP	IRP No: s.22	Link only to VI s.22
	<input checked="" type="checkbox"/> VI	VI No: _____	
	<input type="checkbox"/> UL	UL No: _____	
	<input type="checkbox"/> ADP	ADP No: _____	
	<input type="checkbox"/> 215 (24hr)	215 No: _____	

2. Fax the second copy back to the server
3. Whomever comes across it in the server will link, as indicated.

Please come and see me if you have any questions or concerns.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, February 18, 2013 9:14 AM
To: JAG OSMV 940 Blanshard Manual Operations
Subject: Reminder re Supplementals

Importance: High

Please remember that when Supplemental Reports are received from various police detachments and the officer has identified multiple files (IRP and VI, etc) the supplemental must be attached to both files in ADP/VI. Appeals Registry has come across a number of files that have multiple files identified and the report is only linked to the VI or the IRP and not both. Please watch for this and print off a second supplemental to link appropriately.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, January 7, 2013 3:40 PM
To: Samis, Jordan JAG:EX
Subject: File

Hey Jordan,

This must have come up while I was away and I just wanted to touch base about this. Lets chat tomorrow.

Thanks!

ADP#	s.22	DL#	s.22						
Driver	ADP	Review	Comments	Events	Faxes	BAC	Admin		
ADP #:	s.22	Status :	Active						
DL Seizure Method:	Seized by Police								
Incident Date:	0000/00/00 00:00								
Incident Street/Hwy:									
City/Town:									
Section:	90 Day IRP - Sample Refused								
Peace Officer's Name:									
PIN/Badge #:									
Enforcement Agency:	Central Island Highway F								
Agency File #:	s.22								
Service Date:	2012/12/17								
Prohibition Effective Date:	2012/12/17								
Receipt				Schedule	Decision	Print	Save	OK	Cancel

ADP#

s.22

- DL #

s.22

Driver	ADP	Review	Comments	Events	Faxes	BAC	Admin
Notes for ADP # s.22 as of 7-Jan-2013							
2012-12-18 14:30:11	AL	VICTORIA OSMV	OSMV				<u>Add</u>
linked, stats - alistair							
2012-12-18 16:22:21	SA	VICTORIA OSMV	OSMV				
Reason for prohibition amended to 90 day irp - sample refused - jordan							
2012-12-19 16:36:21	LD	NANAIMO	GA				
Booked a review for peter Jan 2 @9.30 and all faxes given. also Lawyer's name and fax on app. Leanne							
2012-12-20 09:04:31	JG	VICTORIA OSMV	OSMV				
file created							
faxed disclosure docs and asd sheets to lawyer - jag							
2013-01-02 08:08:31	NS	VICTORIA OSMV	OSMV				
3 page fax/submission received from client. Added to file for review.							
2013-01-02 13:17:31	LA	VICTORIA OSMV	OSMV				

Receipt

Schedule

Decision

Print

Save

OK

Cancel



REPORT TO SUPERINTENDENT SUPPLEMENTAL TO FILE

TO: OFFICE OF THE SUPERINTENDENT OF MOTOR VEHICLES
PO BOX 9254 STN PROV GOVT
VICTORIA, BC, V8W 9J2
FACSIMILE #1 (250) 978-8079

DOCUMENT TYPE:

<input checked="" type="checkbox"/>	IRP
<input type="checkbox"/>	VI
<input type="checkbox"/>	UL
<input type="checkbox"/>	ADP
<input type="checkbox"/>	215 (24HR)

IRP No: s.22
VI No: _____
UL No: _____
ADP No: _____
215 No: _____

RE: DRIVER'S NAME (LAST, FIRST) s.22
DOB: s.22 (YYYY/MM/DD) BOOL: s.22 POLICE FILE NO: s.22

DEPARTMENT/DETACHMENT: CVITS/Parksville
ISSUING OFFICER NAME: Cst. D. PENNINGTON
CONTACT PHONE: 250-248-8111

ATTENTION: Please add the following information to your records.

THE SUPPLEMENTAL REPORT IS: ☒ DETAILED BELOW:
The prohibition period and type should be 90 Days REFUSAL, not 90 Days FAIL.

