From:	Norris, Scott ENV:EX
To:	Ito, Miwa ENV:EX
Subject:	RE: Traffic Violation
Date:	Wednesday, June 10, 2015 11:34:04 AM

Thanks Miwa, I will handle it.

Sergeant Scott Norris|Conservation Officer Service|250 746-1208

-----Original Message-----
From: Ito, Miwa ENV:EX On Behalf Of Conservation Officer Service ENV:EX
Sent: Wednesday, June 10, 2015 11:26 AM
To: Norris, Scott ENV:EX
Subject: FW: Traffic Violation

Hi Scott,

Over to you. I guess one of our Victoria area officer?

Thanks,
Miwa

-----Original Message-----
From: s.22
Sent: Wednesday, June 10, 2015 9:31 AM
To: Conservation Officer Service ENV:EX
Subject: Traffic Violation

Good Morning

To whom it may concern

Today at approximately 8:00 Am one of your Officers in Truck License Place Number s.22 was coming down Veterans from Metchosin and tailing gating our car until he came off the hill and he then proceeded to blow past us doing at least 90K or more. The light at Sooke and Veterans was red with a line of cars before at which time he tail gated them as well.

Regards

s.22

NAME OF PROCEDURE:

- **HIGH RISK LAW ENFORCEMENT**

STAFF AFFECTED:

- Conservation Officers

AUTHORITY:

- *Environmental Management Act*
  Police Act (9);
  Wildlife Act;
  Motor Vehicle Act and B.C. Reg. 133/98, "Emergency Vehicle Driving Regulation";
  Workers Compensation Act;
  Criminal Code of Canada;

RELATIONSHIP TO PREVIOUS PROCEDURE:

- Replaces previous version prior to May 17, 2002.

PURPOSE OF PROCEDURE:

- To provide guidelines to conservation officers who may be required to perform law enforcement duty where a higher than normal risk to officer safety may be reasonably assumed.

ISSUANCE:

- Chief Conservation Officer

Approval: *Original signed by Donna Humphries* **Date:** 1998/11/24

1.0 DEFINITIONS

Refer to **Introduction - Definitions**

High risk law enforcement means work duty where conservation officers (COs) plan or expect to encounter illegal activity, usually premeditated, under circumstances which may include multiple and/or armed violators, remote locations, darkness, impractical or no back-up, ineffective or no radio communications, and suspects who will predictably be either hostile or uncooperative at the time of contact with COs.

High speed pursuit means the act of engaging in a high speed vehicular chase with intention to overtake and stop the vehicle of a suspected or known violator who may be attempting to avoid apprehension. In the case of motor vehicles, this means the operation of a vehicle in excess of posted speed limits or beyond safe road driving conditions, and in the case of other motorized vehicles (ATV, snowmobile, or boats), operation beyond safe operating speed given terrain and weather conditions.

2.0 GENERAL:

This procedure provides guidance to conservation officers (COs) who may encounter persons committing or intending to commit serious offences under circumstances where the CO may be exposed to greater risks than those usually associated with the detection and investigation of suspected offences.

Potentially higher risks to officer safety occur in circumstances including, but not limited to: high risk patrols (such as night patrols or patrols in response to recent operational lookouts), decoy operations, high speed pursuits, investigation of illegal activities at night, execution of search warrants, and vehicle checks.

3.0 PROCEDURES:

A. TRAINING AND SUPERVISION

1. Duty associated with stopping vehicles or vessels and checking their occupants, or apprehending persons, where potentially higher risks to officer safety may reasonably be

assumed, shall not be intentionally undertaken except under the supervision of a CO with, in the opinion of the Senior Conservation Officer (SCO), sufficient experience in this duty.

2. Notwithstanding experienced supervision, no CO shall undertake high risk law enforcement activities who has not received adequate training in:

- **a.** criminal law regarding the use of force;
- **b.** management and control of hostile individuals;
- **c.** defensive and control tactics; and
- **d.** firearm use.

3. COs approved by the SCO as supervisors shall:

- **a.** before high risk duty, review officer roles, responsibilities and procedures together with potential hazards which may reasonably be assumed; and
- **b.** following completion of high risk duty, ensure that participating officers are debriefed concerning dangers or difficulties encountered and organizational or procedural improvements which may reduce future dangers or difficulties. A summary of every debriefing shall be communicated to the SCO either orally or in writing according to request.

4. COs shall receive annual basic or refresher training on high risk stop and control techniques and day/night vehicle checks from a certified self-defense tactics instructor or from a person who, in the opinion of a SCO, has sufficient experience in this duty.

B. HIGH RISK PREPAREDNESS

1. COs shall not undertake high risk patrols without a fully equipped patrol vehicle.

2. COs shall not undertake high risk patrols if alone in a vehicle without qualified backup.

3. High risk law enforcement activities may require COs to be prepared for firearms use. However, COs must meet standards of handling and use which comply with ministry firearms policy and procedures (volume 5, section 1, subsection 07) and Conservation Officer Service firearms policy and procedures (chapter 4, section 1), consistent with training.

4. s.15

C. DECOY OPERATIONS

1. Decoy operations involve serious risks to officer safety and public safety, and for that reason officers must be familiar with the procedures set out in Parts 4-9 of the confidential Wildlife Enforcement Decoy Manual.

2. For access to the manual see Conservation Officer Service Policy and Procedure Manual chapter 7, section 3, subsection 01, "Wildlife Enforcement Decoys".

D. HIGH SPEED PURSUIT

1. COs shall not under any circumstances become involved in high speed pursuits.

2. It is imperative that officers be aware of the rationale for the prohibition against high speed pursuits. See chapter 3, section 6, subsection 01, "Vehicle Operation and Maintenance".

E. INVESTIGATIONS OF ILLEGAL ACTIVITIES AT NIGHT

s.15

1.

2. COs are to fill out an occurrence report on all reported cases of illegal hunting or fishing at night in cases where backup is not available. Notations should be made on the report indicating which persons or agencies the CO attempted to contact and the response.

3. Every effort shall be made to follow up on the complaint or information during daylight hours or when qualified backup becomes available.

F. EXECUTION OF SEARCH WARRANTS

1. Careful planning is required for execution of search warrants and telewarrants to reduce potential risk, taking into account the suspect's background, the remoteness of the search location, and the possible presence of ongoing illegal activity.

2. Officers must fulfill their assigned roles in executing warrants. See chapter 5, section 2, subsection 01, "Search Warrants and Telewarrants".

G. VEHICLE CHECKS

1. Roving and stationary checks must be conducted safely. To reduce hazards, COs must have a thorough knowledge of local roads and activate emergency lights in advance, providing sufficient warning to drivers of vehicles to stop.

2. s.15

3. Officers must be familiar with safety precautions outlined in chapter 7, section 2, subsection 03, "Vehicle Checks".

NAME OF PROCEDURE:

- **VEHICLE CHECKS**

STAFF AFFECTED:

- Conservation Officers, Ministry of Environment.

AUTHORITY:

- *Environmental Management Act*;
  Police Act (9);
  Wildlife Act ;
  Motor Vehicle Act; and
  Criminal Code of Canada.

RELATIONSHIP TO PREVIOUS PROCEDURE:

- Replaces previous version prior to May 17, 2002.

PURPOSE OF PROCEDURE:

- To provide guidelines for conservation officers performing day or night vehicle checks.

ISSUANCE:

- Chief Conservation Officer

Approval: *Original signed by Donna Humphries* **Date:** 1998/11/24

1.0 DEFINITIONS

Refer to **Introduction - Definitions**

2.0 GENERAL:

This procedure sets out guidelines for day and night vehicle checks to ensure operational effectiveness and maximum safety of Conservation Officers (COs) and the general public. Vehicle checks are a high risk law enforcement activity, and COs must exercise extreme caution (see chapter 7, section 1, subsection 07).

3.0 PROCEDURES:

A. PRINCIPLES OF VEHICLE CHECKING

1. It is strongly recommended that the following guidelines for day and night vehicle checks be practiced in field situations.

2. Roving and stationary checks must be conducted safely. To reduce hazards, COs must have a thorough knowledge of local roads and activate emergency lights in advance, providing sufficient warning to drivers of vehicles to stop.

3. s.15

Note: CO vehicles are represented in all figures as grey vehicles.

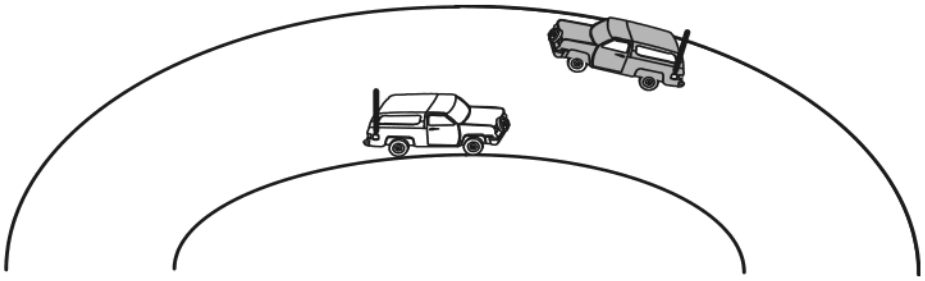


Figure l Avoid tight curve checks.

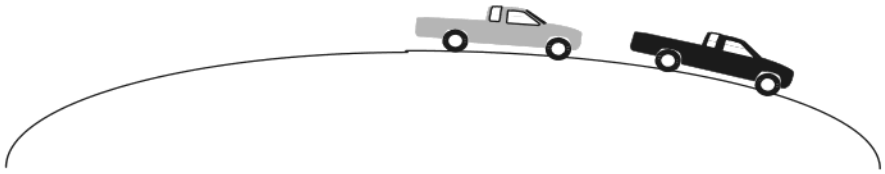


Figure 2 Avoid checks just over brow of hill.

4. All checks should be undertaken with courtesy and caution. COs conducting a check must develop and maintain effective non-verbal communication. Responsibilities for tasks should be decided before checks, for example for one CO to write up tickets and the other to make any seizures of evidence. Ticketing and seizure should be done as quickly as possible to reduce tension time.

5. If circumstances permit, COs should record or radio in vehicle data and location before leaving the patrol vehicle. This can usually be done by the passenger CO before the suspect vehicle comes to a stop.

6. s.15

B. CONTACT WITH OCCUPANTS

1. s.15

2. Seized evidence should be taken directly to the CO vehicle. If the evidence is a firearm, the make and serial number should be recorded beforehand if the situation permits. The act of seizing such items as rifles or fishing rods can trigger anger and a violent response, and the need for seizure must be carefully considered.

3. s.15

4.

C. DAYLIGHT VEHICLE CHECKS

1. Once the CO and suspect vehicles are stopped, the driver CO should turn off fireball (if in use), activate or leave on emergency equipment, turn up the radio volume, and activate the external public address speaker. COs must leave hands free when approaching driver's side of vehicle, then stand clear of the door when instructing driver to shut off motor.

2. For REAR stops in daylight, COs should ensure the stop can be made in a safe location with both vehicles stopped on the side of the road.

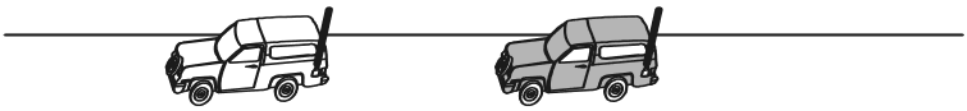


Figure 5 -- Rear stop (day)

3. For FRONT stops in daylight, it should not be necessary to angle the CO vehicle. If the stop is made in a hazardous location and further work must be done (e.g. ticketing), then both vehicles should be moved to a safer location.

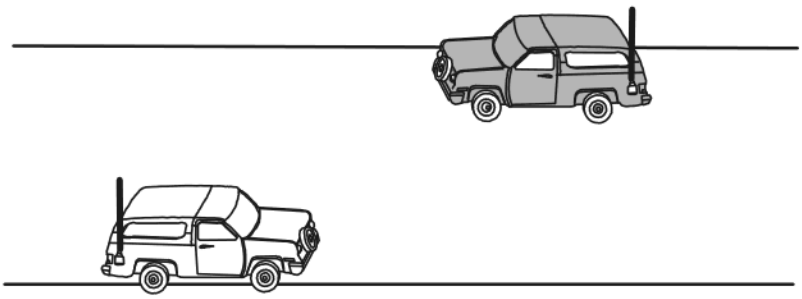


Figure 6 -- Front stop (day): COs should avoid head-on checking as it is hazardous.

D. NIGHT VEHICLE CHECKS

1. COs engaged in night operations shall not operate their motor vehicles with the vehicle headlights turned off or shielded.

2. Once the CO and suspect vehicles are stopped, the driver CO should turn off fireball (if in use), put headlights on high beam, activate or leave on emergency equipment, turn up the radio volume, and activate the external public address speaker.

3. For REAR stops at night, if road allowance permits, the CO vehicle should be positioned so that the left headlight shines down the left hand side of the stopped vehicle. Headlights must be on high beam. The distance between vehicles must be kept short, and the CO vehicle should not be angled.

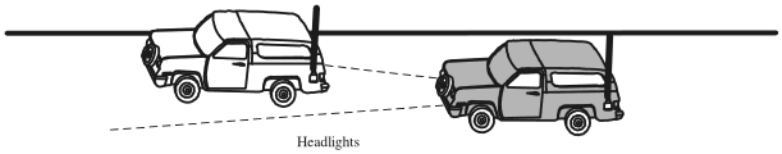


Figure 7 -- Rear stop (night)

4. s.15

Page 013

Withheld pursuant to/removed as

s.15

s.15

E. CONCLUSION OF CHECK

At the conclusion of the check, COs should assist the stopped vehicle back onto the road if necessary. Even if tickets have been issued and/or items seized, an effort to leave as positive an impression as possible must be made. A professional approach emphasizing politeness, firmness, and friendliness should be employed.

Regional Enforcement Managers
Manager, Special Investigations
Senior Conservation Officers
Conservation Officers

February 18, 2000

ENFORCEMENT CIRCULAR #1/00
Re: Flashing Lights on Vehicles

This Directive is further to the request made December 24, 1999, to begin the process of removing the flashing blue lights from Conservation Officer vehicles.

As a result of changes to Motor Vehicle Regulation 26/58, the use of blue flashing lamps is restricted to vehicles of a municipal police force, the Royal Canadian Mounted Police or the police branch of Her Majesty's Armed Forces. In accordance with this regulation, Conservation Officer vehicles may not be equipped nor use blue flashing lamps in the discharge of officer duties.

It is recognized that operational requirements necessitate use of various devices, including light bars or grill lamps, and Section 4.28 of the MV Regulation 26/98 does allow for the continued use of red, white or amber flashing lamps.

The traditional red and blue flashing lamps on Conservation Officer vehicles shall be replaced with the colour combination of red lights and white strobe lights and the rear of the vehicles shall be additionally equipped with amber lights for safety.

If you have any questions, please direct them to Headquarters.

Donna Humphries
Manager
Enforcement and Emergencies Branch

Previous Enforcement Circular ENFORCEMENT CIRCULAR #6/99: Violation Tickets for use in Y2K

BRITISH COLUMBIA

Ministry of
Water, Land and
Air Protection

Operational Directive #03/2005

To: All Conservation Officers

Date: March 14, 2005

Re: ALTERATION OF CONSERVATION OFFICER SERVICE PATROL VEHICLES

Various Conservation Officer Service offices will be taking possession of replacement vehicles in the days and weeks to come. Vehicle upfitters for these recently acquired vehicles have been instructed on COS approved vehicle equipment standards by a Senior C.O. in each region. In keeping with our program objectives to maintain a standardized fleet, officers receiving new trucks should be aware that effective immediately, alterations or modifications to COS patrol vehicles beyond initial upftting carried out by an authorized upfitter, will not be permitted without the approval of the applicable COS Manager.

Post-upfitting modifications will be limited to the optional equipment listed in Appendix A, and will be at the discretion and written approval of the Manager.

Any recommendations for alterations or modifications to patrol vehicles that are not listed in Appendix A, must be referred to the Vehicle Standards Committee through a Senior Conservation Officer.

This Operational Directive will be expanded into a more detailed and updated COS Procedure in the near future.

Original Signed By

M. A. Hayden
Chief Conservation Officer

Contact: Terry Ahern
Senior Policy and Program Analyst
Conservation Officer Service, HQ
Ph: (250) 387-1813
Fx: (250) 356-5240

Appendix A

CONSERVATION OFFICER SERVICE
PATROL VEHICLE OPTIONAL EQUIPMENT

All optional equipment must be requested through the Senior Conservation Officer (SCO) to the approving COS Manager. However, where a choice exists (e.g. manufacturer or placement for installing the device) it will be at the discretion of the SCO to recommend the preferred choice.

1. **ALARM:** No suggested manufacturer. May be alarm only, alarm/door lock combination, and/or alarm/remote starter. Selection at the recommendation of the SCO.

2. **ANTI-THEFT IMMOBILIZER:** No suggested manufacturer. Recommended for large centres only.

3. **BUG/ROCK DEFLECTOR:** GM dealer supplied or equivalent. Unmarked; no advertising or logos.

4. **CELL PHONE HANDS-FREE KIT:** No suggested manufacturer. To be installed as directed by the SCO.

5. **DRIVING LAMPS :** 50W Sylvania Silverstar or equivalent (replaces factory bulbs). Must be specifically designed for the vehicle by the bulb manufacturer.

6. **FLASHLIGHT CHARGER:** No suggested manufacturer. To be installed on the outside of the gun safe/storage box behind and between the front seats.

7. **FOG LAMPS:** GM factory model installed in lower air dams in the front bumper.

8. **GLOBALSTAR CAR KIT HANDSET:** To be installed on the left hand side of the equipment console.

9. **LAPTOP STAND:** Havis Shield (Model # TBA) installed forward of equipment console on existing mounting rails (requires the relocating of drink holders to the back of the console). **Note:** For use only with laptops approved by CITS for vehicle applications. Stand should not be installed unless the SCO has confirmed the appropriate laptop.

10. **MUD FLAPS:** *Airhawk* or equivalent, rubber/stainless steel. Unmarked; no advertising or logos.

11. **120 VOLT POWER INVERTER:** For charging electronic accessories but NOT RECOMMENDED FOR LAPTOPS. To be installed at the recommendation of the SCO.

Conservation Officer Service
Vessels Inspection and Monitoring

The purpose of this document is to provide direction on the responsibility associated to COS owned boats.

In order to meet Transport Canada (TC) legislative requirements, all COS boats (regardless of size) must be commercially licensed, undergo an inspection and have a safety certificate issued prior to entering service.

In the interim, however, personnel may continue to operate COS boats as duties dictate. However, a request for inspection is to be submitted as soon as possible.

In order to achieve this, regions are to take the following action:

For Vancouver Island, fill out a Request for Inspection form for each boat, and fax it to:

TCC - Marine Safety
Attention: George KARASS
Room L4 60 Front Street
Nanaimo, B.C.
V9R 5H7
Telephone: (250) 754-0244
Facsimile: (250) 754-0245

For remaining offices, fill out a Request for Inspection form and fax it to:

TCC - Marine Safety
Attention: Gavin BROWN
#4 - 5583 Airport Way
Kelowna, B.C.
V1V 1S1
Telephone: (250)491-3704
Facsimile: (250) 491-3710

Once the *Request for Inspection* form has been received, a Transport Canada Marine Safety Inspector will send a First/Initial Inspection Checklist and other information to help staff understand the requirements that apply to their vessel and operation. COS personnel will be expected to verify their vessel's standards with these compliance requirements prior to the Transport Canada inspection. Identification and rectification of items that don't meet the requirements beforehand will prevent surprises and serve to reduce the time required to inspect.

Once a COS inspection is completed and the officer is satisfied that the vessel meets requirements, the inspector or Transport Canada Centre previously contacted is to be advised and a formal inspection scheduled.

In order to be as efficient as possible it is recommended vessels be pooled on a sub regional basis in order to ensure the best use of the Inspector's time.

Upon satisfactory completion of the inspection the inspector will issue a Notice of Inspection. The Notice of Inspection, which sets out the vessel's operating limits, such as voyage limitations and maximum number of passengers, is proof that your vessel has been inspected. If an item on a vessel does not meet requirements on the first visit, the inspector will guide the officer on how to correct it. Where deficiencies compromise safety, the inspector will insist the vessel not be used for commercial operations until the deficiencies have been addressed. Once deficiencies have been addressed officers shall telephone the TTC inspector who, on being satisfied with the changes, may then allow the vessel to be used for field operations.