☐ ATTACHED BELOW: (Description of Document)

1. _____ 3. _____
2. _____ 4. _____

CHECK LIST:

☒ SUPPLEMENTAL REPORT COMPLETED AND/OR ATTACHED
☐ ORIGINAL DOCUMENT ATTACHED
☒ THIS REPORT CONSISTS OF 1 PAGES INCLUDING THIS PAGE

Solemnly Affirmed before me,
(Sworn or Solemnly Affirmed)
at Parksville, British Columbia.
on 2013 01 03
A Commissioner for Taking Affidavits for British Columbia

T. Aguilera
Signature of Peace Officer
4583
PIN/Badge#

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, December 6, 2012 11:54 AM
To: Hughes, Caroline J JAG:EX
Subject: Please help...

Just received this message from Ashley....can you please fix up this file?

Thank you!!!

Ramsey, Ashley JAG:EX [10:47 AM]:

Funny how we were just talking about this and of course now it happened, BUT i accidently put the service date in as 2012/12/05 when it should be 2012/12/06 for IRP s.22

Kayla McKeown

Team Lead, Branch Support & Manual Operations

Administrative Justice Branch

The Office of the Superintendent of Motor Vehicles | Ministry of Justice

PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, December 3, 2012 4:42 PM
To: Schmidt, Jeremy JAG:EX
Subject: Can you please add this IRP to your stats? and separate the vi and link that as normal?
Thank you!!

Driver	ADP	Review	Comments	Events	Faxes	BAC	Admin
ADP #:		s.22		Status:		Active	
DL Seizure Method:		Seized by Police					
Incident Date:		0000/00/00 00:00					
Incident Street/Hwy:							
City/Town:							
Section:		90 Day IRP - ASD Fail					
Peace Officer's Name:							
PIN/Badge #:							
Enforcement Agency:		West Shore					
Agency File #:		s.22					
Service Date:		2012/11/08					
Prohibition Effective Date:		2012/11/08					
<div>ReceiptScheduleDecisionPrintSaveOKCancel</div>							

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, November 29, 2012 4:06 PM
To: Coccola, James JAG:EX
Cc: Hughes, Caroline J JAG:EX
Subject: Document Request

Hi James,

Looks like the Notice has dropped off of the ADP/VI system for this IRP. Can you please request the IRP Notice tomorrow?

Thank you!

Driver	ADP	Review	Comments	Events	Faxes	BAC	Admin
ADP #: s.22		DL #: s.22		Status: Active			
DL Seizure Method:		Seized by Police					
Incident Date:		0000/00/00 00:00					
Incident Street/Hwy:							
City/Town:							
Section:		90 Day IRP - ASD Fail					
Peace Officer's Name:							
PIN/Badge #:							
Enforcement Agency:		Agassiz					
Agency File #:		s.22					
Service Date:		2012/11/17					
Prohibition Effective Date:		2012/11/17					
<div>ReceiptScheduleDecisionPrintSaveOKCancel</div>							

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, November 29, 2012 8:48 AM
To: Ribeiro, Bima JAG:EX
Subject: Question

Hi Bima,

I had a question from the team (written below) can you answer that for me?

1 – Certificate of Analysis, can that be used instead of ASD Calibrator documents for an IRP file if all the same info on the Certificate is what would've been on the ASD document? We've had a few IRP files last week with Certificate of Analysis instead of ASD Calibrator docs.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, November 19, 2012 9:07 AM
To: 'Dale Head'
Cc: Slavin, Shawn JAG:EX
Subject: Document Request File s.22

Hi Dale,

Until your fax machine is up and running I will send you requests by email for missing documentation as previously discussed with Arnie. I appreciate your help with this matter and if you need any other information please don't hesitate to contact me and I will help in any way that I can.

Thanks!

VI 20-777679

Police File #: s.22

Requesting:

IRP Documents →

Notice of Driving Prohibition

IRP Report to Superintendent

Any attached narrative/Information relating to the calibration of the ASD

VI Documents →

VI Notice of Impoundment

VI Report to Superintendent

Thank you so much!

Kayla McKeown

Team Lead, Branch Support & Manual Operations

Administrative Justice Branch

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 14, 2012 12:10 PM
To: Ribeiro, Bima JAG:EX
Subject: Old IRPs

Hi Bima,

2 more old IRPs served that will now be cancelled. FYI!

s.22	Deas Island Traffic Services	Ikaualko	59905
	Dawson Creek	Reinink	48600

Kayla McKeown
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Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, November 13, 2012 10:56 AM
To: Ribeiro, Bima JAG:EX
Cc: Esposito, Tony N JAG:EX
Subject: Old IRPs to be cancelled

Hi Bima,

In addition to the list that I sent to you last week about old IRPs that were served and that required cancellation I have just received 2 more. Both from the same detachment and the same officer. Would you like to contact the Core member or would you like me to send an email to the Core contact?

Thanks!

s.22	Dawson Creek	McDougall	48985
	Dawson Creek	McDougall	48985

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, November 7, 2012 2:03 PM
To: SG OSMV Office Support Team
Subject: RE: REMINDER: Dates entered into ADP/VI

Hi Everyone,

My understanding is that when we implemented the new database there was a shift in how we recorded dates into the spreadsheet. In order to remain consistent in how we have recorded files from August up until now we will follow the below procedure. The red sentence is what is "new" in the process since the implementation of the new MOC database.

Spreadsheet

ADP/IRP/UL → **ALWAYS** date of Occurrence

VI → Date of physical impound

ADP/VI

ADP → Certificate of Service date (bottom of the form) if no Certificate of Service enter in Date of Occurrence (these forms are then to come to me)

Can be served at a later date than the occurrence

VI → Date of Physical Impound (bottom of the form) if no Date at the bottom of the form enter in the Date of Occurrence

Can be served at a later date than the occurrence

UL → Certificate of Service date (bottom of the form) if no Certificate of Service enter in Date of Occurrence (these forms are then to come to me)

Can be served at a later date than the occurrence

IRP → Certificate of Service date (bottom of the form) however the date **MUST** be in-line with the Date of Occurrence; this means that there must be a reasonable time frame between Date of Occurrence and Certificate of Service.

MUST be served immediately on the roadside

Ex. Occurrence 11:59 pm Service date 12:22 am – Officer pulled driver over, read breath demand, driver blew, driver served (enter date of service as the 12:22 am date)

Ex. Occurrence is at 11:00 am Service date is 1:30 am – Strange delay from Occurrence time to Service time, these forms are to come directly to me

If the delay is appropriate like the first example then no questions asked please enter Certificate of Service. When delay appears to be unreasonable or out of the ordinary please bring those forms to my attention. But remember on your spreadsheet the date of occurrence is to be entered into the first column.

Please come and see me if you have any questions or concerns.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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From: McKeown, Kayla JAG:EX

Sent: Wednesday, November 7, 2012 10:18 AM

To: Coccola, James JAG:EX; Cochrane, Alistair JAG:EX; Garson, Andrea JAG:EX; Harrison, Megan JAG:EX; Lowther, Kyle JAG:EX; McGivern, Sean JAG:EX; McKeown, Kayla JAG:EX; Nye, Teresa V JAG:EX; Ramsey, Ashley JAG:EX; Samis, Jordan JAG:EX; Schmidt, Jeremy JAG:EX; Singh, Corey JAG:EX; Slavin, Shawn JAG:EX

Subject: REMINDER: Dates entered into ADP/VI

Importance: High

Just a reminder about how to enter in the dates in ADP/VI for all of our file types. We are seeing many dates entered as date of occurrence not the date of service.

Thanks everyone.

Kayla McKeown

Team Lead, Branch Support & Manual Operations

Administrative Justice Branch

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From: McKeown, Kayla JAG:EX

Sent: Tuesday, May 1, 2012 3:09 PM

To: SG OSMV Office Support Team

Cc: Handgraaf, Harjeet JAG:EX

Subject: Dates entered into ADP/VI

Importance: High

Hi Everyone,

It sounds like there has been some confusion with the dates that are entered into ADP/VI and into the Spreadsheet. Below is a brief, surface level description however, any discrepancies should come to me immediately. And I apologize to those of you who I may have confused when I was trying to explain how the dates are entered.