Self-Inspections

Each region must also submit the Annual Self Inspection Information Report form to its TTC representative in the spring of each year. For this purpose the Self-Inspection Checklist should be used. Copies of the Annual Self-Inspection Information Report are to be retained on file at each office where a boat is located for confirmation during supervisor audits. A copy of this form is also to be submitted through channels to COS HQ.

It is important to note that under TC regulations any time a boat or its equipment is altered, TC must be advised in writing.

If you require further information please refer to the website http://www.tc.gc.ca/marinesafety/CES/Small -Commercial-Vessels/SVMIP-upto15.htm to update yourself on the TCM Regulations and our obligations under the Act.

Bill Bresser
Manager, Provincial Operations
Conservation Officer Service

British Columbia

Ministry of Environment

Operational Directive #02/2009

To: All Members of the Conservation Officer Service Date: March 6, 2009

Re: COS Vehicle Use

This Directive describes new vehicle use guidelines coming into effect April 1, 2009.

Operational Directive #8-08, **COS Vehicle Use by COS staff**, dated December 12, 2008, approves COS vehicle use to and from an officer's home only under written authorization for: purposes related to responding to after hour calls; for purposes of a planned investigation or point of assembly other than the normal office; or, due to lack of secure storage.

The guidelines set out in Directive #8-08 and all such written authorizations issued under those guidelines are rescinded effective March 31, 2009.

New vehicle use guidelines for COS personnel coming into effect April 1, 2009, are as follows:

COS VEHICLE USE BY COS STAFF

COS staff may not use COS vehicles, or other government vehicles (e.g. a ministry "pool" vehicle) for personal use (e.g. travel to or from residence) unless a written authorization has been granted by the Chief Conservation Officer due to the lack of secure vehicle storage.

Note: It is the senior manager's responsibility to assess the availability of secure storage including alternate storage arrangements at other government agencies and/or the RCM Police offices.

If these options are exhausted, then prior to submitting a request for an exemption, the senior manager is to contact the Director, Workplace Services, Corporate Services Division to explore the possibilities of constructing/installing secure storage at the office location. A request for exemption will only be entertained once all of these options have been deemed not to be feasible.

Staff are required to claim a taxable benefit, as outlined in the *Income Tax Act*, for personal use of a vehicle if an exemption is granted due to the lack of secure storage. Corporate Services Division direction and policy will apply.

Please forward any questions on this matter to your supervisor and/or manager.

Original signed by

L.N. Sundquist
A/Chief Conservation Officer

NAME OF POLICY:

- **VEHICLE STANDARDS, ISSUANCE AND OPERATION**

STAFF INVOLVED:

- Members of the Conservation Officer Service,
- COS Managers,
- Regional Corporate Services Managers,
- Contract Management Branch,
- Ministry Vehicle Fleet Co-ordinator,
- Purchasing Services, Common Business Services, Office of the Comptroller, Ministry of Finance.

AUTHORITY:

- *Environmental Management Act*, s. 106 (3);
- General Management Operating Policy,
- Emergency Vehicle Driving Regulation, BC Reg. 133/98.

RELATIONSHIP TO PREVIOUS POLICY:

- Replaces none.

PURPOSE OF POLICY:

- The purpose of this policy is to identify and approve standard classes of vehicles, equipment components, criteria for assigning vehicles and authorized uses to ensure consistent up-fitting and operation of vehicles for use in the COS.

POLICY STATEMENT:

- It is the policy of the Conservation Officer Service that:

In order to meet the operational requirements of the Conservation Officer Service, and to promote visibility of the Service in it's role, the standard for vehicles used by the Service will be Class 1, Class 2 and Class 3 vehicles as set out in this policy and as further described in the Vehicle Standards Report appended to this policy.

ISSUANCE:

- Chief Conservation Officer

Approval: *Original signed by M.A. Hayden* **Date:** 2008/04/21
Chief Conservation Officer

1.0 DEFINITIONS:

PHH - means PHH Vehicle Management Services, contracted by the Purchasing Services, Common Business Services, Office of the Comptroller, Ministry of Finance.

Secure storage - means a ministry or government facility consisting of one or more of the following:

a. an enclosed, lockable warehouse;
b. an enclosed, lockable compound with secure fencing and lighting; or
c. a parking area patrolled by security staff.

Vehicle - means a vehicle operated by the Province of British Columbia, including leased or rented vehicles.

2.0 GENERAL:

A conservation officer assigned a vehicle must comply with government policy as well as Conservation Officer Service policies and procedures which govern vehicle related issues. Officers must use discretion and good judgement in the operation and maintenance of the vehicle so that neither the government nor the Conservation Officer Service is brought into disrepute.

3.0 POLICIES:

A. CLASSES OF VEHICLES UTILIZED BY THE CONSERVATION OFFICER SERVICE

1. **Class 1 vehicles** will be the standard for deployment and use by general duty, uniformed Conservation Officers conducting the regular core business of the Service. This will ensure that a consistent Conservation Officer Service profile is maintained and that properly equipped vehicles, as they relate to all functions of the work of a conservation officer, are utilized. See section **3. B. Up-Fitting and Optional Equipment** below.

2. **Class 2 vehicles** will be the standard for deployment and use by members of the CEIU. This Class of vehicle is not intended for deployment to, or use by, regular uniformed officers on an on-going basis. See section **3. B. Up-Fitting and Optional Equipment** below.

   Class 2 vehicles are intended for lower profile compliance and enforcement applications. Activity around this would include uniformed members occasionally working from an un-marked unit, plainclothes work, surveillance activity and the usual work of the CEIU.

3. **Class 3 vehicles** – are vehicles not up-fitted to the standards of Class 1 or 2 vehicles. This class includes SIU and HQ vehicles, short term rentals or leases, or short term use of "general Ministry pool vehicles".

   While it may be anticipated that equipment like a "plug –in fireball" be used with this vehicle, Class 3 vehicles are not intended for conducting vehicles stops or checks on any major routes or busy industrial roads due to the lack of proper emergency equipment and safety lighting.

   When used for law enforcement purposes, some type of effective communication must be available in the Class 3 vehicle (e.g.: portable radio with law enforcement frequencies, temporary installation of mobile radio).

   It is generally intended that the Class 3 vehicle only be utilised for a specific requirement where Class 1 or 2 vehicles are not appropriate or available (i.e.: general travel to and from points, moving surveillance or investigations support where the other

Class of vehicles could compromise the investigation or plainclothes work as appropriate).

B. UP-FITTING AND OPTIONAL EQUIPMENT

1. Class 1 and Class 2 vehicles utilized by the Conservation Officer Service will be up-fitted in strict accordance with the standards prescribed in the **Conservation Officer Service Vehicle Standards and Up-fitting Specifications** report (see **Appendix** to this policy).

2. Any post up-fitting modifications to COS vehicles will be limited to the Optional Equipment listed in section 6.0 of the **Conservation Officer Service Vehicle Standards and Up-fitting Specifications** report (see **Appendix** to this policy), and must be requested through the Regional Operations Manager to the approving COS Regional Manager.

3. Where a choice exists for optional equipment (e.g. manufacturer or placement for installing the device) it will be at the discretion of the Regional Operations Manager to recommend the preferred choice. All recommended modifications must be approved in writing by the appropriate COS Regional Manager.

C. VEHICLE IDENTIFICATION MARKINGS

1. All Class 1 vehicles are to include visual identification markings on both sides and the rear of the vehicle.

2. Standards and specifications of visual identification decals and lettering are set out in the **Conservation Officer Service Vehicle Standards and Up-fitting Specifications** report (see **Schedule 2** of the **Appendix** to this policy).

D. CONTINUOUS VEHICLE ASSIGNMENT

1. Continuous assignment of a Conservation Officer Service vehicle may be authorized to a regular full-time employee of the COS under the following circumstances:

a. regular duties require more than 12, 000 km per fiscal year travel on government business,

b. the assignment of a vehicle with specific or unique characteristics is required in order to conduct their duties,

c. there is an operational need identified and submitted as a business case through the Regional COS Manager to the Chief Conservation Officer for approval,

d. employee is on call and requires a specialized vehicle, or

e. where there is a lack of secure storage facilities at the work place.

2. Continuous assignment of Conservation Officer Service vehicles, where applicable, will be as follows:

Class 1 vehicle – to uniformed general duty member.

Class 2 vehicle – to a member of the CEIU.

Class 3 vehicle – to a member of the SIU.

E. SEASONAL CONSERVATION OFFICERS

1. Seasonal conservation officers will generally not be assigned a CO Service vehicle on a continuous basis.

2. Seasonal conservation officers may be assigned the use of Class 1 vehicles on a temporary basis by their supervisor depending on availability of surplus units and/or units not being utilized due to days off or annual leave of regular full-time members.

3. Seasonal conservation officers who have been temporarily assigned the use of a CO Service vehicle will be subject to all of the same operational requirements respecting vehicle use.

F. TRAVEL TO AND FROM RESIDENCE

1. COS staff may not use COS vehicles (or other government vehicle, e.g. a Ministry pool vehicle) for personal use – such as: travel to or from residence – unless pre-approved in writing by the Senior Management Team member responsible for the work area, or the operations/unit manager if designated by their senior manager, where it has been assessed that an operational need and/or a level of coverage is needed for the geographic area, and an authorization hereunder applies:

a. There is a legitimate operational need to a have vehicle at a residence in order for an officer to be able to take calls and respond efficiently. A necessary component

would be need for the officer to indicate their availability for call-out. The authorization must also take into account:

i. the number of conservation officers posted at a location,

ii. the incidence of afterhours calls requiring response, and

iii. related seasonal demands.

b. The officer has a planned investigation or arranged a point of assembly other than at the normal office site – so that it would make more sense for the officer to leave directly from home as opposed to attending first to the office.

Note: It is not sufficient for an officer to indicate they routinely go on "patrol" when coming/going between office and home. Rather, it needs to be operationally "planned".

c. No secure vehicle storage is available at an office site would permit a vehicle to be taken home provided there is a demonstrated risk of theft.

Note: It is the senior manager's responsibility to review and authorize each situation on a case-by-case base taking into consideration costs related to fabrication of secure storage vis-à-vis costs for the officer(s) to take a vehicle home.

d. Secure storage is available but incidents of theft from the storage area make it imprudent to a leave vehicle(s) at the location.

Note: This would require senior manager's assessment and written approval beforehand.

See Part II Order #37-2011.

e. An officer who lives further than 20 km RADIUS from their office may not use a COS or government vehicle under any of the circumstances described above without the written approval of the Chief C.O.

2. Officers may be required to claim a taxable benefit as outlined in the Income Tax Act for personal use of a vehicle through one or more of the authorized exemptions listed above. Officers are to comply with direction provided by Corporate Services Division in this regard.

G. AUTHORIZED PASSENGERS

1. Authorized passengers in Conservation Officer Service vehicles include:

a. COS and other government employees being transported in the performance of their duties;

b. Persons, including approved observers, conveyed in connection with the work of the Conservation Officer Service;

c. Persons authorized in writing by the Chief Conservation Officer or designate;

d. Spouses and minor children accompanying conservation officers travelling on government business, but not while on patrol.

H. EMERGENCY VEHICLE OPERATION

1. Emergency Vehicle Operation occurs when a CO, while operating a vehicle in pursuit of another vehicle or in response to an operational priority or an emergency situation, determines that activation of lights and siren is warranted. Officers are guided by the authorized operations and limitations set out in section 122 of the *Motor Vehicle Act, e*xemption for emergency vehicles, and section **I. Vehicle Pursuits**, below.

2. An officer must be prepared to be accountable for their actions related to use of a vehicle or emergency equipment.

3. Unauthorized use of a Conservation Officer Service vehicle or emergency equipment shall be subject to disciplinary action.

4. Drivers or operators shall be held responsible for any damages resulting from unauthorized use.

I. VEHICLE PURSUITS

Attempting to close the distance means attempting to close the distance between a conservation officer's vehicle and another vehicle but does not include a pursuit.

Pursuit means the driving of an emergency vehicle by a conservation officer while exercising the privileges granted by section 122 (1) of the *Motor Vehicle Act* for the purpose of apprehending another person who refuses to stop as directed and attempts to evade apprehension.

1. A conservation officer is required to successfully complete a Police Services approved Emergency Vehicle Driving Regulation (EVDR) course before they are authorized to activate any emergency equipment while operating a COS vehicle.

2. Completion of the EVDR course satisfies a mandatory requirement by Police Service with respect to Special Provincial Constable appointments of conservation officers. The training **does not** authorize vehicle pursuits by conservation officers.

3. Successful completion of an Emergency Vehicle Operations Course (EVOC) is required before a conservation officer may engage in vehicle activity related to attempting to close the distance.

4. Conservation officers who, while operating a vehicle, engage in activity attempting to close the distance **must** use the vehicle's emergency equipment fully and appropriately as instructed in EVDR and EVOC.

5. Conservation officers shall not, under any circumstances or for any reason while carrying out the mandate of the ministry, engage in a pursuit of any person.

6. This policy does not prevent a conservation officer from attempting to close the distance for surveillance activity or apprehending suspected violators where a pursuit does not occur.

7. In an exigent circumstance where no police are immediately available, a CO who has completed EVDR and EVOC may engage in a pursuit where they have reasonable and probable grounds to believe that the driver or passenger of a vehicle has committed, is committing or is about to commit an indictable offence involving grievous bodily harm or death to any person.

8. Public and officer safety are of paramount importance. A conservation officer will abandon a pursuit rather than risk injury of any person.

9. A conservation officer who does engage in a pursuit, must, as soon as practical, submit a summary report of the event to their operations manager outlining the circumstances of the pursuit, including:

a. Time, date, location;

b. Reason to engage;

c. Why local police were not able to respond or intercede;

d. Results of the pursuit, concerns, injuries to persons and/or damage to vehicles (if any); and

e. Potential for media attention.

J. MISCELLANEOUS

1. Employees will be reimbursed for parking charges incurred where COS vehicles or private vehicles are used for COS business.

2. Payment of traffic violation fines, parking fines and fees associated to vehicle impoundment, wherever they are incurred, are the responsibility of the vehicle operator.

3. Accident reporting must follow government requirements and program guidelines provided in COS procedure chapter 3.6.01 - Vehicle Standards, Issuance, Operation and Maintenance.

NAME OF PROCEDURE:

- **VEHICLE STANDARDS, ISSUANCE, OPERATION AND MAINTENANCE**

STAFF AFFECTED:

- Members of the Conservation Officer Service,
- COS Managers,
- Regional Corporate Services Managers;
- Civilian Members of the COS Program,
- Contract Management Branch,
- Ministry Vehicle Fleet Co-ordinator,
- Purchasing Services, Common Business Services, Office of the Comptroller, Ministry of Finance.

AUTHORITY:

- *Environmental Management Act*, s. 106 (3);
- Conservation Officer Service Vehicle Operation and Maintenance Policy;
- Conservation Officer Service Vehicle Standards, Issuance and Operation Policy;
- General Management Operating Policy.

RELATIONSHIP TO PREVIOUS PROCEDURE:

- Replaces previous version dated March 22, 2000. Vehicle operating procedures are reinforced by taking into consideration standard classes of vehicles and equipment components approved in policy.

PURPOSE OF PROCEDURE:

- To ensure that conservation officers have access to, operate and maintain official vehicles in accordance with applicable regulations, government policy and approved standards of use.

ISSUANCE:

- Chief Conservation Officer

Approval: *Original signed by M.A. Hayden* **Date:** 2008/04/21
Chief Conservation Officer

1.0 DEFINITIONS:

Class 1 Vehicle - means a standard vehicle, for general duty uniformed officers, of the type and up-fitting as described in the Conservation Officer Service Vehicle Standards, Issuance and Operation Policy (chap. 3.6.01) and the Vehicle Standards Report.

Class 2 Vehicle - means a standard vehicle, for the CEIU, of the type and up-fitting as described in the Conservation Officer Service Vehicle Standards, Issuance and Operation Policy (chap. 3.6.01) and the Vehicle Standards Report.

Class 3 Vehicle – means a vehicle not up-fitted to the standards of Class 1 or Class 2 vehicles, normally only assigned to the SIU or HQ, while utilized and operated for law enforcement purposes of the COS as described in the Conservation Officer Service Vehicle Standards, Issuance and Operation Policy (chap. 3.6.01).

Operator means anyone in the COS program who is driving a vehicle.

PHH - means PHH Vehicle Management Services, contracted by the Purchasing Services, Common Business Services, Office of the Comptroller, Ministry of Finance.

Secure storage - means a ministry or government facility consisting of one or more of the following:

a. an enclosed, lockable warehouse;
b. an enclosed, lockable compound with secure fencing and lighting; or
c. a parking area patrolled by security staff.

Vehicle - means a vehicle operated by the Province of British Columbia, including leased or rented vehicles.

2.0 GENERAL:

This procedure complements existing government policies and procedures that govern the operation and maintenance of the government vehicle fleet.

3.0 PROCEDURE:

A. VEHICLE MAINTENANCE

1. Before daily operation, the vehicle operator shall check fluid levels, tires, fuel supply, emergency equipment and the over-all condition of the vehicle. The exterior and interior of the vehicle shall be washed and cleaned regularly.

2. Operators must follow the vehicle maintenance schedule and maintain the vehicle log book, and a supervisor shall inspect the log book annually. Operators must report mileage monthly, before the 5th day of the following month.

3. Repair items must be noted and serviced as soon as possible, as advised by PHH and as authorized by the appropriate spending authority.

B. USING VEHICLE AND EMERGENCY EQUIPMENT

1. **Vehicle headlights** shall be used in compliance with the *Motor Vehicle Act*. The operators of vehicles equipped with a "kill switch" must restrict use of this switch to surveillance and decoy operations, and must return lights to normal function once the operation is complete. Operators shall not operate their motor vehicles at night with the vehicle headlights turned off or shielded.

2. **Vehicle radios** must be clearly marked with the Call Sign and a current list of radio channels and programmed frequencies must be attached to the driver's visor. The following information shall be kept in the glove compartment:

- **a.** copy of radio licence (current copies are held by Corporate Services Division);
- **b.** serial number of the radio;
- **c.** list of ministry personal call-signs;
- **d.** radio operating instructions; and
- **e.** other pertinent radio information.

3. Vehicles equipped with a **siren and a public address system** should be wired to allow the vehicle radio to be heard on the external speaker.

4. Conservation officers shall keep emergency equipment functional. The vehicle must not be used as an emergency vehicle if any part of the system is not functioning.

5. Vehicle operators who are not designated as a member of the COS, or an auxiliary CO, shall not under any circumstances use the emergency equipment (lights or siren) in a vehicle. Those operators may only use Ministry of Environment Radio Frequency; not a police or DFO frequency.

C. ACCIDENTS

1. Every vehicle log book must contain an accident report form. A vehicle operator involved in an accident must follow the instructions on that form, including specific reporting requirements.

2. In addition to any instructions contained in the log book or on the accident report form, officers must report any accident through their supervisor to the Regional Operations Manager and Corporate Services Manager within 48 hours of the accident. A copy of the vehicle accident report form must be forwarded to the Ministry Vehicle Fleet Co-ordinator.

3. Vehicle operators shall co-operate fully with any ICBC or police investigation of the accident. Vehicle operators involved in an accident shall not admit liability.

4. A vehicle rendered not drivable as a result of an accident shall be removed to secure storage as soon as possible and the contents removed to a secure lockup.

D. PURSUITS

1. Conservation officers must refer to vehicle pursuit guidelines in part **3.0 sections H – Emergency Vehicle Operation and I – Vehicle Pursuits** of the policy - Vehicle Standards, Issuance and Operation, chap 3.6.01.

2. Persons who are not designated as a “member of the COS”, or an “Auxiliary CO”, or a “Special CO” and are operating a vehicle, must not use the vehicle for the purposes of pursuing, intercepting or stopping another vehicle.

E. STORAGE

1. When a vehicle will not be used for four or more consecutive days, all loose equipment (e.g. cameras, flashlights or portable radios) must be removed from the vehicle and securely stored at the office or the operator's residence. The vehicle shall be reassigned where possible, or locked and parked in secure storage. Where secure storage does not exist, the Regional Operations Manager may authorize the vehicle to be parked at the operator's residence for an extended period. The ministry will work to meet secure storage requirements as soon as possible.