Spreadsheet

ADP/IRP/VI/UL → **ALWAYS** date of Occurrence

ADP/VI

ADP → Certificate of Service date (bottom of the form) if no Certificate of Service enter in Date of Occurrence (these forms are then to come to me)

Can be served at a later date than the occurrence

VI → Date of Physical Impound (bottom of the form) if no Date at the bottom of the form enter in the Date of Occurrence

Can be served at a later date than the occurrence

UL → Certificate of Service date (bottom of the form) if no Certificate of Service enter in Date of Occurrence (these forms are then to come to me)

Can be served at a later date than the occurrence

IRP → Certificate of Service date (bottom of the form) however the date **MUST** be in-line with the Date of Occurrence; this means that there must be a reasonable time frame between Date of Occurrence and Certificate of Service.

MUST be served immediately on the roadside

Ex. Occurrence 11:59 pm Service date 12:22 am – Officer pulled driver over, read breath demand, driver blew, driver served (enter date of service as the 12:22 am date)

Ex. Occurrence is at 11:00 am Service date is 1:30 am – Strange delay from Occurrence time to Service time, these forms are to come directly to me

If the delay is appropriate like the first example then no questions asked please enter Certificate of Service. When delay appears to be unreasonable or out of the ordinary please bring those forms to my attention. But remember on your spreadsheet the date of occurrence is to be entered into the first column.

Please come and see me if you have any questions or concerns.

Thank you!

Kayla McKeown

Team Lead, Branch Support & Manual Operations

Administrative Justice Branch

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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, October 31, 2012 11:49 AM
To: Ribeiro, Bima JAG:EX
Cc: Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX
Subject: Old IRP forms served after June 15th, 2012

Hi Bima,

Here is the information regarding the IRPs served on old forms that we have now cancelled. I believe there are more. Once David is back in the office I will confirm all of the IRPs that have been cancelled due to old forms being used.

Thank you! Please let me know if you need any other information!

IRP	Detachment	Peace Officer	Badge
s.22	Vancouver	Addison	2592
	Vernon	Ficht	110316
	Saanich	Bosence	110
	Powell River	Armitage	54758
	Vancouver	Shokker	2888
	Williams Lake	Gale	56388
	Vancouver	Shannon	2779
	Delta	Black	935
	New Westminster	Corazza	255

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, October 31, 2012 11:12 AM
To: Esposito, Tony N JAG:EX; Anderson, Kathy E JAG:EX
Subject: Old IRP forms served after June 15th, 2012

Hi Tony and Kathy,

Here is a list of the old IRP forms that have been used since IRP 2.0 was implemented. Would you like me to forward a copy over to Bima for use with the CORE group?

IRP	Detachment	Peace Officer	Badge
s.22	Vancouver	Addison	2592
	Vernon	Ficht	110316
	Saanich	Bosence	110
	Powell River	Armitage	54758
	Vancouver	Shokker	2888
	Williams Lake	Gale	56388
	Vancouver	Shannon	2779
	Delta	Black	935

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, October 29, 2012 11:22 AM
To: Miguez, Karys L JAG:EX
Cc: Handgraaf, Harjeet JAG:EX
Subject: For cancellation

Hi Karys,

Can you please cancel the below IRP as it was served on old IRP forms.

Thank you!

OLD IRP s.22

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, October 23, 2012 1:40 PM
To: 'Galvin BROWER'
Cc: Ribeiro, Bima JAG:EX
Subject: Examples of fax transmissions from Dawson Creek

Hi Galvin,

As we discussed here are some examples of the transmission errors that we can see on faxes coming through from Dawson Creek. It is progressively becoming more difficult to read the forms. You can also see that on the second form (the ADP notice) we are unable to read the service date which again is information required to add the prohibition to the individuals case file and licence. I believe that the machine may need cleaned or serviced. Any help that you can offer would be greatly appreciated.

Thank you so much!

18-03-2012 15:14 FAX 250 734 3723 BRITISH COLUMBIA REPORT TO SUPERINTENDENT Immediate Roadside Prohibition Section 215.47 (MIA) IRP No. s.22

REPORT ON: s.22 AGENCY FILE NUMBER: s.22

DATE OF THIS REPORT: 15.20.12 TIME OF THIS REPORT: 15.22.12

Did the driver refuse or fail to provide a breath sample? ☒ YES ☐ NO TIME OF REFUSAL: 15.20.12

First ASD TEST:

TEST NUMBER	VEHICLE	TIME OF TEST	RESULT	WAS THE DRIVER ADVISED OF HIS RIGHTS?
100834	26	15.20.12	NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

After the first ASD test was completed, did you inform the driver of their right to a second test on a different ASD? ☒ YES ☐ NO

Did the driver request a second ASD test? ☒ YES ☐ NO

Second ASD TEST:

TEST NUMBER	VEHICLE	TIME OF TEST	RESULT	WAS THE DRIVER ADVISED OF HIS RIGHTS?
100831	16	15.26.12	NO	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

Have you established that this person was the driver or had care or control of the vehicle? ☒ YES ☐ NO

Applicable grounds for immediate suspension? ☒ YES ☐ NO

Time of last drink? (if any) 15.20.12

Was there a delay in seeking the driver or administering the first ASD test? ☒ YES ☐ NO

Has the driver observed continuously from the time of arrest or care or control to the time of administering the first ASD test? ☒ YES ☐ NO

Any ASD tests referred to in this report were conducted by a qualified ASD operator who has the ASD units were functioning correctly. The attached test plan sheet and other information related to the test and forms part of this report document.

Signature of Police Officer: [Signature] 573.24

Signature of Reporting Officer: [Signature]

OCMT Police Copy

NOTICE OF DRIVING PROHIBITION Section 94.1 (MVA)

ADP No. 00 - 3524

TO	s.22	DATE	2012/10/10
ORIGIN		TIME	10:00
TO WHOM		DATE	2012/10/10
BY		TIME	10:00
REMARKS	C.201		

Noted as part of the Notice of Driving Prohibition

The undersigned peace officer has reasonable and probable grounds to believe that on 2012/10/10 at 2300 hours, at 8th St / 15th Ave in or near Duncan Creek, British Columbia you operated a motor vehicle, or had care or control of a motor vehicle and:

- ☐ (a) by reason of an analysis of your breath or blood, you consumed alcohol in such a quantity prior to or while or after having care or control of the motor vehicle that the concentration of alcohol in your blood exceeded 80 mg per 100 ml of blood within 3 hours after operating or having care or control of the motor vehicle; or
- ☒ (b) you failed or refused, without a reasonable excuse, to comply with a demand made on you to supply a sample of breath or blood under section 254 of the Criminal Code.

PEACE OFFICER'S NAME (PRINT)	PEACE OFFICER'S SIGNATURE	INVESTIGATOR'S NAME (PRINT)
C. J. M. CLARK	[Signature]	S.22
DUNCAN CREEK RCMP		

NOTICE OF REVIEW AND APPEAL RIGHTS

You have the right to have the driver's prohibition reviewed by the Superintendent of Motor Vehicles and the Superintendent of Motor Vehicles. If you are not satisfied with the decision, you may appeal the decision to the Review Board. If you are not satisfied with the decision, you may appeal the decision to the Review Board.

If you do not appear for a review or if your review is unsuccessful, then, pursuant to section 94.7 of the Motor Vehicle Act, you are prohibited from operating a motor vehicle for 90 days effective 90 days from the date this Notice of Driving Prohibition is served on you.

REVIEW INSTRUCTIONS

Within 2 days of the date of service of this Notice of Driving Prohibition, you may apply to the Superintendent to review the prohibition. If you apply for a review, you must: (1) file an application with the Superintendent or any Other Service Centre, at the required form and number, and (2) provide all the required information. (3) pay all required fees, and (4) if the peace officer did not take your license to use it to operate a motor vehicle, surrender it to the Insurance Corporation of British Columbia, or if applicable, the Insurance Corporation of Canada, within 21 days of the date of service of this Notice of Driving Prohibition.