2. An electrical plug-in shall be made available during winter months for vehicles normally parked at an operator's residence. The vehicle block heater must be plugged in during periods below -20 degrees Celsius. The operator will be reimbursed $1 per day that the block heater is used at the residence.

3. Vehicle operators on travel status must store the vehicle in the most secure area available.

Conservation Officer Service

Vehicle Standards
and
Up-Fitting Specifications

TABLE OF CONTENTS

1.0 VEHICLE CLASSES

There are two classes of vehicles currently being utilized by the Conservation Officer Service (COS):

1.1 CLASS I

Fully marked high profile patrol vehicle (P/V) c/w lightbar, traffic advisor, and mirror beams. All Class 1 P/V's are ¾ ton extended cab pickup trucks, and may have long boxes or short boxes.

1.1.1 CLASS I Patrol Vehicle Specifications 2006/2007

1. PHH Selector Code G-D (Short box) or G-4 (Long box)
2. Dark blue exterior; dark coloured interior
3. 5.4L V-8 Engine
4. Four Wheel Anti-lock Brakes
5. AM/FM Stereo CD player
6. 4 Speed Automatic Transmission
7. 6.5' Wideside Box **OR** 8' Box
8. Class IV Tow Package (5000+ lbs; including transmission cooler, upgraded radiator, 7 pin wiring harness, receiver and hitch).
9. 3.73 rear axle ratio
10. DSA Anti-Spin Differential
11. Speed Control/Tilt Steering
12. Transfer Case Shield
13. LT 245/75 R17E A/T Tires
14. Air Conditioning
15. Interior Color (Dark)
16. Cloth 40/20/40 or Bucket Seats
17. Spare Tire/Wheel and Mount
18. Dual Batteries
19. Delete Rear Seat

1.2 CLASS II

Unmarked vehicles of various types with a minimal amount of emergency equipment, and any body paint colour other than dark blue.

2.0 CLASS I PATROL VEHICLE UP-FITTING REQUIRED

All up-fitting listed in s. 2.1 and 2.2 is standard equipment on all Class I patrol vehicles with the exception of optional items 8 (second spare tire), 9 (front bumper winch), and 10 (boat rack). See Schedule 1 – Photos of Equipment.

2.1 Class I Custom Fabricated Equipment

Up-fitters must ensure a professional standard of fit and finish on all custom fabricated components. There must be no sharp edges or burrs, rough grinding marks, or substandard welds.

1 s.15

2. Aluminum Side Box – Long (*Photo 4)* – ***Mega-Tech Model MEG-SBL29L.*** Welded tread brite aluminum bolted to truck bed, rattle proof and watertight.

   Model SBL-29 side box is available in both left and right hand configurations. P/V's that are NOT equipped with a second spare tire (item #8), receive the MEG-SBL29R full length passenger side (right hand) side box. P/V's that are equipped a second spare tire receive the short side box Model MEG-SBS30 (item # 3) on the passenger side.

3. Aluminum Side Box – Short (*Photo 5*) – ***Mega-Tech Model MEG-SBS30.*** Welded tread brite aluminum bolted to truck bed, rattle proof and watertight.

4. Deck and Ramp Assembly (*Photos 6 to 12*) – ***Mega-Tech Model MEG-DRL27L*** (long box) or ***Model MEG-DRL27S***(short box). Zinc plated steel ramps with rollers stored in aluminum/treated plywood sub-floor. Folding gin pole assembly, aluminum tailgate cover/ramp bracket, mounting plate for cargo winch.

5. Cargo Winch (*Photo 9*) – ***Warn Work Winch 3,700lb, Model 603700*** mounted to steel plate on deck and ramp assembly.

6. Headache Rack and Tie Down Rails (*Photo 12*) – ***Mega-Tech Model MEG-HR24L*** (long box) and ***MEG-HR24S*** (short box)***.*** The top rail of the headache rack must be below the cargo/brake light. The headache rack must have bars spaced not more than 5 inches apart, across the entire span of the rack.

7. Mud Flaps (*Photo 13*) – ***Airhawk, rubber/stainless steel.*** No advertising or dealer logos.

8. Second Spare Tire c/w Lockable Mounting Bracket (*Photo 14*) – ***LT245/75Rx17E All Terrain Tire Mega-Tech Model MEG-FTC31 Mounting Bracket.***

9. Front Bumper Winch (*Photo 15*) – ***Warn CE XD9000i Winch c/w Transformer Mount***. Mounting bolts either split or welded to prevent theft.

10. Boat Racks w/Stringers (*Photo 8*) – ***Mega-Tech Model MEG-BRS25*** c/w PVC rub tubes.

2.2 Class I Emergency/Electronic Equipment

1. Low Profile LED Lightbar (*Photo 16*) – ***Whelen LFL Liberty Model SL8RRBB***

2. Controller (*Photo 17*) – ***Whelen CenCon Model CC-COS.*** Configured, installed and labeled as specified in Section 5.0. Mounted in console (# 10). Controls all emergency equipment and contains the siren/PA unit.

3. Super LED Traffic Advisor (*Photo 18*) – ***Whelen Model SLTAMRB*** Mounted inside the cab, at the top of the rear window.

4. Auxiliary Battery and Mount – ***Mega-Tech Model MEG-DBK*** – Minimum 750 cold cranking amps secured to a heavy duty steel battery platform.

5. Programmable Battery Saver – ***Power Tamer VS Model COP-5201S.*** Mounted adjacent to auxiliary battery.

6. s.15

7. Strobe Power Supplies (*Photo 19*) – ***Whelen Model SL240***. Two per vehicle.

8. Corner Strobes (*Photo 20*) – ***Whelen Model HA239*** (clear).

9. LED Mirror Beams (*Photo 21*) – ***Whelen Model TIR6.*** Two units per vehicle.

10. Equipment Console (*Photo 22*) – ***Havis-Shields Model C-SM-830.*** Angled console c/w map light, two twelve volt power supplies, mounting brackets, and filler plates. Tad M-10 mounting kit (#11) is mounted above the CenCom unit (#2).

11. Tad M-10 Radio Mounting Kit – Includes mounting bracket, coax cable, connector, antenna c/w "L" bracket and external speaker. Wired for radio rebroadcast through siren speaker.

12. Siren Speaker (*Photo 23*) – ***Whelen Model SA314P.***

13. Brake/Reverse Lights Cutout Switch w/Audible Alarm – ***Radio Shack Model 273-055A*** (quiet alarm). Installed/activated by CenCom controller. Audible alarm warns operator that brake light cut-out switch is activated when brake pedal is depressed.

14. Daytime Running Light/Automatic Headlight/Dome Light/Cargo Light Cut-out Switch – Activated by CenCom controller.

15. Alarm System – ***Black Widow Model 2150.*** To be wired to electronic door locks to allow keyless entry with ***Power Door Lock Module PDLM-3.***

2.3 Class I Identification Markings

Door, fender, and tailgate decals (13 in total), will be supplied by the COS, along with instructions and diagrams for proper placement by the up-fitter. See instructions and sample diagrams in Schedule 2 – Class 1 Vehicle Identification Markings.

3.0 CLASS II PATROL VEHICLE UP-FITTING REQUIRED

The following section lists the equipment which **may** be installed in a Class II COS P/V. See Schedule 1 – Photos of Equipment.

3.1 Class II Custom Fabricated Equipment

Up-fitters must ensure a professional standard of fit and finish on all custom fabricated components. There must be no sharp edges or burrs, rough grinding marks, or substandard welds.

s.15

3. Aluminum Side Box – Long (*Photo 4)* – ***Mega-Tech Model MEG-SBL29.*** Welded tread brite aluminum bolted to truck bed, rattle proof and watertight.

4. Aluminum Side Box – Short (*Photo 5*) – ***Mega-Tech Model MEG-SBS30.*** Welded tread brite aluminum bolted to truck bed, rattle proof and watertight.

5. Deck and Ramp Assembly *(Photos 6 to 12*) – ***Mega-Tech Model MEG-DRL27L*** (long box) or ***Model MEG-DRL27S*** (short box). Zinc plated steel ramps with rollers stored in aluminum/treated plywood sub-floor. Folding gin pole assembly, aluminum tailgate cover/ramp bracket, mounting plate for cargo winch.

6. Cargo Winch (*Photos 9 to 11*) – ***Warn Work Winch 3,700lb, Model 603700*** mounted to steel plate on deck and ramp assembly.

7. Headache Rack and Tie Down Rails (*Photo 12*) – ***Mega-Tech Model MEG-HR24L*** (long box), ***MEG-HR24S*** (short box). The headache rack must have bars spaced not more than 5 inches apart, across the entire span of the rack.

8. Boat Racks w/Stringers (*Photo 8*) – ***Mega-Tech Model MEG-BRS25*** c/w PVC rub tubes.

9. Second Spare Tire c/w Lockable Mounting Bracket (*Photo 14*) – ***LT245/75Rx17E All Terrain Tire c/w Mega-Tech Model MEG-FTC31 Mounting Bracket.***

10. Front Bumper Winch (*Photo 15*) – ***Warn CE XD9000i Winch c/w Transformer Mount***. Mounting bolts either split or welded to prevent theft.

11. Front Bumper Winch Hidden Mount (*Photo 26*) – ***Warn 9,000 or 12,000lb Hidden Mount System.***

12. Mud Flaps (*Photo 13*) – ***Airhawk, rubber/stainless steel.*** No advertising or dealer logos.

13. Canopy, High Rise – ***Arrow Model Mark 2***. Colour matched to vehicle; tinted, sliding windows.

14. Auxiliary Battery and Mount – ***Mega-Tech Model MEG-DBK***. Minimum 750 cold cranking amps secured to a heavy duty steel battery platform.

3.2 Class II Emergency/Electronic Equipment

1. Slim Lighter Super LED (*Photo 27*) – ***Whelen Model SLPMMRB*** (red and blue).

2. Talon Dual LED (*Photo 28*) – ***Whelen Model TAL2RB*** (red and blue), Replaces Slimlighter and Traffic Advisor on covert vehicles, small SUV's and cars.

3. Super LED Traffic Advisor (*Photo 18*) – ***Whelen Model SLTAMRB*** (Red, blue, and amber). Mounted inside at the bottom of the rear cab window in pickup trucks without canopies, and at the top of the back canopy window where applicable.

4. Strobe Power Supplies (*Photo 19*) – ***Whelen Model SL240.*** Two per vehicle.

5. Corner Strobes (*Photo 20*) – ***Whelen Model HA239*** (clear).

6. LED Grill Lights (*Photos 29*) – ***Whelen Model RSR03ZCRB*** (Red and blue).

7. Controller (*Photo 17*) – ***Whelen CenCon Model CC-COS.*** Configured, installed and labeled as specified in Section 5.0. Controls all emergency equipment and contains the siren/PA unit.

8. Siren Speaker (*Photo 23*) – ***Whelen Model SA314P.***

9. Siren Remote (*Photo 30*) – ***Whelen Model ALPHA12R.*** Used in covert vehicles and small SUV's or cars.

10. Tad M-10 Radio Mounting Kit – Includes mounting bracket, coax cable, connector, antenna c/w "L" bracket and external speaker. Wired for radio rebroadcast through siren speaker.

11. Brake/Reverse Lights Cutout Switch w/Audible Alarm – ***Radio Shack Model 273-055A*** (quiet alarm). Installed/activated by CenCom controller. Audible alarm warns operator that brake light cut-out switch is activated when brake pedal is depressed.

12. Daytime Running Light/Automatic Headlight/Dome Light/Cargo Light Cut-Out Switch – Activated by CenCom controller.

1. s.15

4.0 EMERGENCY EQUIPMENT INSTALLATION STANDARDS

Conservation Officer Service patrol vehicles are subject to severe duty in remote locations during their 5 year service life. They are often operated in extreme conditions in temperatures that range from –40 degrees to +40 degrees, and in areas with 100% humidity to desert conditions. In some COS Districts, repair facilities may be several days travel away.

It is imperative that installers be very diligent in ensuring that all equipment is installed to a standard that will last for the life of the vehicle. All wiring connections must be able to withstand rigorous off-road travel and all components must be completely rattle-proof. The following guidelines must be followed to ensure that all emergency equipment will perform reliably under all conditions.

4.1 Wires & Harnesses

1. Primary wire specification to meet S.A.E. J1128: Minimum16 gauge. Multi strand copper or tinned primary wire. SLX or equivalent type primary wire with more robust insulation properties is preferred.

2. All wiring harnesses (interior & exterior) are to be contained in appropriate sized heat and UV resistant black split loom wrap. This is not required if the conductor is double wrapped with insulation material from the product manufacturer (for example strobe cables normally have an extra vinyl covering – it is not necessary to split loom strobe cable).

3. All wiring harnesses are to be secured every 40 cm to the vehicle chassis with cable ties to existing factory harnesses or with insulated cable mounting brackets.

4. Wire harness penetrations through any vehicle sheet metal that are not required to be waterproof must be protected with suitable sized neoprene grommets. With the exception of the lightbar wiring harness, sheet metal penetrations should be avoided.

5. Installers must route wiring harnesses to provide as much protection as possible from road hazards, engine exhaust heat, chaffing. Parallel harness runs alongside sensitive electrical systems such as Supplemental Restraint Systems (SRS airbag sensors), ABS systems and ECM data links should be avoided as these systems are susceptible to inductance.

6. All harnesses are to be installed in a neat, professional manner. Where possible, excess wire is to be trimmed to proper length and not simply stuffed in hidden locations in the vehicle crevices, or bundled up with electrical tape. Since these are lease vehicles, installers are expected to minimize the alteration and modification of the vehicle caused by the drilling of holes, cutting of shrouds, upholstery, and trim, as this will affect

subsequent resale value. Where these types of modifications are necessary, a discreet unobtrusive location should be chosen.

7. Installers must avoid locating emergency equipment and related wiring harnesses in close proximity to onboard vehicle computers such as ABS, ECM, SRS computers etc. Installers must insure that any post factory installed equipment does not interfere with vehicle safety systems (for example: SRS deployment) and must pay particular attention to dash/visor mounted devises and related wiring harnesses.

8. Installers must provide clearances where required to facilitate vehicle servicing. For example, manufacturers often locate fuel filters in the frame rail channel in close proximity to the factory wiring harness). If the installer chooses to locate the emergency equipment wiring harness alongside the factory harnesses, then clearance must be provided to permit servicing of routine service points.

4.2 Wire Connections, Splices and Junctions

It is mandatory that all connections be suitably sealed to prevent moisture penetration and corrosion which can result in significant voltage drop. This can be accomplished a number of ways depending on the method of connection.

1. Use Whelen crimp connectors or solder all connections. All connections must be sealed with heat shrink tubing containing sealant or gel, extending at least 2cm past the ends of the respective connector. The tubing must be of the correct size to ensure adequate sealing. Also permissible is the use of high quality electrical tape with good forming characteristics (such as 3M brand 33+ electrical tape or equivalent), and neatly overlaid to provide a durable seal. Common vinyl electrical tape performs poorly over time and is not suitable. Mounting studs with ring terminals need to be coated with sealant (see next bullet)

2. Where grounding is required on the vehicle chassis, installers are required to seal the chassis ground by coating screw penetrations (choose a location so that both sides of the screw penetration can be sealed) and wire ring terminal (no spade terminals) with sealant (for example: liquid electrical tape, epoxy) to maintain ground continuity and prevent corrosion. Historically this has been a common source of emergency equipment failure in COS vehicles.

3. Strobe wiring harnesses shielding is required to be grounded to the vehicle chassis at both the strobe bulb terminus and at the power supply side of the respective cable runs.

5.0 EMERGENCY EQUIPMENT INSTALLATION INSTRUCTIONS

This section describes installation requirements for specific items of equipment for both Class I and Class II COS P/V's.

5.1 Lightbar

1. Class 1 vehicle light bar is to be mounted on the cab roof in a position that maximizes both forward and rear visibility. To prevent the roof from flexing at high speeds, the lightbar feet must be mounted as far outboard as possible; preferably where the roof line curves to the cab door where there is more rigidity to the metal. (*Photo 31*).

5.2 CenCom Controller

In Class I P/V's, the CenCom unit is installed in the Havis-Shields equipment console. In Class II vehicles it is installed in a discreet, concealed location.

5.2.1. Class 1 CenCom Functions

Slide Control

1. activates rear amber lights only
2. activates rear strobes and red/blue light bar only and red/blue traffic advisor.
3. activates all emergency lighting EXCEPT amber lights on light bar and traffic advisor.

Push Buttons – Top Row
The top row of push buttons (left to right, 1-8 respectively) controls the siren:

1. Standby
2. Radio PA
3. Hands Free (defaults siren to vehicle horn)
4. Wail
5. Yelp
6. Pierce
7. Manual
8. Air Horn

Push Buttons – Middle Row
The middle row of push buttons (left to right 1-5 respectively) controls the Traffic Advisor:

1. **Right**/ **Left** - Flashes amber lights in a right or left pattern
2. **Flash** - Flashes amber lights in several patterns
3. Low Intensity (dims all emergency lighting for fog conditions.)

4. Deactivates daytime running lights/headlights/cargo and dome /courtesy light.
5. Deactivates rear brake lights and back up lights. A buzzer must sound when ever brake is depressed to alert driver.

Push Buttons-Bottom Row
The bottom row of buttons (left to right 1-5 respectively) controls alley and takedown lights:

1. Left Alley Light
2. Front takedown lights
3. Rear takedown lights
4. Right alley light
5. Blank

5.2.2 Class II CenCom Functions

Controller housed in arm rest console or other operator specified location with enough cable to move it into a more operational location (See example in Photo 32).

Slide Control:

1. activates rear amber lights in traffic advisor only.
2. activates rear strobes only, red/blue slim lighter, red/blue grill lights and red/blue traffic advisor.
3. activates all emergency lighting

Push Buttons – Top Row
The top row of buttons (left to right, 1-8 respectively) controls the siren:

1. Standby
2. Radio PA
3. Hands Free (defaults siren to vehicle horn)
4. Wail
5. Yelp
6. Pierce
7. Manual
8. Air Horn

Push Buttons – Middle Row
The middle row of push buttons (left to right 1-5 respectively) controls the Traffic Advisor:

1. **Right**/ **Left** - Flashes amber lights in a right or left pattern
2. **Flash** - Flashes amber lights in several patterns
3. Low Intensity (dims all emergency lighting for fog conditions.)

4. Deactivates daytime running lights/headlights and dome courtesy light.
5. Deactivates rear brake lights and back up lights. A buzzer must sound when ever brake is depressed to alert driver.

Push Buttons-Bottom Row
The bottom row of buttons (left to right 1-5 respectively) controls:

1. Front Slim Lighter
2. Blank
3. Blank
4. Blank
5. Blank

5.3 Traffic Advisor

The traffic advisor emergency light is mounted on the inside of the vehicle at the top of the rear window on Class I vehicles, and at the bottom of the rear window on Class II vehicles. On vehicles with canopies, it is suspended on a fold-away bracket at the top of the rear window. Support brackets/suction cups attached to the rear window may be required to make this component rattle-proof in both Class I and Class II vehicles.

5.4 Corner Strobes

1. Strobe bulbs are to be installed in the clear, unfiltered portion of the reverse taillight lens, and in the clear unfiltered portion of the front headlight lens. See examples in Photos 33 and 34.

5.5 Equipment Console

1. Class 1 marked vehicle console is to be mounted between the front seat and the dash preferably without removing the center portion of the seat or factory arm rest. In vehicles where it is necessary to remove the centre seat, an after market armrest must be attached to the console track. The armrest must be positioned at the same distance and level to the operator's seat as the factory armrest on the door.

2. Class 1 marked vehicle console is to have the following equipment loaded from front to back as follows:

    1. Tad M-10 radio
    2. Cencom Controller
    3. Two 12 volt power sources and Map light
    4. The TAD Radio microphone is mounted on the right hand side of the console and the PA microphone are mounted on the left hand side of the console. Both must be located within easy reach of the operator.

5. There must be a zero clearance fit between components of the console.

5.6 Tad M-10 Mounting Kit

VHF Tad M-10 radio antenna is to be mounted near the driver pillar and hood fender seam (see Photo 35). On Class I vehicles, the external Tad Radio speaker is to be mounted on the back panel of the equipment console (see Photo 36).

On Class 2 vehicles, the Tad external speaker is to be mounted on the passenger side of the Tad Radio (located to permit maximum unobstructed floor heater air flow).

5.7 Siren Speaker

Siren Speakers are to be mounted on Class 1 vehicles between the winch bumper/push bar bumper upright rails on the passenger side, upright, in order to facilitate winch control access. On Class 2 vehicles, the siren speaker is to be mounted behind the grill in front of the radiator.