When you apply for a review, the 90-day period for the review will be 10 days. You must file a review application with the Superintendent within 10 days of the date of service of this Notice of Driving Prohibition. The Superintendent may, at his or her discretion, extend the 10-day period. If you do not apply for a review within the 10-day period, the prohibition will be deemed to be a final decision and you must accept the decision. If you do not accept the decision, you must apply for a review within 10 days of the date of service of this Notice of Driving Prohibition.

If you do not appear for a review or if your review is unsuccessful, then, pursuant to section 94.7 of the Motor Vehicle Act, you are prohibited from operating a motor vehicle for 90 days effective 90 days from the date this Notice of Driving Prohibition is served on you.

REVIEW INSTRUCTIONS

Within 2 days of the date of service of this Notice of Driving Prohibition, you may apply to the Superintendent to review the prohibition. If you apply for a review, you must: (1) file an application with the Superintendent or any Other Service Centre, at the required form and number, and (2) provide all the required information. (3) pay all required fees, and (4) if the peace officer did not take your license to use it to operate a motor vehicle, surrender it to the Insurance Corporation of British Columbia, or if applicable, the Insurance Corporation of Canada, within 21 days of the date of service of this Notice of Driving Prohibition.

CERTIFICATE OF SERVICE Section 94.3 (MVA)

I, C. J. M. CLARK, a peace officer, certify that on 2012/10/10 I personally served s.22 with a copy of this Notice of Driving Prohibition.

Dated: 2012/10/10 Peace Officer's signature: [Signature] PIN/Bagge Number: 0122

(SUPPLEMENT IN COPY / SUPPLEMENT IN COPY)

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, September 28, 2012 9:12 AM
To: Nye, Teresa V JAG:EX; Harrison, Megan JAG:EX
Subject: IRP Files

Importance: High

Hi Guys,

Can you please pull the below 2 files?

IRP File
IRP File s.22

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, September 27, 2012 3:45 PM
To: SG OSMV Office Support Team
Cc: Esposito, Tony N JAG:EX
Subject: s.13

Hi Everyone,

s.13

Please let me know if you have any questions or concerns.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Not Responsive

Page 77 redacted for the following reason:

Not Responsive

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, August 30, 2012 1:45 PM
To: SG OSMV Office Support Team
Cc: Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX; Carbone, Rose JAG:EX; Handgraaf, Harjeet JAG:EX
Subject: OOP DLs and new VI process for Appeals

Hi Everyone,

Some points to be aware of:

1. Both an Out of Province Licence and the Client Stub/BC DL must be recorded in your stats logs when processing IRPs. We are finding many files that do not have the Out of Province DL captured because the officer has written down the BC DL number on the notice form. For our purposes we need to capture BOTH DLs.
2. You will now see VI files that have IRP documentation in ADP/VI. This is a change in process that Appeals Registry is now conducting. You will not need to change any of our current processes in this area. Just know that you may now see files that include IRP info with the VI. See Appeals Registry Minutes below.

Appeals Registry Meeting Minutes and instructions:

Minutes:

s.14

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, August 7, 2012 3:46 PM
To: McKeown, Kayla JAG:EX
Subject: 7 day IRP incorrectly checked off

Comment for when 7 day IRP offence is checked
officer incorrectly identified 7 day IRP offence as reason for impound. Vehicle impounded for driving while unlicensed -
kayla

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Wednesday, July 11, 2012 4:50 PM
To: Miguez, Karys L JAG:EX
Cc: Handgraaf, Harjeet JAG:EX
Subject: Can you please have this IRP removed from this individuals licence? And then deleted from ADP/VI? THANK YOU!!!!