5.8 Brake/Reverse Light Cut-Out Switch

The brake kill switch must have a dedicated audio alarm (an indicator light only is not acceptable), wired so that when the brake lights are disabled, a discreet audio alarm will sound when the brake pedal is applied to alert the operator that the switch is activated.

5.9 Daytime Running Light/Headlight Cut-Out Switch

This switch must cut out the daytime running lights, automatic headlights, dome lights and cargo light.

5.10 Auxiliary Battery

On the F250's, the auxiliary battery must be installed on a custom fabricated platform on the passenger's side of the vehicle beside the radiator mount.

6.0 OPTIONAL EQUIPMENT

This section describes optional equipment available for post up-fitting modifications to COS vehicles requested through the Regional Operations Manager and approved by the COS Regional Manager.

s.15

6.3 Bug/Rock Deflector: Dealer supplied or equivalent. Unmarked; no advertising or logos.

6.4 Cell Phone Hands-Free Kit: No suggested manufacturer. To be installed as directed by the SCO.

6.5 Driving Lamps: 50W Sylvania Silverstar or equivalent (replaces factory bulbs). Must be specifically designed for the vehicle by the bulb manufacturer.

6.6 Driving Lights: Driving lights of no more then 100 watts, rectangular in shape, that are wired so that the factory headlights work independently. The driving lights must be wired so that they have an on/off switch and will only work when the high beams are on. They are to be mounted on the top of the lower horizontal bar of the winch bumper (see Photo 37).

6.7 Flashlight Charger: No suggested manufacturer. To be installed on the outside of the gun safe/storage box behind and between the front seats.

6.8 Fog Lamps: Factory model installed in lower air dams in the front bumper.

6.9 Globalstar Car Kit Handset: To be installed on the left hand side of the equipment console.

6.10 Laptop Stand: Havis Shield (Model # TBA) installed forward of equipment console on existing mounting rails (requires the relocating of drink holders to the back of the console). Note: For use only with laptops approved by CITS for vehicle applications. Stand should not be installed unless the SCO has confirmed the appropriate laptop.

6.11 Mud Flaps: Airhawk or equivalent, rubber/stainless steel. Unmarked; no advertising or logos.

6.12 120 Volt Power Inverter: For charging electronic accessories but NOT RECOMMENDED FOR LAPTOPS. To be installed at the recommendation of the SCO.

6.13 Truck Box Flood Light: To be mounted on the headache rack, beam directed into the pick-up box for better visibility in low light conditions. The light shall not be more than 55 watts, and shall be wired into button 5 (left to right) on the bottom row of the CenCom unit

Page 051

Withheld pursuant to/removed as

s.15

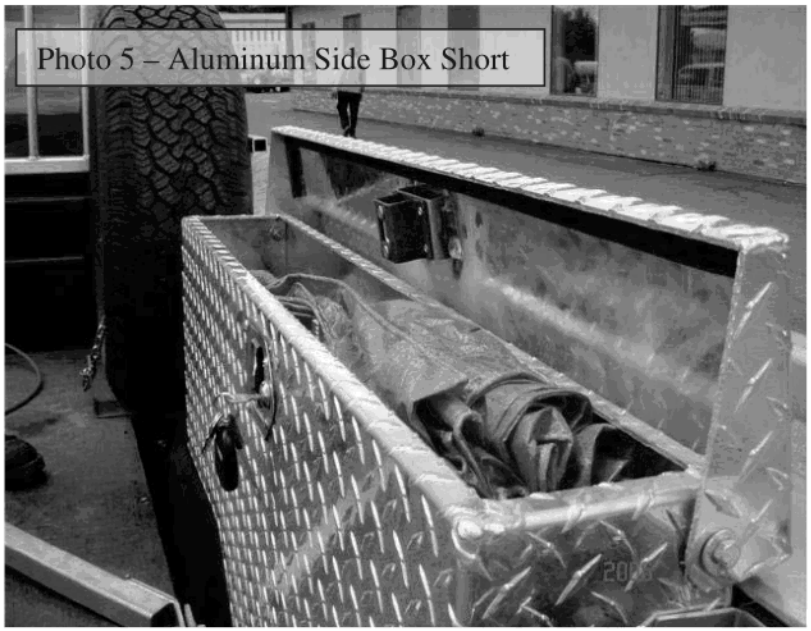


Photo 5 – Aluminum Side Box Short

Photo 6 – Deck & Ramp Assembly

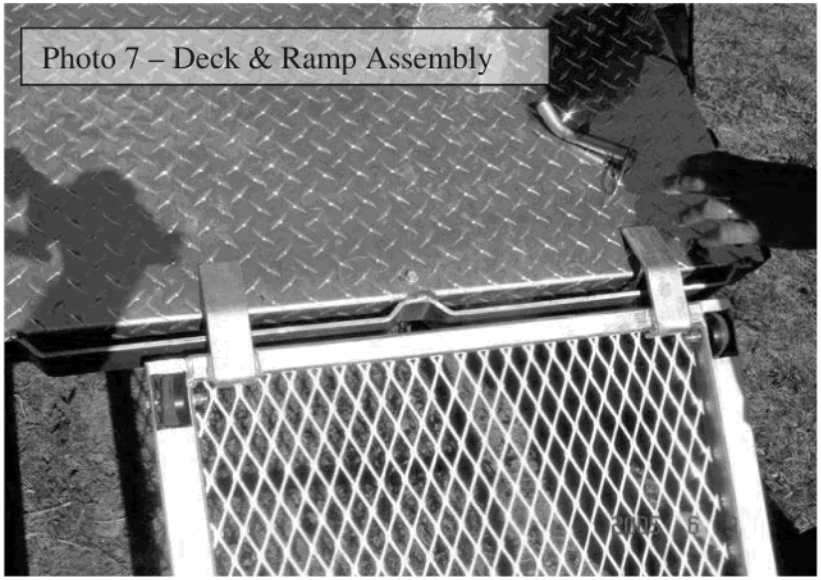


Photo 7 – Deck & Ramp Assembly

Photo 8 – Cargo Winch/Gin Pole Assembly/Boat Rack w/ Stringers

Photo 9 – Cargo Winch/Gin Pole Assembly

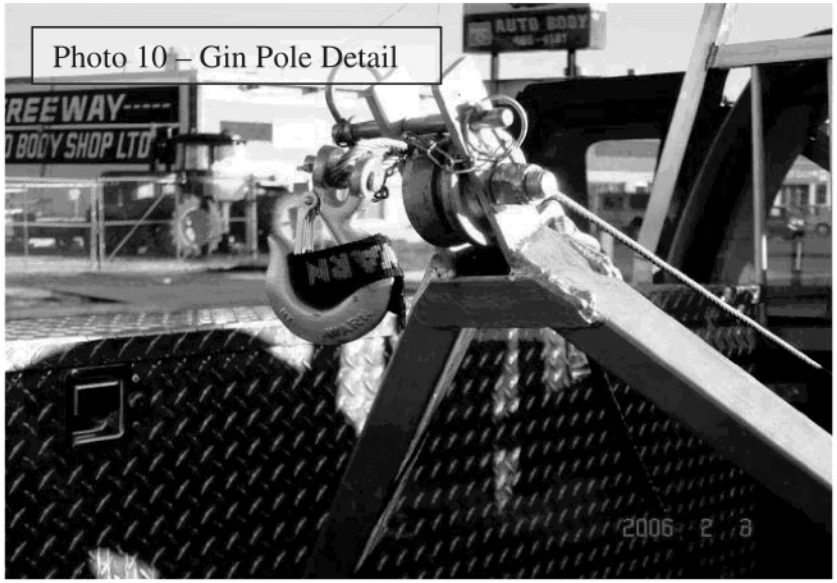


Photo 10 – Gin Pole Detail

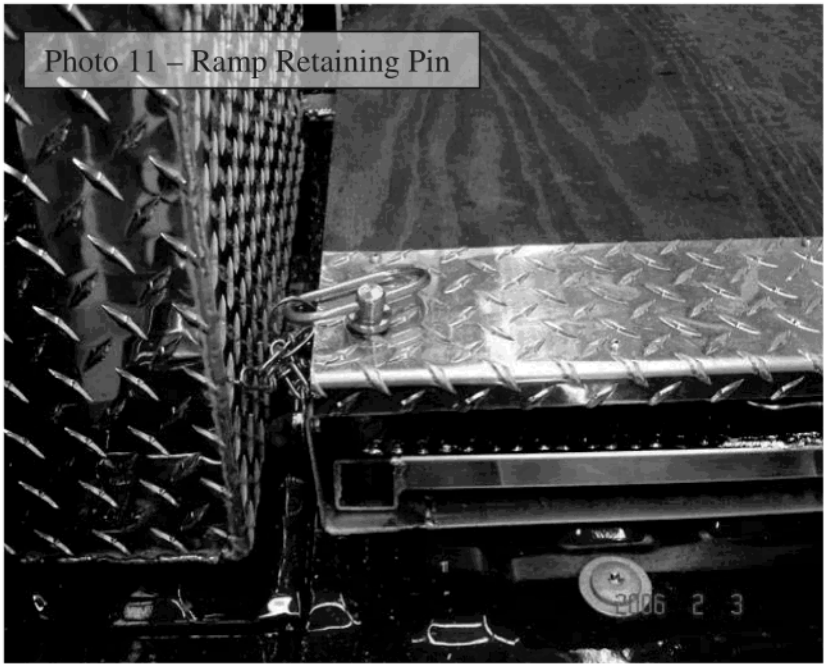


Photo 11 – Ramp Retaining Pin

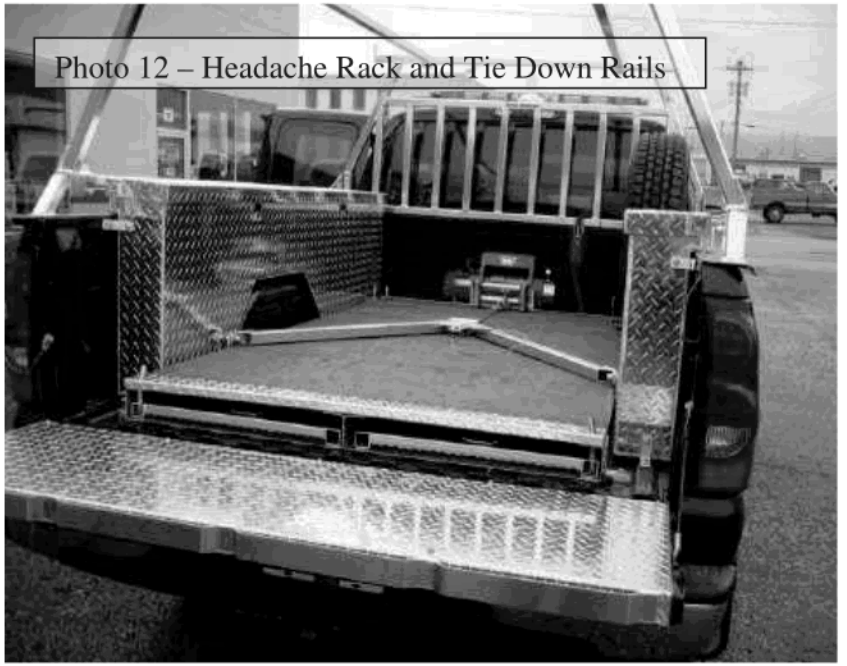


Photo 12 – Headache Rack and Tie Down Rails

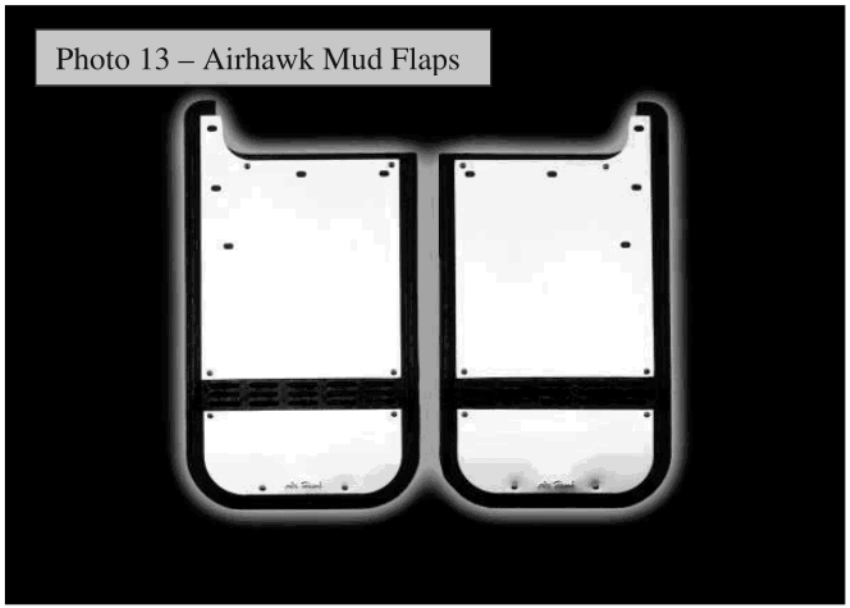


Photo 13 – Airhawk Mud Flaps

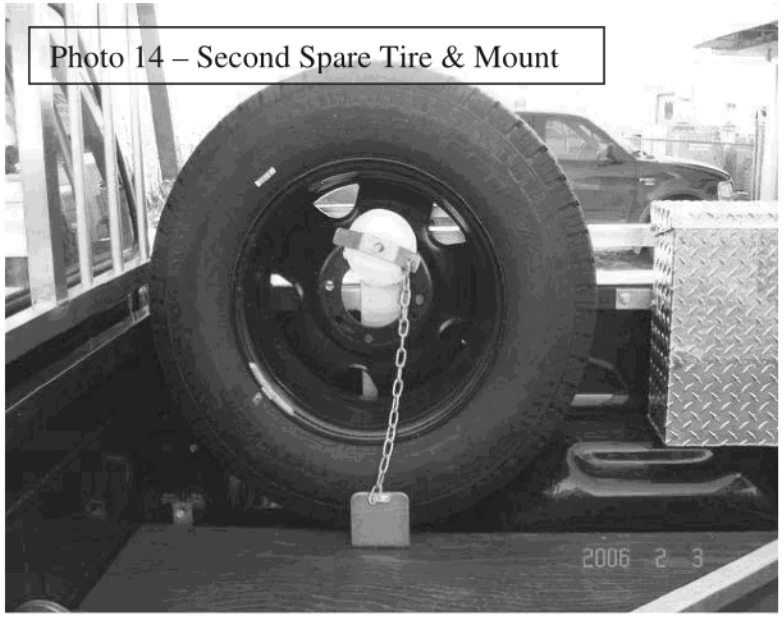


Photo 14 – Second Spare Tire & Mount

Photo 15 – Front Bumper Winch

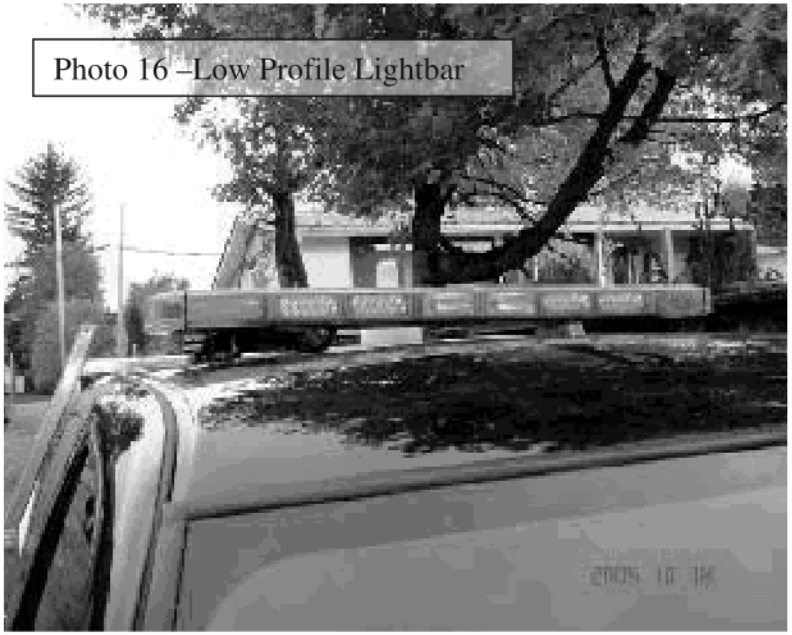


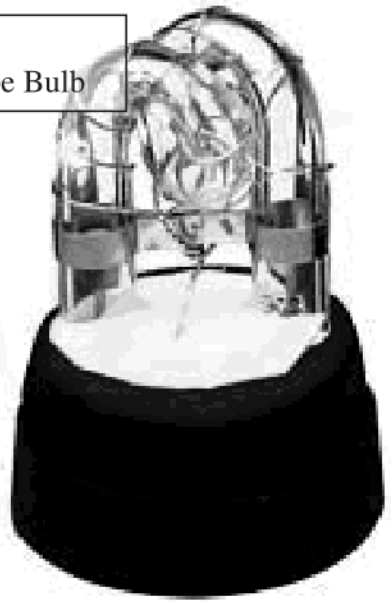
Photo 16 –Low Profile Lightbar

Photo 17– CenCom Controller

Photo 18 – Traffic Advisor

Photo 19 – Strobe Power Supply

Photo 20 –
Corner Strobe Bulb



Page 056

Withheld pursuant to/removed as

s.15

Photo 26 – Front Bumper Winch Hidden Mount

Photo 27 – Slim Lighter

Photo 28 – Talon Dual LED

Photo 29- Grill Lights

Photo 30 – Remote Siren

Photo 31 – Lightbar Installation

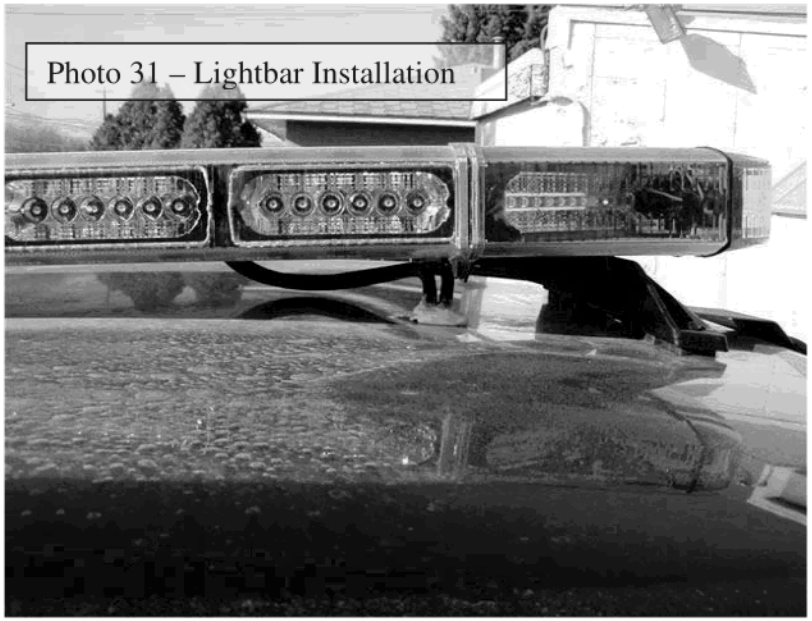


Photo 32 – Class II CenCom Controller

Photo 35 – Antenna Mount

Photo 36 – Tad Radio Speaker Location

Photo 37 – Driving Lights

SCHEDULE 2

MINISTRY OF ENVIRONMENT
CONSERVATION OFFICER SERVICE

VEHICLE STANDARDS and UP-FITTING SPECIFICATIONS

CLASS 1 VEHICLE - VISUAL IDENTIFICATION MARKINGS

Instructions to Up-Fitter for Visual Identification Markings (see graphics on page 25).

1. COS badge, colour decal, approximately 12" high and 9" long, centered on upper portion of both front doors.

2. "CONSERVATION OFFICER SERVICE" in white 2" capital letters, 20.5" long, applied in two lines of text, centered under COS badge on both front doors.

3. "*Serving BC since 1905"* in white script lettering, 1.7" high and 16.7" long, centered on lower portion of both front doors below door guard strip, molded indent or pin stripe (if applied).

4. "REPORT VIOLATIONS 1-877-952-RAPP(7277)" in white capital letters, 1.8" high and 48" long centered on upper portion of both rear fenders.