ADP#	s.22	- DL #	s.22				
Driver	ADP	Review	Comments	Events	Faxes	BAC	Admin
ADP #:	s.22	Status :	Active				
DL Seizure Method:	Seized by Police						
Incident Date:	0000/00/00 00:00						
Incident Street/Hwy:							
City/Town:							
Section:	90 Day IRP - ASD Fail						
Peace Officer's Name:							
PIN/Badge #:							
Enforcement Agency:	Langley Dist						
Agency File #:	s.22						
Service Date:	2012/07/05						
Prohibition Effective Date:	2012/07/05						
<div>Receipt Schedule Decision Print Save OK Cancel</div>							

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, July 9, 2012 4:27 PM
To: Anderson, Kathy E JAG:EX; Burchnall, Shelly K JAG:EX; Esposito, Tony N JAG:EX
Subject: RE: ASD Documentation Received

I just finished doing a quick review and as of right now no other cases have been found.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Not Responsive

From: McKeown, Kayla JAG:EX
Sent: Thursday, July 5, 2012 4:52 PM
To: Burchnall, Shelly K JAG:EX; Anderson, Kathy E JAG:EX; Esposito, Tony N JAG:EX
Subject: ASD Documentation Received
Importance: High

Hi Everyone,

Attached is a document received from 100 Mile House RCMP in relation to a police supplemental report regarding an ASD. I have checked through all of the processed IRP files from 100 Mile House and below is the information for the one IRP served that used the particular ASD in question. I will check through the files again on Monday and Tuesday next week to ensure that all IRPs processed have covered all appropriate dates for the ASD.

Please let me know if you require any other information.

Thanks!

Date of Offence	Driver Name	DL#	Prov/State	Licence Class	Prohibition Type	IRP/ADP Notice #	First ASD Result	First ASD Serial #	Second ASD Result
-----------------	-------------	-----	------------	---------------	------------------	------------------	------------------	--------------------	-------------------

2012-06-
22

s.22

BC

560 90 day IRP - FAIL

s.22

FAIL

072487 FAIL

1

Kayla McKeown

Team Lead, Branch Support & Manual Operations

Administrative Justice Branch

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From: Kayla.McKeown@gov.bc.ca [<mailto:Kayla.McKeown@gov.bc.ca>]

Sent: Thursday, July 5, 2012 4:46 PM

To: McKeown, Kayla JAG:EX

Subject:

Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, July 6, 2012 4:26 PM
To: SG OSMV Office Support Team
Cc: Hughes, Caroline J JAG:EX; Lawrence, Katie JAG:EX; Handgraaf, Harjeet JAG:EX
Subject: New Error Drop Down on Stats Log

Hi Everyone,

We have a new error that we can report on in the drop down list. This error is for incorrect impound length. For example: 90 day IRP with a 3 day VI.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Friday, July 6, 2012 3:55 PM
To: SG OSMV Office Support Team
Cc: Hughes, Caroline J JAG:EX; Lawrence, Katie JAG:EX; Handgraaf, Harjeet JAG:EX
Subject: RTS Errors

Hi Everyone,

I understand that there has been a great deal of confusion around the Stats Logs and what constitutes as an RTS error to be recorded in the Enhanced Police Training column. The role of MOC is to capture "administrative errors" on the forms submitted. We are not to evaluate the narrative or report for content. This means that we only look for blanks on the RTS. Regardless of what is written we only look for the fact that the form is complete or incomplete.

For Example: if on the RTS the officer has written "123" as the serial number for an ASD that does NOT constitute as an error. Something is written in the box and that is what we are looking for. It is not our responsibility to know that the number may be incorrect in some way it is only our responsibility to check if the section is blank or not.

The only exception to this is Line 14. If line 14 is blank then it is an error, if the number written in the blank exceeds the number of documents actually received, then it is also an error.

Please come and see me if you have any questions or concerns.

Thanks!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, June 28, 2012 4:57 PM
To: SG OSMV Office Support Team
Subject: Deletions

Hi Everyone,

All deletions that are required for IRP/ADP/UL/VI files must be sent to me in an email and not in a communicator message. We are having a huge influx in requests for deleting of files due to clerical errors. In order to better manage the requests for deletions I will be keeping email records. I am hoping that we can decrease the number of errors being made and we can add this into s.22 as a team.

Please ensure when processing files that you slow down and pay attention to accuracy so that we can minimize deletion requests.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, June 21, 2012 4:14 PM
To: Smith, Curtis M JAG:EX
Cc: Schmidt, Jeremy JAG:EX; Samis, Jordan JAG:EX
Subject: Spreadsheet Change

Hi Curtis,
Can we make another change to the spreadsheet???