5. Unit number (two letters followed by four or five digits), 1.4" high and 8" long, white lettering, applied near the top of the wheel well abutting the front door seam on both sides.

6. "REPORT VIOLATIONS 1-877-952-RAPP(7277)" in white capital letters, 1.5" high and 25.5" long in two lines of text, on the middle right side of the tailgate.

7. "CONSERVATION OFFICER" in white capital letters 2.7" high and 48" long, centered on lower portion of the tailgate.

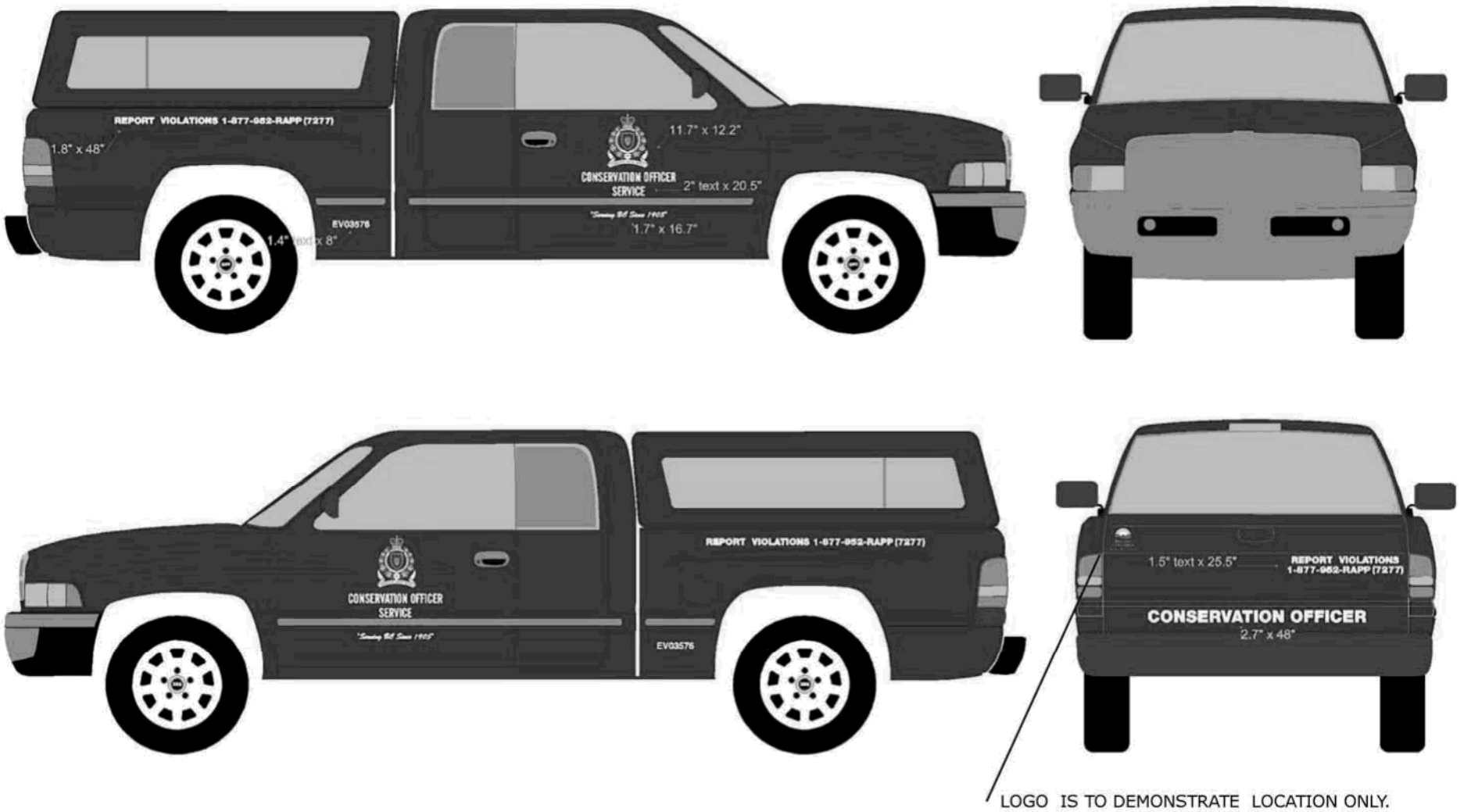
8. BC's Rising Sun logo, 5" high and 5 ¾" wide, blue and gold rising sun image, " British Columbia, The Best Place on Earth" in white lettering, decal applied near the top left corner of the tailgate.

MINISTRY OF ENVIRONMENT
CONSERVATION OFFICER SERVICE

SCHEDULE 2 continued

VEHICLE STANDARDS and UP-FITTING SPECIFICATIONS

CLASS 1 VEHICLE - VISUAL IDENTIFICATION MARKINGS



British Columbia

Ministry of Environment

Operational Directive #02/2009

To: All Members of the Conservation Officer Service Date: March 6, 2009

Re: COS Vehicle Use

This Directive describes new vehicle use guidelines coming into effect April 1, 2009.

Operational Directive #8-08, **COS Vehicle Use by COS staff**, dated December 12, 2008, approves COS vehicle use to and from an officer's home only under written authorization for: purposes related to responding to after hour calls; for purposes of a planned investigation or point of assembly other than the normal office; or, due to lack of secure storage.

The guidelines set out in Directive #8-08 and all such written authorizations issued under those guidelines are rescinded effective March 31, 2009.

New vehicle use guidelines for COS personnel coming into effect April 1, 2009, are as follows:

COS VEHICLE USE BY COS STAFF

COS staff may not use COS vehicles, or other government vehicles (e.g. a ministry "pool" vehicle) for personal use (e.g. travel to or from residence) unless a written authorization has been granted by the Chief Conservation Officer due to the lack of secure vehicle storage.

Note: It is the senior manager's responsibility to assess the availability of secure storage including alternate storage arrangements at other government agencies and/or the RCM Police offices.

If these options are exhausted, then prior to submitting a request for an exemption, the senior manager is to contact the Director, Workplace Services, Corporate Services Division to explore the possibilities of constructing/installing secure storage at the office location. A request for exemption will only be entertained once all of these options have been deemed not to be feasible.

Staff are required to claim a taxable benefit, as outlined in the *Income Tax Act*, for personal use of a vehicle if an exemption is granted due to the lack of secure storage. Corporate Services Division direction and policy will apply.

Please forward any questions on this matter to your supervisor and/or manager.

Original signed by

L.N. Sundquist
A/Chief Conservation Officer

Conservation Officer Service Vehicle Use Cost Benefit Analysis

Vehicle Use Cost Benefit Analysis Committee

Province of British Columbia

10/30/2009

Contents

Executive Summary:

In July 2009, the Ministry of Environment's (MoE) Compliance Division sponsored the creation of a Conservation Officer Service Vehicle Use Cost Benefit Analysis Committee to conduct analysis and author a report on the Conservation Officer Service's (COS) take home of government vehicles. The Committee, which included members from key stakeholder groups within MoE, the BCGEU and Corporate Services Division, was tasked with:

1. Identifying all the real monetary costs associated with Field Officers and Field Supervisors taking their vehicles to and from their residences
2. Identifying all of the benefits and potential risks associated with COS vehicle take home
3. Analyzing the costs, benefits and risks in order to provide a number of possible options surrounding future vehicle take home
4. Identifying any additional strategies or ideas related to vehicle use or fleet management that could result in financial savings for COS and MoE more broadly.

The following information is a high level summary of Committee's findings and includes its recommended option.

The actual cost of COS vehicle take home varies depending on the number of officers permitted to take a vehicle home. With all field officers and supervisors taking vehicles between their current residence and office location, the cost of fuel and maintenance could be as high as $168,000 per year. While this figure represents a significant cost to the program, it is critical to note that this cost does not account for the many benefits and intangibles that result from vehicle take home.

If vehicle take home is not permitted, there is an impact to overall service delivery and the amount of FTE time that can be directed to compliance and enforcement activities, such as patrols and compliance verification checks. For example, more than 4 FTEs of work per year will need to be directed to loading and unloading COS vehicles each day; nearly 4 FTEs of patrol time will disappear; additional expenses will be incurred in overtime and callout as officers will now have to pick up vehicles before responding to after work hours calls and will be taking every effort to accurately record their work time and activities; and after work hours call outs will take longer.

Because of these factors, the Committee agrees that COS should permit Conservation Officers to take their vehicles home in order to ensure that the best and most effective public safety and compliance and enforcement services are provided within the current COS budget allocation. How the implementation of this occurs should be determined by the Division's Executive Management with input from Facilities and Workplace Services. That said, the Committee also advocates a continued dialogue and annual review of how vehicle take home can be improved and made more efficient in order to deliver the most effective services possible within the CD's budget allocation.

Introduction:

The COS' Mandate

The MoE Service Plan details two key responsibility areas for the Conservation Officer Service (COS); environmental compliance and enforcement and protecting public safety through activities like human wildlife conflict prevention and response. Concurrently, the COS is a Tier 1 law enforcement agency that has Special Provincial Constable status, which translates to providing public safety and policing services in exigent circumstances, such as dealing with firearms violations, impaired driving and providing support to law enforcement agencies in times of emergency and disaster[1].

Structural Overview:

The COS has roughly 100 officers at the Field Officer and Field Supervisor level who provide response and field services to the public. These officers are located at 46 offices across BC. To deliver services, offices are grouped into one of 19 zones, with each zone comprised of 2-3 offices. The vast majority of these offices are staffed by at most, 2-3 officers; only 3 offices have 4 full time Conservation Officers (COs) on staff, while there are 7 offices that are staffed by only 1 officer. On average, each officer is responsible for 11,0000 square kms and roughly 42,000 people. This broad area of responsibility means that COs are unable to reach all areas of responsibility in their zone and may not access or patrol a particular area for years at a time in extreme situations. These challenges have led to perceptions from the public and critics that there are not enough Conservation Officers to provide effective compliance and enforcement services.[2]

Work Scheduling

Under the Component Agreement, Conservation Officers schedule their own work hours in order to maximize the provision of public safety and compliance and enforcement services. Work hours are governed by a flex schedule that allows officers to work a maximum 10 hour day or 140 hour month. All time after 10 hours in a day is considered overtime. In many cases, officers do not work a solid 10 hour shift and instead work split shifts to ensure that someone is available to respond to public safety issues as often as possible and to limit the overtime costs incurred by the ministry.

COs are paid a minimum of 3 hours of callout pay when they have to leave their residence to attend an incident or event outside of work hours. For after work hour activities that last more than 5 minutes, but which do not require them to leave their residence, such as phone calls, an officer is paid .5 of an hour of overtime.

None of the COS' offices is staffed to a level where 24-hour, 7 days-a-week coverage is possible through scheduling. The COS budget lacks the funding levels required to have officers on standby. These two factors, in conjunction with the dedication Conservation Officers have to providing public services, have led MoE and the COS to rely on officer willingness to respond to after work hours calls when they are on

[1] This was taken from the MoE Core Business appendix from the MoE Service Plan

[2] Examples of this perception are evident in the West Coast Environmental Law report, "No Response" < http://www.wcel.org/wcelpub/2007/14259.pdf> or through many letters and emails received by MoE regarding a lack of COS field presence. These documents can be made available upon request.

a day of rest, when nobody else is available, or when they have already worked their 10 hour shift. To assist officers in providing the most effective and timely services during non-work hours, Conservation Officers were permitted to take work vehicles to and from work provided they were only used for work activities.

COS Vehicle Use

COs are forbidden to respond to any work activities in a personal vehicle as a clearly marked emergency vehicle is required to perform public safety and enforcement activities. As a result, all Conservation Officers must use their work trucks, which are equipped with emergency lights and sirens making them highly visible to the public. Additionally, COS trucks are an essential work tool for officers as they contain a variety of enforcement equipment, such as firearms, ASP batons, bear spray, and other specialized equipment like radios that are required to ensure officer safety when dealing with individuals. The vehicles are also outfitted with other safety equipment, like winches and gun safes, which are required to meet provincial (Work Safe BC) and federal firearms storage requirements.

As a public safety organization, the specialized equipment used by officers must be stored in a CO truck during work hours so that an officer can respond in a timely and effective manner to public safety and compliance and enforcement issues as they arise. However, during non work hours, these tools are stored in secure locations to ensure that these highly valuable weapons and assets cannot be stolen and used for purposes that threaten public safety.

A CO may spend roughly 50% of their work time in their vehicle during the course of the year. A large percentage of an officer's time is also spent in the office where a CO uses a computer to perform a variety of required tasks such as entering enforcement information into the COORs database. While technology is available to allow officers to perform these computer aided job responsibilities from their home or vehicle, the COS has not had sufficient funds to support the switch to a mobile office concept.

The use of government vehicles by a CO for any purpose other than work is prohibited and COs are actively on patrol while driving to and from the residence.

The Canada Revenue Agency does consider the take home of clearly marked emergency vehicles as a taxable benefit when the vehicle is used for work purposes.[3]

Looking to the Future

While much of the decision around vehicle use is rooted in the present, it is important to consider what the COS of tomorrow will look like. The Resource Management Coordination Project's objective to further integrate service delivery, means that planners need to consider future facility needs, making sure staff in similar work streams across government are covered by the same general vehicle use

[3] Please see Canada Revenue Agency Employers' Guide, Taxable Benefits and Allowances, http://www.cra-arc.gc.ca/E/pub/tg/t4130/t4130-08e.pdf . In this, CRA notes that it does not consider emergency vehicles to be automobiles. As such, taxable benefits do not apply expect for instances where the vehicle is used for personal reasons. Please see page 6 for the definition of automobile and page 9 for the taxable benefits that must be claimed for vehicles that are not considered an automobile by CRA.

agreements and pay and compensation programs, and that a larger pool of assets may be formed in the years to come.

Additionally, the COS recently piloted a program to look at the use of rugged laptops by officers as part of a move to a mobile office environment. If COS continues further down that path, it will mean a very different pattern of vehicle use and service delivery will result, one that should be considered when crafting an updated vehicle use policy in conjunction with Facilities and Workplace Services staff of the Corporate Services Division.

Background to this Analysis:

In 2005, the Conservation Officer Service (COS) conducted a study of its vehicle fleet that looked at: greening the fleet, how to lower the costs for vehicles through lease agreements, using economies of scale for outfitting and how to reduce the costs for overall fleet maintenance and operations. The 2005 study fulfilled these objectives and included a number of recommendations on how COS could better manage its fleet. The study did not however look at the overall costs that vehicle take home had on the COS, nor did it drill down into the specifics, hard-to-quantify benefits and risks that vehicle take home presented, such as the time required to load and unload vehicles and drive to a vehicle storage location.

Why Conduct a New Analysis

In September 2008, an economic slowdown took hold of world markets and quickly began to negatively influence the financial health of North American economies, including B.C. In an effort to adjust to the new financial landscape and prevent unsustainable deficit spending, the Government of British Columbia capped or reduced spending in virtually all program areas. For the Ministry of Environment's Compliance Division (CD), which is responsible for the Conservation Officer Service, this translated to a $1.2 million dollar budget reduction for fiscal year 2009-2010.

With more than 90 percent of the CD's budget dedicated to fixed costs, such as wages and vehicle leases, the $1.2 million reduction was managed, almost entirely, by reducing non-fixed costs related to operations and overall service provision. In practical terms, this translated to a 45% reduction in the STOB for gas, and cuts to the STOBs related to travel, training and overtime for after-work hours calls[4].

To manage the impact of the budget reduction, the Compliance Division Executive Committee took a number of steps that included prioritizing COS work activities to ensure that operational funds were maximized to support the COS' public safety mandate, transferring vehicles to other groups within government, and cutting travel to only essential operational requirements. Concurrently, the Compliance Executive Committee projected that by ending vehicle take home by Conservation Officers a further savings of roughly $150,000 per year could be possible[5]. This potential savings led the Compliance Executive Committee to end vehicle take home April 1, 2009.

---

[4] Funds had to be cut from operations as new budgetary rules introduced in 2009 prevented the movement of money between various STOB areas. In other words, management no longer had the ability to top up operational STOBs through cost savings achieved in another area, such as salary savings.

[5] The $150K savings was calculated as follows: 120 officers with vehicles X 200 officer days/ year X $.40/km (fuel & maintenance costs per/ KM X 15kms (the average round trip from the office to home for a CO)

Shortly after the decision to end vehicle take home was made, a number of factors led to a temporary reinstatement of the policy until November 1st, 2009 for those officers who made themselves generally available to respond to calls. Chief among them was the realization that ending vehicle take home resulted in hidden financial costs and a reduction in the timeliness and quality of public safety service delivery. For example, when Conservation Officers left vehicles at secure locations[6], it meant that an officer would be unable to attend an after work hours incident as quickly as when a vehicle is at an officer's residence due to the time it takes to travel to pick up the vehicle and then the time required to load it with firearms and other equipment. Additionally, these added steps translate to increased overtime costs in many situations. It was also quickly realized that once vehicle take home was ended, officers were in most cases less willing to respond to after work hours incidents or even answer calls without some form of compensation.

With vehicle take home being a long-standing practice in the COS, little data was available on how ending vehicle take home would impact service delivery and create additional financial considerations. As a result, the Compliance Division requested a detailed cost benefit analysis so that a fully informed decision could be made on vehicle take. A committee was subsequently formed and tasked with creating a cost benefit analysis that provided a fuller picture.

How the Report Was Drafted

In July 2009, the Vehicle Use Cost Benefit Analysis Committee was formed to conduct the analysis and author a report that:

1. Identifies all of the monetary costs of Field Officers and Field Supervisors taking their vehicles to and from their residences
2. Identifies all of the benefits and potential risks associated with vehicle take home
3. Analyzes and synthesizes all relevant data to provide a number of possible options for Senior Management to consider in relation to vehicle take home
4. Identifying any additional strategies or ideas related to vehicle use or fleet management that could result in financial savings for COS and the Ministry more broadly

The Committee was comprised of various members of the COS from each of the three regions and HQ and from various levels of the organization. The Committee also included a BCGEU representative, a member from Corporate Services Division responsible for Fleet Services, and a representative from Strategic Policy who served as Committee Chair. This diverse membership ensured that the final report would be balanced, impartial and represent the interests of the Ministry.

Information for the report was obtained from a number of sources including other BC government agencies, other natural resource and enforcement agencies, Conservation Officers on the Committee as

[6] The Ministry of Finance Core Policy on Transportation reads that, "When not in use or during off-duty hours, government vehicles must be parked in safe and secure locations, and locked with all windows closed; and at or near the office location. http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/11_transportation.htm 11.3.4-7. However it should be noted that during this review it was discovered that the COS' policy on secure storage was never approved by Facilities and Work Place Services as required.

well as 48 out of 100 Conservation Officers who were surveyed using the questionnaire; the questions are included as Appendix B. Other information was provided by CSD staff through Facilities and Work Place Services. The coordinating team then compiled this information and analyzed it before using it to inform the recommendations and options in this document.

A first draft of the report was provided to all Committee members for review and comment, and was subsequently updated and amended before being reviewed by the Compliance Division's Executive members.

Data Analysis: Introduction & Report Structure

To present its findings, the Committee broke the data into three separate categories:

- real costs & benefits associated with COS vehicle take home
- hidden or fixed costs & benefits associated with vehicle take home
- Unquantifiable costs and benefits and anecdotal information

This data is presented in this manner so that the reader has a fully nuanced understanding of all the issues at play prior to reading the Committee's options and recommendations. Further information on how the data was analyzed, including details about the full list of assumptions the committee made during its calculations is listed in Appendix A.

An Overview of the Assumptions

The Committee made several critical assumptions that informed how costs and benefits were calculated in the analysis portion. These include:

- the number of officers taking vehicles home, 100 which includes all field officers and field supervisors and the two MoFR Seasonal Officers who are seconded to the COS year-round
- the average round trip distance between the office and residence travelled by all officers , which was based upon information staff provided in spring 2009.
- the average number of work days in a year that was assumed to be 200. This accounts for stat holidays, an average of 25 vacation days per year per officer, and assumes some sick days and meeting days where patrols would not occur.
- The average number of hours worked per year by an officer, in line with the component agreement, is 1,820. This is based on a 35 hour work week.

Real Costs and Benefits:

Using the information available, the Committee established that there are real costs associated with COS vehicle take home. These include the cost of gas and maintenance associated with the kilometres driven by staff who take vehicles home as opposed to a blanket policy of leaving all vehicles at a storage location or the office.