Sorry. The team brought up a concern that the way the RTS is read goes in a specific order and if the spreadsheet can mimic that order when it comes to ASD 1 & 2 and Serial numbers can we actually have the columns read:

First ASD Serial #	First ASD Result	Second ASD Serial #	Second ASD Result

Thank you!!!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, June 19, 2012 10:53 AM
To: SG OSMV Office Support Team
Subject: FW: Certificates of Qualified ASD Calibrators

As per my email on June 12. Please send all batches of Certificates of ASD Calibrators that come in up to me directly. If only 1 Certificate comes in as a batch on its own that as well can be brought up to me. You all are only concerned with linking the Certificates that come in as a batch with the IRP documents and linking those appropriately.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



From: McKeown, Kayla JAG:EX
Sent: Tuesday, June 12, 2012 12:48 PM
To: SG OSMV Office Support Team
Subject: Certificates of Qualified ASD Calibrators

Hi Everyone,

If any more batches of Certificates for ASD Calibrators come through on the server, please ensure that they are brought upstairs to my attention.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



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Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, June 12, 2012 4:51 PM
To: SG OSMV Office Support Team
Cc: Esposito, Tony N JAG:EX
Subject: June 15th IRPS

Importance: High

On Friday as you process documents. Please bring the first 25 IRPs directly to me.

Thank you!

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, June 12, 2012 12:48 PM
To: SG OSMV Office Support Team
Subject: Certificates of Qualified ASD Calibrators

Hi Everyone,

If any more batches of Certificates for ASD Calibrators come through on the server, please ensure that they are brought upstairs to my attention.

Thank you.

Kayla McKeown
Team Lead, Branch Support & Manual Operations
Administrative Justice Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Thursday, March 1, 2012 9:48 AM
To: SG OSMV Office Support Team
Cc: Coburn, David JAG:EX; Hughes, Caroline J JAG:EX
Subject: Multiple Reasons

Hi Everyone,

We are going to go back to the old way of entering in Multiple Reasons on your stats logs.

That being said, please ensure that your comments are uniform and read the alcohol related offence first and the Behavioural Reason second:

"MR: 3/7/30/90 day IRP; Behavioural Impound Reason"

What the policy branch is looking for is a quick way to find the alcohol related offence in the comments column.

Any questions or concerns, please come and see me!!!

Thanks!

Kayla McKeown
Team Lead, AJDFI Branch Support
Administrative Justice, Driver Fitness and Intervention Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Justice
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Monday, February 13, 2012 10:40 AM
To: SG OSMV Office Support Team
Subject: Multiple Reasons

Importance: High

Hi Everyone,

For reporting purposes we have been asked to alter some of our procedures. The reason for this change is that when reports are created based on alcohol related offences, it is very difficult for the data team to pull information that they need as quickly as possible.

Instead of choosing "Multiple Reasons" for offences involving alcohol please select what was served 3, 7, 30, 90 Day IRP or ADP. And then add an additional line for the next offence that is VI related. Then put in a comment saying that it was served with....so that we can still tie the 2 together.

Using "Multiple Reasons" is fine if no alcohol offence was involved. Please ensure to complete your comments section still.

Please come and see me if you have any questions or concerns.

Thank you.

Kayla McKeown
Team Lead, AJDFI Branch Support
Administrative Justice, Driver Fitness and Intervention Branch
The Office of the Superintendent of Motor Vehicles | Ministry of Public Safety and Solicitor General
PO Box 9254 STN Prov Govt | Victoria BC | V8W 9J2 | 250-356-5634



Wilkinson, Anita JAG:EX

From: McKeown, Kayla JAG:EX
Sent: Tuesday, July 24, 2012 10:44 PM
To: SG OSMV Office Support Team
Cc: Esposito, Tony N JAG:EX
Subject: FW:

s.14

Hi Everyone,

Please see email below from Tony.

s.14

If you have any questions or concerns, please come and see me.

Thank you!

Kayla

Not Responsive

Pages 94 through 97 redacted for the following reasons:

Not Responsive