To calculate the additional fuel costs, the Committee established an average fuel and maintenance cost of $.38/km, which was confirmed by CSD. This number was multiplied by the average round trip distance between an officer's residence and office and then multiplied by 200 days per year. The committee calculated this cost for all 100 field officer and field supervisor positions based upon the current distances they would have to commute.

Table 1. Fuel & Maintenance Costs for Vehicle Take Home

	Avg Dist b/w Home & Office (Round trip)	# of Officers	# of Days	F&M Cost/Km	Total Cost
All FS/FO	22.2kms	100	200	$.38	**$168,720**

It is critical to note that the costs listed above assume that an officer goes straight to the office every day. Data from the survey results, common sense, and anecdotal commentary from all levels within COS confirmed that officers generally leave their residence and go directly into the field roughly 10-25% of the time, depending upon their location and time of year. As a result, these costs represent the maximum impact vehicle take home would have on the COS' budget, while in practice, the true costs will actually be somewhat lower. Additionally, costs could be reduced by other strategies, such as allowing vehicle take home for only those officers who are interested in responding to after work hours calls, by encouraging staff to use remote log ins to access the PEP database so that they can depart their residence and leave straight for in the field work activities, by setting a roundtrip maximum commuting distance or by dedicating so many kms that could be used for vehicle take home per officer or zone.

Hidden and Fixed Costs:

While the actual take home of vehicles represents a real cost to the COS' budget, not taking vehicles home has a similar, but more subtle affect. The Committee chose to represent these impacts in several formats, including the real cost of fuel and maintenance ($14K per year), the hidden or fixed costs to the program and the impact to service delivery in terms of time or equivalent officer presence.

When vehicles are not taken home by officers, a number of additional work activities must be performed. As a law enforcement agency, officers must ensure that they and their vehicles are always ready to respond at a moment's notice. To achieve this state of readiness, each officer needs to ensure that all required equipment is in the vehicle, such as firearms, chemical immobilization kits and

communications gear. Similarly, as these items are valuable to thieves and criminals, officers are to securely store them at the end of the day in the office location.

Conservation Officers reported through their surveys that it takes an average of 24 minutes per day to load and unload a vehicle, which includes securing firearms in a gun safe in the office to comply with federal firearms storage requirements. The time it takes to perform this task represents a hidden financial impact to the effective employment of salary dollars and limits patrol time available to officers, which is quantified below in FTE equivalence.

Table 2: Costs of Loading & Unloading COS Vehicles

Avg Time to Load/Unload	Avg Officer Wage & Benefits	# of Officers	# of Days	Equivalent Cost Impact
0.40 Hr (24 mins)	$38.75	100	200	**$310,000**

Avg Time to Load & Unload Trucks (Lost Patrol Time/Officer)	# of Officers	# Days Per Year	Total Time (hours)	Time measured as FTE Equivalent
0.40 hr (24 mins)	100	200	8,000 hours	4.4 FTEs of time allocated to this function

Using information from Facilities and Workplace Services, it was determined that 31 officers have vehicle storage sites at locations other than the office site[7]. For the COS, officers travelling between the office and vehicle storage location represents a real cost in terms of fuel and maintenance per km and the time cost. Using the information provided by staff, it was determined that the average time to travel between the office location and the vehicle storage location was 12 minutes roundtrip and an average round trip distance of 6kms. To calculate the real cost, 6kms was multiplied by $.38, and then by the 100 officers at 200 days per year. To determine the time cost related to service delivery, the 12 minutes was multiplied by an average hourly wage of $38.75. This was multiplied by the number of officers who have vehicle storage locations that differ from the office location and then by 200 days per year.

[7] This information was taken from the document titled "Storage Costs, Apr 2009". It indicated that Dawson Creek (3 officers), Fort Nelson (2 officers) ,Ft St John (3 officers), Lillooet (1 officer), Nelson (1 officer), Powell River (2 officers), Prince George (4 officers), Princeton (1 officer), QCI (1 officer), Quesnel (3 officers), Revelstoke (2 officers), Smithers (3 officers), and Williams Lake (3 officers). Total of 29 officers.

Table 3: Real Costs Associated with Parking Vehicles at Secure Storage

# of Officers w/ Off Site Storage Locations	Avg Round Trip Distance	F&M Cost	# of Days	Equivalent Cost Impact
29	Avg Round Trip: 6 kms	6 kms x $0. 38=$2.28	200	$13,224

Table 3A: Hidden Time Costs Associated with Parking Vehicles

# of Officers w/ Off Site Storage Locations	Avg Round Trip Time	Wage Cost	# of Days	Equivalent Cost Impact
29	12mins	(.2 of an hour) X the average hourly wage $38.7 = $7.75	200	$44,892
29	12mins	.2 of an hour	200	1160 Hours/ year or 0.7 of an FTE

The Committee assumed that each officer would have to drive between the office and off-site vehicle storage location each work day in order to store firearms and pack and unpack valuable items.

It should be noted that the Committee was informed that the present COS vehicle storage policy was never approved by Fleet Services as required. As such, a new vehicle storage policy should be drafted and approved by Fleet Services and the Risk management Branch.

When Conservation Officers do not take their vehicles home there is a corresponding reduction in the amount of patrol time conducted. This loss off patrol time has an impact on general deterrence, or the concept of preventing a crime before it occurs by having a visible law enforcement presence seen by the public as often as possible. For example, when an officer is driving home, he or she may conduct a compliance check of a hunter passing in the opposite direction. During this check, the officer is providing compliance verification while at the same time all members of the public passing by see the presence of the officer, which reinforces the understanding that they too could be stopped. This has a longer-term affect of influencing more people to voluntarily comply for fear of being caught.

For the COS, patrol time and the corresponding visibility of COs to the public (deterrence)are impacted by having to pack and unpack the vehicles each day and potentially drive them to the secure storage location. Additionally, the patrol time that took place as officers drove between their residence and the office no longer exists.

The Committee determined the impact of these two activities amounts to more than 8 FTEs worth of time annually. This number takes into account the loss of time for packing and unpacking vehicles and the loss of visibility and patrol time that results from ending vehicle take home.

Table 4: Loss of Patrol Time

Avg Time to Load & Unload Trucks (Lost Patrol Time/Officer)	# of Officers	# of Days	Total Additional Patrol Time
24 min	100	200	8,000 hours
Avg Travel Time b/w Home & Office/ Vehicle storage location (Round trip)	**# of Officers**	**# of Days**	**Total Additional Patrol Time**
21min	100	200	7,000 hours

Total Impact 15,000 Hours or 8.2 FTEs of lost patrol time

Under the Ministry of Environment's various statutes, and as a Tier 1 law enforcement agency with Special Provincial Constable designation, the COS has a prescribed mandate to protect and assist with the provision of public safety. To fulfill this, Conservation Officers may have to respond to after work hour calls[8]. In line with the Collective Agreement, Conservation Officers are entitled to a minimum of 3 hours of callout pay where an afterhours response is required that requires the officer to leave his or her residence. When an officer's vehicle is not at his or her residence, there is on average an additional 45 minutes of time required to get the vehicle, load it, and then return the vehicle to the office and unpack it[9]. This means that anytime a callout requires more than 2.25 hours of actual work, there may be a financial increase to the COS callout budget. While this is difficult to quantify in terms of real or additional costs to the program, as the number of callouts differs from year to year or can be altered through changes to the COS' operational requirements, this does represent a real financial cost to the program. Using the call out claims made by Conservation Officers, who record this in information in an official capacity in their work plans[10], it was determined that 46% of COS' call out claims in fiscal year 2008-2009 would increase due to the extra time required to pick up the vehicle, load it, return it and unpack it. Using the Work Plans, it was further determined that on average, each CO has roughly 7 call outs per year that they claimed call out for[11]. Using the number of 100 officers, this equates to an estimated 350 calls per year that may involve an additional financial cost to the COS. A summary of the work plan information can be obtained from the Committee, along with hard copy callout claims submitted from past fiscal years.

Not taking vehicles home delays Conservation Officers in fulfilling their mandate to protect public safety. For example, when an officer responds to calls received outside of work hours or immediately once an officer's work day begins, the officer will take on average an additional 24 minutes to respond due to

[8] Without standby pay, Conservation Officers are not required under the Collective Agreement to respond to after-hours callouts. When answering phone calls, a CO is paid overtime, in line with the Component Agreement, if the call lasts more than 5 minutes. Overtime compensation is paid in .5 hour increments.

[9] 45 minutes reflects the average time it takes an officer to pack and unpack the truck (21 minutes) and drive from his or her residence to the office/ vehicle storage location where the vehicle must be picked up from in order to respond to a call (24 mins).

[10] Work Plans are used to claim callout and overtime by officers in several regions and hence were considered official documents by the Committee.

[11] The Committee feels it is important to note that many officers did not make call out claims as they are legally entitled to do and instead would take off equal time in lieu, which represented a cost savings to government , which did not have to pay time and half for the call out response.

having to pick up the vehicle from the storage location and gather the required equipment from the office, such as firearms prior to attending an incident[12]. This may expose government to negative publicity.

While Conservation Officers were queried about the number of break-ins that occurred, the only means of accurately documenting break-ins that will be considered by Risk Management Branch and Facilities and Work Place Services is the Incident Loss reports that are required to make a claim for stolen or damaged property. These documents are being sought from Fleet Services and will be used to inform the new COS vehicle storage and take home policies. Outside of informing these policies, the information about break-ins is not directly relevant to this review.[13]

To date, MoE has been the beneficiary of receiving broad, after-work hour-response services from Conservation Officers without paying standby pay. In light of this, the Committee felt it was critical to note that the Ministry should recognize that Conservation Officers are under no obligation to provide after work hours services. What is more, if theories about generational attitudes towards work are accurate, it is very likely that new employees to the COS may prove less willing to provide call out services without some form of financial compensation that aligns with their Component Agreement rights. Presently, 77% of current COS staff indicated that they would be willing to perform call outs without standby pay, provided they were able to respond in a timely and effective manner by having a work vehicle available to them at their residence. However, if a work vehicle is not available at the home residence, only 12.5 percent of staff indicated that they would be willing to consider providing this benefit to government[14]. This translates to reduced capacity to respond to after workhours calls.

[12] In line with the Collective Agreement, Conservation Officers are unable to perform work duties using a personal vehicle. COS policy dictates an officer must have his or her equipment with them to ensure officer safety.

[13] As the COS Vehicle Use and Vehicle Storage Policies were never properly approved by Facilities and Workplace Services, the relationship between break-ins, secure storage and COS vehicle take home are considered factors for consideration in future policy development and may be risk managed depending upon the actual number of break-ins that were recorded in line with government policy.

[14] A majority of staff indicated that without they did not want to respond to after-work hours calls when not provided with a vehicle due to the additional time it meant they would be away from their families and because they would not be able to provide timely and effective services to the public.

The Unquantifiable

In the survey, officers were asked how often they provided services or attended events while driving to and from work in the government vehicle. Officers were asked to support the numbers they provided with case file numbers wherever possible as evidence[15]. In total, 36 respondents provided the following information detailed in Table 5.

Table 5: Information on Call Outs and Work Activities Performed While Driving Between the Residence and Office.

# FO/FS who provided Responses	Approx. Total of after work hours events attended over 12 month period by all 36 respondents	Avg per Officer	Supporting Data Provided By:
36	1906	53	13 Officers

It is critical to note that most respondents indicated they provided overtime and call out services at no cost to government and hence they did not have call out or overtime claims to reference as evidence. This made it difficult to accurately assign an average number of times an officer provided services while driving to and from work. However, in lieu of this information, many officers provided COORs number or PWOR numbers to demonstrate the type or work activities they engaged in while driving to or from the office. Examples of these activities include conducting environmental enforcement activities in response to non-compliance, providing advice and information to the public, removing dead or injured wildlife where it was threat to public safety, responding in situations where another officer had not checked in, ie officer safety, taking additional calls from the Call Centre that were near to their current location, acting as first responders to vehicle accidents they encountered incidentally and supporting police and RCMP and other government agencies in emergency situations such as forest fires security or responding to requests for backup.

87 percent of respondents indicated that they provide a variety of services, such as answering phone calls from home outside of work hours, without charging government for this in line with the Component Agreement. As a result, there were few overtime or callout claims to substantiate this work. However, it is important to note officers have been directed to record all activities in an official capacity, both to ensure that their work is captured and to substantiate the full range of services they provide. As a result, government can likely expect an increase in overtime claims for calls over five minutes, or in a worst case scenario, a reduced level of service to the public, as calls will go answered or unattended.

[15] Case numbers are defined as COORS or PWOR reports that officers fill out in relation to enforcement actions or responding to problem wildlife complaints.

The impact of vehicle take home on morale is difficult to determine. While there are indicators, such as the Work Engagement Survey (WES), it is difficult to link this year's 26 % drop in WES results to the vehicle policy alone[16]. However, it is important to note that 81 percent of respondents indicated through this Committee's survey that taking their vehicles home had a positive influence on morale. So while there is no succinct means of correlating the WES results and vehicle take home, the responses received suggest that the policy change eroded morale in some capacity[17].

80 percent of respondents reported that taking their vehicle home did not increase feelings of stress and workload. While some may point out that the WES result for stress and workload actually improved by one point this year over last year, there is again no way to accurately correlate this change to the vehicle policy. As a result, we can only surmise that most officers view vehicle take home as having little impact on stress and workload, and what is more, many respondents indicated that they felt increased work stress when they were unable to efficiently respond to afterhours calls.

What Other Jurisdictions and Other Parts of the Ministry are Doing

Environmental Protection

The Conservation Officer Service's decision to end vehicle take home led the Environmental Protection Division (EP) to internally review its vehicle take home policy for Environmental Emergency Response Officers (EEROs). EP staff determined that ending the policy would have a significant impact on the Ministry's public safety mandate due to the time delays involved with an EERO having to first pick up the vehicle and then equip it. Further, EP concluded that not having the ability to respond to emergency situations would position the Ministry to receive negative media attention and potentially criticism in the event a major chemical spill or similar event occurred, and Ministry staff were unable to attend in a timely manner. Other factors that EP considered which are relevant to this review include the need for a provincially consistent vehicle take home policy, that ending take home would negatively impact morale and potentially recruiting, that it would be much more effective to look for financial savings in other areas than vehicle take home, that MoE may have to pay mileage when officers went to pick up their vehicles for call outs, and ending vehicle take home would add additional work stress for staff in the event that a public safety event took place and the officer first had to pick up a vehicle and load it. Last, EP noted concerns about Conservation Officers being unable to respond to afterhours calls. In their analysis, EP stated that, "the amount of unpaid overtime COS currently provides may be discontinued due to [the vehicle take home] policy change. This may complicate incident response for EEROs dealing with emergencies. Previously, EEROs had the opportunity to call a Conservation Officer to be eyes and ears for the ministry by attending a site and responding on behalf of the ministry. Situations such as spills to watercourses, burning, and situations where an enforcement or investigation presence is required may be lost to us and the EERO will have to determine other methods, if any, to ensure the

[16] At the time this study was prepared budget limitations prevented COS from having BC Stats conduct an analysis of comments that related to the change in the vehicle take home that were detailed in the Work Engagement Survey

[17] Morale is seen as a critical issue for government as workers with high morale are generally more engaged and productive in their work activities.

incident is responded to. COs may not be available to answer some of the minor pollution related calls that they previously answered and EEROs might have to take up the additional workload to determine if these calls are significant. As a result, EEROs may need to go to more incidents ..."

As a result of these factors, the EERO program decided to keep vehicle take home as it was determined the limited cost to the program far outweighed the risks associated with failing to attend an event.

Alberta:

In 2006, Alberta's Department of Fish and Wildlife ended vehicle take home for their Fish and Wildlife officers in order to reduce costs. Following the change to policy, officers exercised their legal rights and began working a standard 8-4 workday, Monday to Friday. As this failed to provide the level of public safety services mandated of the Department, significant changes were required to ensure that services were still delivered. These changes included moving to a shift scheduling model for all officers, paying more than $2 million annually in standby to ensure that officers were available to respond to public safety issues, adding an officer position to handle the calls received and significant increases to overtime related to vehicle pick up and drop off. Three years after ending vehicle take home, Alberta Fish and Wildlife moved back to allowing officers to take vehicles home. While the official Alberta Fish and Wildlife report has yet to be released publicly, the underlying reasons, according to those familiar with the policy reversal, were the drastically higher costs associated with paying standby to officers, the reduced levels of service that were available to the public, reduced officer safety and occupational health issues related to stress in the workplace.

Ministry Of Forests and Range (MoFR):

MoFR does not generally sanction the take home of vehicles, however vehicle take home is permitted if staff are returning from field duties late at night or are leaving their residence in the morning to go directly to the field. During the busy forest fire season, MoFR has staff on standby, in line with the Collective and Component agreements, as part of the Wildfire Management Branch. These staff are permitted to take vehicles home. It is important to note that within MoFR there can be little basis for comparison with the COS because of the fact staff are paid standby during periods where they are expected to respond to after work hours incidents.

Royal Canadian Mounted Police (RCMP):

Within the RCMP, vehicles are seen as an essential tool that are integral to the RCMPs day-to-day operations and program delivery. As the provision of police services is a full-time requirement, so therefore is overnight custody of RCMP vehicles as an RCMP requirement. RCMP vehicles may be taken home in support of RCMP operations or to serve program needs.

For marked cars, authority must be given at the Deputy Commander (long term) or Unit Commander (occasional) level in order for the vehicles to be taken home overnight. Whenever the person in the authority position changes, the approvals must be reviewed and re-approved.

An employee who has overnight custody of an RCMP vehicle must be ready to respond at any time, within a reasonable period determined by the delegated authority and consistent with the justification for overnight custody.

The RCMP does use stand by pay (or operational readiness/availability pay). In many if not most, cases if an officer has their vehicle overnight they are likely to receive stand by. However, having custody of an overnight vehicle does not automatically engage the "on-call", "stand-by", or "operational readiness" pay system.

Because of the officer safety issues the RCMP faces, they no longer have one person offices. Where there is a two person office, one of the officers must always be on back up. The backup officer is paid standby pay.

Options Overview:

While the Committee is cognisant that there are finite dollars available in the current COS budget to support operational delivery, it would be remiss not to include options such as paying standby to officers and suggesting other longer-term strategic options that could help the agency plan for future service delivery when the public service work force will be leaner and seeking more efficient ways of delivering services.

For each option, the costing, where it is included, represents the estimated maximum financial implication for the COS. Further information on how these costs were calculated are included in Appendix A, which details the calculations and assumptions. Each option also includes an overview of the issues and benefits that should be considered. The hidden costs and any other intangibles are included in the considerations.

Option 1: Reinstate Year-Round Vehicle Take Home

Analysis of the data clearly demonstrates that vehicle take home translates to real costs to the program. The exact costing however will be contingent upon how vehicle take home is implemented, once a new vehicle take home policy is crafted. For example, letting only those staff who live within 20kms driving distance of the office take vehicles home results in a much lower cost to program delivery than allowing all officers to do so; roughly $90K vs. $162K for all field officers and field supervisors . Similarly, there are a variety of hybrid options possible, such as allowing take home for only those officers who would like the opportunity to respond to after work hours calls, or requiring those officers over a prescribed distance to pay a per km fee commensurate to the additional costs the program incurs. That said, it is critical to again stress that whatever new vehicle take home option is implemented it should be developed in consultation with Facilities and Workplace Services.

Issues:

- Higher fuel and maintenance costs for the program, when compared to no vehicle take home, however, these costs will be similar to historic operational costs when vehicle take home was permitted

- Increased usage of the vehicle fleet compared to no vehicle take home. Again this usage will be comparable with past years
- If not offered to all field staff, could create feelings of inequality and impact officer morale
- Some officers may not be interested in taking vehicles home, which will have after work hours service delivery implications
- May create a perception of favouritism if viewed negatively by other program areas or ministries
- May put MoE out of compliance with the Master and Collective Agreements if there is an expectation for officers to provide services after work hours without paying standby

Benefits:

- Officers are able to respond in a more timely manner to public safety incidents both after hours and at the start or end of the work day
- Increased patrol time available to officers as they commute between the residence and home
- Increases deterrence by having a larger field presence visible to the public
- More C&E and public safety activities are performed while officers drive to and from the residence and office
- Provides additional officer time equivalent to more than 8 FTES to deliver services when compared to ending vehicle take home
- Ability and willingness of most COs to generally take after work hour calls
- Potential for improved morale
- Officers are able to go straight from home to begin duties when this makes sense, which will limit some of the impacts to fuel and maintenance and usage and also reduce vehicle emissions
- Eliminates time and fuel and maintenance costs related to packing and unpacking vehicle and driving to the storage site if vehicle take-home is not allowed.
- Gives COS more flexibility when determining future facility and vehicle storage requirements
- Allows COS to respond to major emergency events such as natural disasters if officers are not work
- No officer is forced to take their truck home

Cost: A maximum of $148K if instituted for all field officers and field supervisors which includes the opportunity cost associated with ending vehicle take home and having vehicles stored, which costs roughly $14K in real terms. Costs can be decreased by limiting vehicle take home to staff commuting 20kms or less, or by employing other hybrid options.

Considerations: The real cost will likely be lower than estimated as officers tend to leave from their residence to the field roughly 10-25 percent of the time. The existing vehicle take home policy will need to be changed to align with the final decision.

Option 2: End Vehicle Take Home

Analysis indicates that ending vehicle take home will result in real cost savings to the COS, but will create pressures in other areas. The real costs include roughly $15K in fuel and maintenance. The pressures created include the loss of time and effort associated with loading and unloading the trucks each day and dropping them off at storage locations, where applicable and increased overtime costs

related to officers claiming for afterhours work that lasts for more than 5 minutes (so that this business cost can be effectively tracked), and in instances where an officer exceeds 10 hours of work in a day due to the extra time required to pack and unpack the vehicle. Other additional pressures include an increase in callout claims for roughly 40% of COS after work hour responses and reduced officer time available for patrols.

Issues:

- No guarantee of officers be willing to provide after work hours call out response if no standby provisions are in place
- Increased response time for after-work hours calls that are attended
- Officer safety will be impacted as other officers may not be available to provide back up or search for an officer who has not checked in
- Will increase costs related to overtime and call out due to requirements for unloading vehicles and travelling to the vehicle storage location
- COS will see an increase in the number of OT and callout claims submitted as officers are now keen to record all work activities to accurately reflect the scope and requirements of the job
- Officers likely to file grievances for standby pay if directed to respond to after work hours calls
- Officers likely to file a grievance for shift differential if asked by a supervisor to schedule their work at certain times of the day that meet the shift differential definition in the Component Agreement
- Reduced morale and increased stress for those officers who choose to respond to after work hours calls
- Loss of patrol time equivalent to 8.2 FTEs which will impact deterrence and the delivery of public services
- COS work planning will need to be adjusted to ensure that service delivery abilities reflect the amount of reduced patrol time available to officers
- Opens MoE to potential negative publicity if unable to respond to public safety incident
- Less flexibility if COS wants to explore other facility arrangements in future as vehicle storage locations/ parking spaces will be required
- May require facility upgrades or new storage location leases if Facilities and Workplace Services and Risk Management determine secure storage locations are needed in certain areas

Benefits:

- Reduced fuel and maintenance costs compared to past years
- Officers may feel they have better work life balance if not responding to after work hours calls
- COS can explore the use of a pooled vehicle system
- No impact to other government vehicle take home policies
- Only very high priority work will be performed

Cost: This option is difficult to accurately cost out. While there is a real cost savings from not allowing vehicle take home compared to past years, planners should note that the COS will face real costs for the fuel and maintenance required to drop the vehicles off and travel to the office, roughly $15K. Additionally, COS will see a loss of work productivity for loading and unloading the vehicles equivalent to 8.2 FTEs, an increased number of overtime and callout claims as COs will likely want to ensure all of their work is being accurately captured, higher costs associated with roughly half of overtime and callout claims due to the requirement to equip and pick up and return vehicles, and potential costs related to facility leases and upgrades that may be required for additional COS offices.

Considerations:

In this option, COS will have to place less emphasis on its public safety role and devolve many of its after work hours responses to other agencies such as the RCMP. This may lead to questions about the overall effectiveness of having COs respond to human wildlife conflicts and other environmental public safety events if the COS is not generally available to respond 24 hours a day, seven days a week. It will also require COS to narrow its mandate and change its business planning and service delivery FTE effort provided to the other MoE divisions due to the reduction not only in officer time available, but also in light of a loss of free or unrecorded work previously supplied by Conservation Officers. Based upon past experiences, MoE should also anticipate a period of negative publicity from stakeholder groups and the public who expect to receive prompt after-work hours services; reduced morale within the COS and an increased likelihood that grievances will be filed if officers are directed to work at prescribed hours of the day or are directed to respond to after work hours calls without standby. Last, the vehicle use policy and vehicle storage policies will also need to be updated and approved.

Option 3: Standby Pay for Officers; Vehicle Take Home Permitted Only When an Officer is on Standby

This option will align COS with other public safety providers within the provincial government, such as Environmental Emergency Response program and MoFR's Wildlife Management group. It will also ensure that COs are available at a wider range of times and that a response to public safety incidents is guaranteed in most situations. However, given current fiscal realities, there is no funding available to support this, and what is more, COS would need to hire a large number of officers and train and equip them to ensure that there are enough staff to provide this level of coverage, which would appear to contravene the current direction from central government on staffing.

Issues:

- Significant cost increase to the program of at least $1 million which would be required to ensure 6 hours of standby pay per day per zone
- COS does not have sufficient staffing resources to provide round the clock coverage or sufficient coverage within each zone
- COS may need to hire additional officers, and train and equip them to provide this level of coverage
- Increased stress for officers as they will have to work additional hours and be available on days of rest
- Will increase costs related to overtime and call out

- Loss of patrol time and deterrence effect when compared to allowing officers to take vehicles home
- Officer's ability to schedule own hours would need to be addressed in the component agreement
- COS will still require vehicle storage locations
- Loss of FTE time available to provide services due to packing and unpacking of trucks and the need for some staff to travel to vehicle storage locations
- There will still be fuel and maintenance costs associated with standby staff driving to their residence and driving to vehicle storage locations and increased fuel and maintenance related to longer distances commuted by the standby officer

Benefits:

- COS will be aligned with similar government programs such as EP and Ministry of Forests and Range
- COS can explore the use of a pooled vehicle system and reduce vehicle fleet at offices where there are 3 or more staff
- No impact to other government vehicle take home policies
- Only very high priority work will be performed after hours
- May help address issues surrounding pay

Cost: This option is difficult to accurately cost out, however, even with minimum standby requirements the costs cannot be covered in the current COS budget allocation.

Considerations:

In this option, with one CO on standby per zone, COS will still have to rely on other agencies such as the RCMP to provide after works hours responses in many communities due to the distances an officer may have to cover to reach a community within the zone from his or her residence. It will also require COS to narrow its mandate and change its business planning and amount of FTE time it can devote to each of the other MoE divisions due to the reduction not only in officer time available, but also in light of a loss of free work previously supplied by Conservation Officers. The vehicle use and storage policies will also need to be changed.

Option 4: Allow Vehicle Take Home and Shift to a Mobile Office Concept

This option looks to align with government's overall strategic direction to improve service delivery and increase efficiencies by providing officers, where it makes sound business sense with communications products that allow Internet connectivity in the trucks.

Issues:

- Will cost money to purchase and install equipment and run them each month
- Communications equipment will only make sense in certain cases, such as areas with internet connectivity and when they are assigned to people who have the interest and skills to effectively use the tool
- May involve concerns about change management
- Will involve software and training requirements
- Higher fuel and maintenance costs to the program as officers will be spending far more time in their vehicles

Benefits:

- Increased officer field presence and greater deterrence
- May allow for facility savings
- Will provide more efficient services as officers will be able to receive information and calls while on the road instead of returning to the office for this information
- Quicker responses possible
- Officer safety improved by access to real time information and data

Further Suggestion

While drafting this report, the Committee identified several areas, tangential to the issue that the COS should consider in regards to vehicle take home and service delivery more generally.

- COS needs to more accurately capture, record and effectively report out on all of its work activities such as those related to the "free time" provided, responding to calls received at home after hours, and tracking the activities conducted while driving between the residence and office. This information needs to be captured in some form of electronic database so that COS can better report out on the actual amount of work performed. It will also be key to identifying staffing needs for the COS.
- COS should look for strategies that achieve efficiencies right away. For example, if vehicle take home is allowed, staff should be encouraged to leave directly from their residence whenever practical and use the PEP online interface and VPN to get required information rather than going to the office for this.
- COS should examine/ pilot the mobile office concept, where it makes good business sense, to see whether cost savings can be achieved. In analyzing the data, the Committee believes it would be cost effective and improve service delivery to supply some officers with equipment and internet connectivity from the vehicle, especially those who have substantial distances between their residence and office and where there is still cell phone coverage,
- COS needs to determine the operational strength required to deliver on its existing mandate, including the resources required to align itself with the terms of the collective agreement.
- COS needs to communicate the true cost of doing business. This means continued employment of ABC planning to ensure that resources are properly aligned with work requirements.
- MoE must be cognisant that standby pay may one day be required to achieve the present level of service delivery.
- This study and further details about the costing and impacts should be done one year after the new vehicle use and storage policies are put into effect.

Appendix A: Assumptions/ Methodology

- Assuming an average CO wage of $31/ hour + 25% salary and benefits = $38.75/ hour
- 100 COS who may have vehicles, (only field officers and F/S) no term seasonals or CEIU
- 48 responses: 11 F/S 1 Acting F/S 31 Field Officers/ 1 FN liaison, 4 CEIU as of Sept 10th 2009-09-10
- All driving time and distance (unless otherwise indicated) are measured as round trip
- 14/ 46 (30%) of offices have secure storage locations that are different location from the office
- 31 officers must drive to different secure storage locations. (this is based on information received from facilities and Workplace Services and is based upon the organizational structure of COS as it existed on September 10th, 2009)
- Average cost of km is $.38 kms (this is official number used for MoE budgeting purposes and it builds in room to account for the COS' ageing vehicle fleet) This number accounts for fuel and maintenance costs per Km only. Insurance, licensing, and lease costs are fixed and must be paid regardless of vehicle take home. Please note our data indicated that the actual cost was closer to $.34/ km based upon FY 08-09 costs
- Average distance between office and home, was calculated using information provided by all field supervisors and field officers.
- the average number of work days in a year that was assumed to be 200. This accounts for stat holidays, an average of 25 vacation days per year per officer, 104 weekend days, and assumes some sick days and meeting days where patrols would not occur.
- The average number of hours worked per year by an officer, in line with the component agreement, is 1,820. This is based on a 35 hour work week.
- Note: stats used were for summer to summer 09. Therefore skewed b/c trucks were parked for two months and it was a 'slow bear' year.
- For the period of August 24, 2009 – December 2, 2009 the COS service ran a pilot to place one officer on stand by per region to act as a liaison with the Call Centre.
- Standby costs were calculated based upon the minimal amount of standby service possible, (6 stand by hours a day = 2 hours of regular pay). The cost of this is a minimum of $3K per zone per month if all staff perform their standby duties not on their day of rest, which would be impossible in many of the 2-4 officer zones.
    - 19 zones X $3K per month X 12 months = $684,000
    - Please note this does not include the associated gas and maintenance costs which will increase due to the longer distances traversed by the officer on call and the OT and call out costs which will also increase, especially when days of rest are included. As a result, the Committee determined that the minimal cost would be at least $1 million for the 6 hour per day coverage.

Methodology:

Scope: Only looking at active COS patrol vehicles assigned to field supervisors, field offices and the 2 MoFR seasonal officers who work year round. Note, two vehicles assigned to Ops Managers were not counted

Total number of trucks, 98 (numbers in the spreadsheet have one SUV identified as a patrol truck the dodge Durango in PG and two trucks assigned to Ops Managers)

1) Average Cost of fuel per/ KM and KMs driven
    a. Avg for whole fleet $.255

       By year

Year	# in fleet	$/km	Avg Kms/ yr	
2005	17	$.237	23,905	
2006	40	$.259	22,971	
2007	21	$.30*	24,375	
2008	20	$.216	20,026	

*Please note this number was affected by one vehicle that averaged $1.19/ km

2) The average annual number of KMs per COS vehicle per year 22,713
    a. Avg # of annual KMs by F/S vehicle 19,802
    b. Avg # of annual KMs by Field Officer 23,440

3) Average maintenance & lease costs for fleet

Year	# in fleet	$/km	$/ vehicle	Total Maintenance	Average Lease Cost	Total Lease Cost
2005	17	$.11	$2,855	$51,392	$5,575	$100,356
2006	40	$.107	$2,463	$98,549	$9,505	$380,217
2007	21	$.075	$1,643	$34,520	$9,061	$190,292
2008	20	$.041	$681	$13,633	$8,614	$172,283
Total		.083				

4. Round Trip Distance from office to residence

Region	Avg round trip distance (kms)	Total Kms by all COs	# of COs over 20Km	
Interior	17	382	3	
North	10.4	141	1	
South Coast	37.4	561.9	11	
Province	21.2	1084.9	15	

COS Fuel Cost for Vehicle Take Home by Price of Fuel*											
Fuel Price / Litre:	**$1.00**	**$1.10**	**$1.20**	**$1.30**	**$1.40**	**$1.50**	**$1.60**	**$1.70**	**$1.80**	**$1.90**	**$2.00**
Officers 20kms or less / year 81 officers X 14.7 kms avg round trip distance X 200 work days divded by 6.8kms/l**	$35,020	$38,522	$42,024	$45,526	$49,028	$52,530	$56,032	$59,534	$63,036	$66,538	$70,040
All officers/ year 21.2 kms avg round tripX 100 officers X 200 work days divded by 6.8kms/l**	$62,353	$68,588	$74,823	$81,058	$87,294	$93,529	$99,764	$106,000	$112,235	$118,470	$124,706

*Usage/ related to vehicle take home fuel costs: does not include the maintenance cost
**average F250 fuel consumption = 6.8kms/l

Appendix B: Questionnaire

Officer Name
Position
Office Location
Secure Storage Location
Home Address
Average round trip commute time from residence to office?
Round trip distance from residence to secure vehicle storage location (kms)?
Average round trip commute time from residence to vehicle storage location?
Round trip distance from office to vehicle storage location (kms)?
Average round trip commute time from office to secure storage location?
What is the total time it takes you to load and unload your vehicle each day if left at a secure storage location or the office?
How many times has your patrol vehicle been broken into/ vandalized over the past 5 years at: 1) your residence 2) office 3) secure storage location?
Yes or no. Would you respond to after work hours calls without standby pay if you could take your vehicle home on a rotational zone basis?
Yes or no. Would you respond to after work hours calls without standby pay if you could take your vehicle home seasonally?
Yes or no. Would you respond to after work hours calls without standby pay if you could take your vehicle home year round?

For the following questions, please reference all occurrences with COORS and or PWOR #s where possible
How many times in the past year have you attended an incident, meeting or work activity where you left straight from your residence?
Of these, how many times did you have to drive past the vehicle storage location/ office to get to the incident, meeting or work activity?
How many times in the past year have you attended an unplanned/ reactive incident, emergency event or work related activity while driving to/ from work?
In the section below, please provide some examples of this work.

GENERAL ORDERS

PART II ORDER #01-2010

Issue Date:	Effective Date:	Review Date:
January 7, 2010	January 7, 2010	June 2010

SUBJECT: USE OF ELECTRONIC DEVICES WHILE DRIVING

Effective Jan. 1, 2010 changes to the *Motor Vehicle Act* and the new Use of Electronic Devices While Driving Regulation introduce prohibitions, restrictions, exemptions and fines related to use of cell phones and other electronic devices by drivers in a vehicle.

The *Motor Vehicle Act* exempts peace officers from the prohibitions on use of cell phones or hand held devices while driving. Conservation Officers are peace officers for the purposes of exercising powers and performing the duties of a conservation officers under the Ministry or COS mandate and through SPC appointment when carrying out authorized duties outside of the COS mandate (see procedure Chap 9.5.01, Duties Conducted Outside the Mandate of the COS).

Conservation officers without SPC appointment are not likely to be involved in activities outside of the COS mandate. But if so, those officers are reminded they would not have peace officer status in those limited situations and the prohibitions on use of cell phones or hand held devices while driving would apply.

However, any conservation officer, while mobile, may

- use a sat or cell phone fixed in the vehicle and able to be operated with one touch to initiate or end a conversation.
- use a fixed two-way mobile radio equipped with a microphone extension, or portable radio and microphone affixed to their person, allowing the officer to easily depress the push to talk switch, or
- call or send a message to a police force, fire department, or ambulance service about an emergency at any time.

Conservation officers are not authorized to enforce the prohibitions related to use of cell phone or hand held device against drivers they may encounter while conducting regular duties. However, in exigent circumstances related to public safety, the officer is able to exercise necessary authority to reduce the risk and achieve compliance. Conservation officers are not authorized to issue a violation ticket for a related offence.

See MVA (part 3.1), the new Use of Electronic Devices While Driving Regulation and the backgrounder for more details concerning these restrictions.

Any questions or concerns should be directed through your supervisor to HQ.

Approval: Bill Bresser, Deputy Chief Conservation Officer **Date:** January 7, 2010

Part II Order Index (link)

GENERAL ORDERS

PART II ORDER #06-2010

Issue Date:	Effective Date:	Review Date:
February 3, 2010	February 3, 2010	April 2010

Subject: Emergency Vehicle Operators Course 2010 Joining Instructions

The Conservation Officer Service will be holding Emergency Vehicle Operations (EVO) Course sessions. This is mandatory training that all Sergeants, Det. Sergeants and full time permanent Field Conservation Officers who have not had a previous EVO training must attend prior to March 31, 2010 (Hinton graduates and officers with previous EVO training are not required to attend).

Dates: The following SharePoint link will take you to the class lists for each of the five delivery dates. Please ensure that you are on one of these courses:
EVO Course 1 Monday 1300 hrs, February 15 –Thursday, 1630 Hrs February 18
EVO Course 2 Monday 1300 hrs, February 22 – Thursday, 1630 hrs February 25
EVO Course 3 Monday 1300 hrs, March 15 – Thursday, 1630 hrs March 18
EVO Course 4 Monday 1300 hrs, March 22 – Thursday, 1630hrs March 25
EVO Course 5 Sunday 1300 Hrs March 28 – Wednesday, 1630 hrs March 31

Location: The course will be held at the Canadian Forces Vernon Cadet Training Centre located south of Vernon off Hwy 97 at 15th Avenue & 30th Street.

Course Outline: The course consists of class lecture, driving, and concludes with written and driving exams. The course is structured with two officers per vehicle and eight vehicles on each course. Class room will either be at Building B 15 or H-10. The driving track will be the Dieppe Parade Square located adjacent to the Cadet Camp.

Course Participants: To keep travel costs to a minimum please travel two officers per vehicle (and ensure coordination to be in the same course). Travel expense approval is - 298A5 Krenz.

Further details for Course Participants:

1. For the purpose of the course, only ¾ ton extended cab short box pickups, that are fully equipped with emergency equipment and radios will be allowed on the course.

2. Ensure all required patrol vehicle maintenance on said vehicle is up to date and in running order.

3. Ensure that all emergency equipment is fully functional (lights, siren) and radios work.

4. If you have studded tires on the vehicle, please make arrangements to have summer tires on rims so that they can be switched for the course.

5. Ensure all personal belongings and nonessential equipment is removed from the vehicles. Also remove any loose items. ATV's and skidoos, etc are not to be on board while on course. Vehicles are to be clean inside and out.

6. Each officer needs to bring their issued portable radios, spare batteries and chargers.

7. Dress for the course is field duty uniform with duty belts and body armour.

8. Lunches will be catered. Breakfast/dinners on your own.

9. Accommodations will be at the Vernon Cadet Camp barracks, Building number B 38. Enter the facility off 15 Ave and enter the gates on Camppobasso Road.

10. Each officer will have a private room and room keys will be issued. This is typical barracks accommodations. Bedding is basic (wool blankets) however you may wish to bring your issued sleeping bag if this is an issue. Bring your own toiletries and towels.

Approval: Joanne Bowden, Deputy Chief Conservation Officer **Date:** February 3, 2010

Part II Orders Annotated Index (link)

GENERAL ORDERS

PART II ORDER #13-2011

Issue Date:	Effective Date:	Review Date:
April 5, 2011	April 5, 2011	N/A

Subject: Vehicle Operations - Instruments and Electronics

After recent installations of rugged laptop mounts and related wiring, staff are reminded that all COS vehicles are required to be regularly inspected to ensure proper operation of all instruments and electronics to ensure safe operation of the vehicle. This is of particular importance after having any repairs or new equipment installed and must be completed in advance of operational use of the vehicle.

1. Before daily operation, the vehicle operator shall check fluid levels, tires, fuel supply, emergency equipment and the over-all condition of the vehicle. The exterior and interior of the vehicle shall be washed and cleaned regularly.

2. Operators must follow the vehicle maintenance schedule and maintain the vehicle log book, and a supervisor shall inspect the log book annually. Operators must report mileage monthly, before the 5th day of the following month.

3. Repair items must be noted and serviced as soon as possible, as advised by PHH and as authorized by the appropriate spending authority.

Please refer to Procedure 3.6.01: Vehicle Operation and Maintenance for more information.

Corporate Supply Arrangement's for Service:
http://pss.gov.bc.ca/csa/categories/vehicle_service_centre_listings/service-centre-listings.html
Maintenance schedule:
http://pss.gov.bc.ca/psb/vehicle-management/maintenance_schedule.pdf

Action Required: Diary date - April 12, 2011

If any issues are found that are thought to be a result of the recent rugged laptop mount installations, please have the vehicle serviced and contact Rob Williams with the name and location of the service center and the details of the problem.

Please ensure that vehicles, including all instruments, electronics and accessories, are in proper working order and that regular maintenance is conducted on your vehicle as per the above noted COS procedure 3.6.01.

Please direct any questions or concerns about the foregoing through your supervisor to Lance Sundquist, Chief Superintendent Program Governance.

Approval: Lance Sundquist
Chief Superintendent

Date: April 5, 2011

GENERAL ORDERS

PART II ORDER #32-2011

Issue Date:	Effective Date:	Review Date:
August 15, 2011	August 15, 2011	N/A

Subject: WorkSafeBC - Vehicle Inspections

COS Policy Reference

- Policy 3.6.01 - Vehicle Standards, Issuance and Operation
- Section 3.0G - Authorized Passengers

Summary

Worksafe BC regulations require an inspection report at the start of each shift for any "*worker transportation vehicle"*, which includes a motor vehicle provided by or arranged by an employer to transport 3 or more workers to and from, or to or from, a workplace.

See Part 17 of the OHS Regulation for complete detail.

Action

Members will complete a daily inspection report consistent with the above requirement and associated procedures.

Questions or concerns about the foregoing should be directed through your supervisor to Wayne Zimmerman, Inspector, Support Services.

Approval: Lance Sundquist
Chief Superintendent, Program Governance

Date: August 15, 2011

GENERAL ORDERS

PART II ORDER #37-2011

Issue Date:	Effective Date:	Review Date:
October 21, 2011	**October 21, 2011**	March 2011

Subject: COS Vehicle Use
Travel To and From Residence - 20 km Radius

Policy Reference

3.6.01: Vehicle Standards, Issuance and Operation

Summary

In 2009 and 2010, vehicle use in the Conservation Officer Service was given considerable attention and review. Although current written policy on vehicle use still closely reflects the policy decision outcomes of that review, it has not been officially updated.

Recently, the Provincial Leadership Team made a decision to modify that portion of vehicle use policy dealing with the distance "cut-off" between an officer's residence and their normal point of assembly as it relates to approval to take the vehicle home if an officer is available for afterhours calls. The current reference in section 3.0F to "…an officer who lives further than 20 km driving distance..." is changed to now read "…an officer who lives further than **20 km radius** from their office..." .

All recent vehicle policy amendments will be consolidated in updated policy in the near future.

Action Required

Supervisors should review this information with affected staff (i.e. those living greater than 20 km driving distance), in order to correctly apply the new distance factor of 20 km radius. Any exceptions to the new cut-off distance continue to require approval of the Chief CO.

Questions or concerns about the foregoing should be directed through your supervisor to Inspector Wayne Zimmerman, Support Services.

Approval: Lance Sundquist, Chief Superintendent
Program Governance

Date: October 21, 2011

GENERAL ORDERS

PART II ORDER #17-2012

Issue Date:	Effective Date:	Review Date:
March 30, 2012	March 30, 2012	TBD

Subject: COS Joint Operations - Working Together With Unarmed Compliance and Enforcement Staff

Summary

The COS Provincial Leadership Team ("PLT") met with the MFLNRO Compliance & Enforcement Branch leadership team on March 6th and 7th, 2012. The objective of the meeting was to continue to improve collaboration and cooperation between the two programs and to develop specific strategies to support each agency's role and responsibility for compliance and enforcement within the natural resource sector.

Actions Required

In an effort to provide clear operational direction to staff, this general order rescinds previous, unwritten instruction regarding authorized passengers in COS vehicles. To ensure officer/worker safety during joint operations, members will comply with the following guidelines when travelling with unarmed C&E staff in a COS vehicle:

- The joint activity must be task specific. General patrols are **not** permitted.
- The joint activity must not expose C&E staff to situations of "unknown risk", or anything beyond low risk to officer/worker safety, as a result of dealing with the public. Vehicle stops should be avoided if at all possible.
- Prior to departure/the start of any joint activity, members will mitigate the potential risk by:
    - Completing a tailgate briefing.
    - Ensuring C&E staff can operate the COS radio, and any other relevant equipment in the vehicle (as appropriate), in case of emergency.
    - Communicating the expectation that C&E staff are to follow CO direction if the public is engaged (i.e. remain in the vehicle unless called upon by the CO).
    - Preparing strategies to disengage C&E staff if an emergency arises (e.g. arrangements for alternate transport, etc.).

Note: Additional joint leadership meetings have been scheduled, and action groups tasked, to further assess roles and responsibilities and develop operational strategies. Joint messaging will be communicated to you as it becomes finalized.

COS Policy Reference

- Policy 3.6.01 - Vehicle Standards, Issuance and Operation
    - Section 3.0G - Authorized Passengers

Members are also reminded of the WorkSafeBC requirements for a vehicle inspection report as outlined in Part II Order #32-2011.

Questions

Members will first consult with their supervisor(s) if they have any questions or concerns regarding joint activities, risk assessments, and/or mitigation strategies. Otherwise, issues about the foregoing can be directed through your supervisor to Inspector Wayne Zimmerman, Support Services.

Approval: Gord Hitchcock, A/Chief Superintendent
Program Governance

Date: March 30, 2012

GENERAL ORDERS

PART II ORDER #18-2014

Issue Date:	Effective Date:	Policy Chapter:
July 11, 2014	July 11, 2014	Vehicles

Subject: Authorized Passengers – Other Government Employees

COS Policy Reference

- 3.6.01 - Vehicle Standards, Issuance and Operation - section 3.0G, Authorized Passengers
- 7.1.07 – High Risk Law Enforcement
- Part II Order #17-2012 – COS Joint Operations – Working Together With Unarmed Government Staff [Rescinded]

Summary

As part of the larger effort to foster collaboration with key partners in the Natural Resource Sector ("NRS"), the COS Provincial Leadership Team has revised operational guidelines respecting authorized passengers in COS vehicles. These changes are intended to better support joint activities and projects, particularly with other compliance and enforcement staff.

Action Required

Officer

When accompanied by another government employee ("employee") on a joint activity or operation:

1. Ensure your supervisor is aware
    a. of the planned activity and its purpose, and
    b. the employee(s) who will accompany you and their role(s).

2. Prior to departure,
    a. conduct a safety briefing, including review of the pre-departure checklist;
        i. ensure the employee can operate the COS radio, satellite phone and SPOT unit and knows the procedure to notify the OCC or SafetyLine in the event of an emergency (as appropriate);
    b. record completion of the safety briefing in your notebook;
    c. complete a vehicle inspection report if transporting 3 or more persons and one has not been completed for that shift, as per WSBC regulations; and
    d. advise the OCC or SafetyLine (as appropriate) of the employee's presence.

3. When conducting joint activities
    a. take all reasonable steps to ensure the employee does **not** record or disclose any protected information they may inadvertently have access to (e.g. overheard RCMP radio communications); and
    b. lock the rugged laptop when exiting the vehicle for an extended period if the employee remains behind.

4. Take all reasonable measures to avoid exposing an employee to unnecessary risk, including but not necessarily limited to the following precautions:
    a. do **not** conduct high-risk activities, including any activity you believe to be high-risk based upon an assessment of the employee's training, experience, or equipment;
    b. in situations where you must respond to a potentially high-risk situation, take all reasonable steps to ensure the employee remains in a position of relative safety; and
    c. terminate the joint activity, either by returning to the office or having the employee remain at a safe location (as appropriate), anytime the circumstances pose an unreasonable risk to employee safety or it appears to be in the best interest of the COS to do so.

Questions

Question or concerns about the foregoing should be directed through your supervisor to Inspector Wayne Zimmerman, Support Services.

Approval:	Aaron Canuel, Superintendent Program Support

GENERAL ORDERS
PART II ORDER #18-2015

Issue Date:	Effective Date:	Policy Chapter:
September 2, 2015	September 2, 2015	Digital Imaging

Subject: In-Car and Body-Worn Cameras

Summary

Both advocates and critics have made numerous claims of the benefits and challenges associated with the overt use of in-car ("dash") and body-worn cameras ("BWCs") – that is, cameras used in view of the public and with the understanding that the public is aware of or has been informed of their deployment. While the use of these portable recording devices is on the rise in the law enforcement profession, a number of key issues remain unresolved. For example, there may be concerns raised under the *Canadian Charter of Rights and Freedoms,* the *Criminal Code,* and/or provincial legislation as to whether the use of BWCs in any given context intrudes on the public's reasonable expectation of privacy or constitutes an interception of private communications, including in places accessible to members of the public.

It is understood that some conservation officers are currently using in-car and/or body worn cameras. The COS has committed to research the viability of outfitting staff with these devices. More specifically, Program Support has committed to address this issue within its business plan by researching the issue, identifying potential options/solutions and providing recommendations to the PLT for consideration. The use of these devices without a well thought out policy poses significant privacy, disclosure, training and records management issues.

When the PLT has fully examined the issue further direction will be provided to staff.

Action Required

Effective immediately, officers will **NOT** use in-car or body worn cameras for audio-visual recordings of their daily duties (i.e., to record routine interactions with the public).

Officers may use an in-car camera to record statements (i.e., to conduct an investigative interview) of a person while that person is in the patrol vehicle. **External recordings are not permitted under any circumstance**.

Questions

Questions or concerns about the foregoing may be directed to your Inspector.

Approval:	Doug Forsdick Chief Conservation Officer

Procedures for WorkSafeBC Vehicle Inspection

Part 17, OHS Regulation

- At the start of every shift the driver of a "**worker transportation vehicle**" must do a walk around inspection of vehicle.
- The inspection report must be filed in an orderly fashion at all times and kept in a binder that is in the vehicle.
- If the vehicle is being used for a double shift then another inspection has to be done at the start of the second shift.
- Several copies of the blank reports should always be kept in the binder so drivers always have access to them.
- The binder is to be kept in the vehicle at all times. At least 1 month of current reports are to be kept in the binder, any inspection reports later than 1 month are to be kept with the vehicle file in the office.
- WorkSafeBC could not give a length of time that the reports have to be kept but suggested 6 months would be fine.
- If we do not conform to the WorkSafeBC regulations and we get checked for whatever reason the fine could start off at $1500.00. The ministry would be on the hook for this not the employee.

Note: Worker transportation vehicle includes a motor vehicle provided by or arranged by an employer to transport 3 or more workers to and from, or to or from, a workplace.

BRITISH COLUMBIA
The Best Place on Earth

Unit#

VEHICLE INSPECTION REPORT

Natural Resource Sector

WORK SAFE BC
WORKING TO MAKE A DIFFERENCE

As per WorkSafe BC Reg. 17.2.2 a daily inspection of any vehicle carrying 3 or more passengers must be completed by a qualified driver at the start of each shift
This document will be kept in the vehicle until such time as it can be placed in the official vehicle file.

DRIVER'S LICENSE ☐ You hold and maintain a valid B.C. driver's license for the class of vehicle being driven.
RESERVATION ☐ You recorded your vehicle reservation (i.e.: S.O.S.S.) and selected the vehicle best suited to the anticipated use.
REGULATIONS ☐ I have read/understand the Worksafe BC Regulations & the vehicle inspection checklist printed on the back of this form.

PRE-TRIP INSPECTION

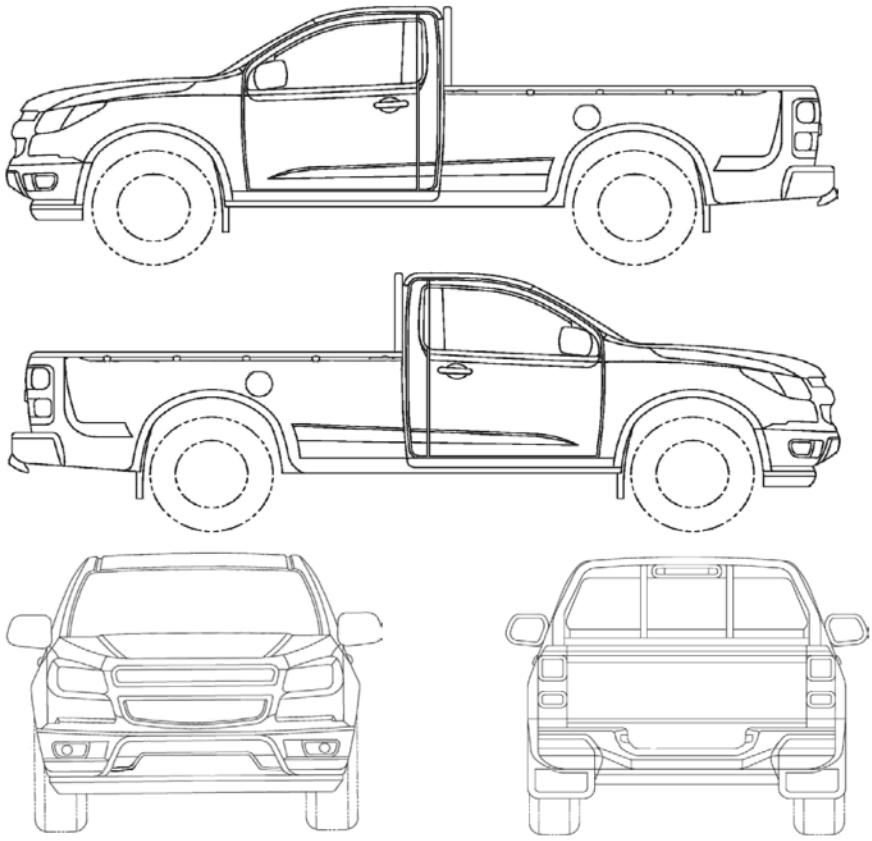
INSPECTION ☐ **ALL OK** Vehicle condition when received

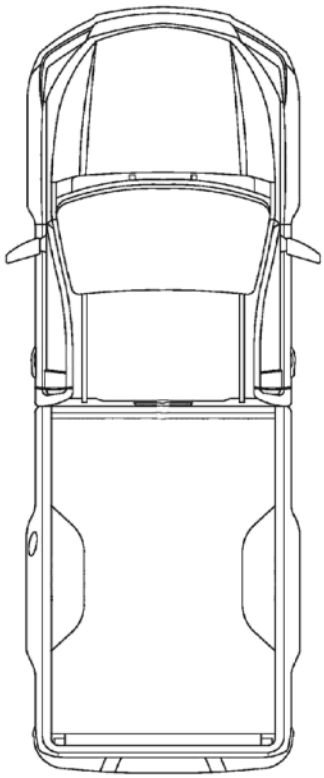
	ISSUE	COMMENTS:
INTERIOR	☐	
EXTERIOR	☐	
MECHANICAL	☐	
DRIVELINE	☐	

NOTE: *Do not operate if lights don't work, any form of brake problem or with temperature or oil pressure outside normal operating range.*

KMS		2011	AM - PM	Print Name	Initials
Odometer Out	Date Out (Month/Day)		Time Out	*"I warrant this vehicle to be in good condition when received, except as noted above"*	

BODY DAMAGE ☐ **OK** ☐ Previous body damage (when received) ☐ New body damage (during this use/booking)





NOTE: It is the responsibility of the Operator to ensure body damage is reported immediately to your Regional Vehicle Coordinator.

COMMENTS

[Enacted by B.C. Reg. 258/2008, effective January 1, 2009.]

WORK SAFE BC
WORKING TO MAKE A DIFFERENCE

17.1.1 General responsibilities

Vehicles used to transport workers must be designed, maintained and operated in a safe manner.

17.1.2 Provision for seating and seat belt assemblies

If a worker transportation vehicle is used off a highway, the seating requirements under Division 39 of the Motor Vehicle Act Regulations and the seat belt assembly requirements of Section 220 of the Motor Vehicle Act apply as if the vehicle were operated on a highway.

17.2 Employer's responsibility

If workers are to travel in a worker transportation vehicle, the employer must ensure that
(a) reasonable measures are taken to evaluate road, weather and traffic conditions to ensure the safe transit of the workers,
(b) an inspection of the worker transportation vehicle has been conducted by a qualified person before first use on a work shift, and
(c) any defect which might affect the safety of workers is corrected before the vehicle is used.

17.2.1 Operator responsibility

(1) The operator of a worker transportation vehicle must ensure that the worker transportation vehicle has been inspected by a qualified person before first use on a work shift.
(2) In addition to the requirements of section 17.1.2, the operator must not operate a vehicle in which there is a worker who occupies a seating position for which a seat belt assembly is provided unless that worker is wearing the complete seat belt assembly in a properly adjusted and securely fastened manner.

17.2.2 General operation requirements

(1) A vehicle used to transport workers must be operated by a driver properly licensed under the provisions of the Motor Vehicle Act and, if required the Industrial Roads Act.
(2) If a vehicle is used to transport workers the following procedures must be in place:
(a) all doors must be closed and latched while the vehicle is in motion;
(b) the parking brake must be engaged when the vehicle is left unattended and the wheels blocked or chocked if the circumstances require.

17.5 Securing equipment

(1) Materials, goods, tools or equipment carried in a portion or compartment of a vehicle in which workers are riding must be located and secured to prevent injury to the operator or workers.
(2) If materials, goods, tools or equipment are regularly carried in a worker transportation vehicle there must be a designated area in the vehicle for transporting these items.

17.5.1 Gross vehicle weight rating

The gross vehicle weight rating (GVWR) of the worker transportation vehicle must not be exceeded.

17.6 Hazardous materials

The transportation of hazardous materials in a vehicle transporting workers is restricted as follows:
* See section 21.22 of the OHS Regulation.
(a) Repealed. [B.C. Reg. 312/2003, effective October 29, 2003.]
(b) if it is necessary to carry volatile, flammable, or otherwise hazardous materials, the materials must be carried in isolated compartments which are
(i) accessible only from outside the vehicle, are securely fastened and are fitted with adequate ventilation and drainage facilities, and
(ii) if internal to the vehicle, separated from the crew compartment by an approved firewall.

17.7 Carrying animals

An animal must not be carried in the operator's cab or passenger compartment of a vehicle transporting workers unless appropriate facilities are provided for this purpose.

"***qualified***" means being knowledgeable of the work, the hazards involved and the means to control the hazards, by reason of education, training, experience or a combination thereof;

VEHICLE INSPECTION REPORT - CHECKLIST

INTERIOR
- ☐ Log book, credit card, insurance (in vehicle)
- ☐ Check dashboard message centre, warning lights (no icons on)
- ☐ Check instruments, interior lights & signals (working properly)
- ☐ Check windshield wipers, washers & horn (working properly)
- ☐ Check Mobile radio & antenna (intact & working properly)

MECHANICAL
- ☐ Check transmission for normal operation.
- ☐ Check brakes for normal operation. (stopping power)
- ☐ Check trailer brakes for normal operation. (stopping power)
- ☐ Check steering mechanism for normal operation. (turns lock to lock)

SAFETY
- ☐ Check for First Aid Kit & Fire Extinguisher
- ☐ Check Parking brake for proper operation

EXTERIOR
- ☐ Check windshield, glass & mirrors for damage
- ☐ Check headlights, back-up lights & side marker lights
- ☐ Check reflectors & lenses for damage.
- ☐ Check rims, tires (spare) for wear or damage.

FLUIDS
- ☐ Check engine oil level (pull dip stick to confirm)
- ☐ Check transmission fluid (pull dip stick to confirm)
- ☐ Check radiator coolant & brake fluid levels
- ☐ Check belts & hoses for visible leaks or signs of wear.

(Rev. 2011.06.13)