



<b>Policy Name:</b>	INSECURE PREMISES		
<b>Policy #:</b>	OP 4.29	<b>Last Updated:</b>	2022-05-12
<b>Issued By:</b>	COMMUNITY POLICING BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

OP 4.6 *Break and Enter*

**1. PURPOSE**

1.1. To provide direction to Surrey Police Service (SPS) Members when attending insecure premises.

**2. SCOPE**

2.1. This policy applies to all Members.

**3. POLICY**

3.1. Members are responsible for attending calls for service to perform checks on insecure premises for the purpose of preventing crime and identifying and apprehending persons responsible for committing crimes.

3.2. Unless there are exigent circumstances, Members must not leave an unattended premises insecure, unless relieved by the owner, Property Reference (PR), or authorized by a Supervisor.

**4. PROCEDURE**

4.1. Members attending insecure premises calls must prioritize officer safety and ensure sufficient resources, such as Lower Mainland District Integrated Police Dog Services (LMD IPDS) are present to conduct a safe and thorough search of the premises.

4.2. When attending an insecure premises, the Member must request the Operational Communications Centre (OCC) dispatch attempt to locate a PR for the premises and advise OCC of the following:

- i. name and/or address of the premises;
  - ii. location and nature of the insecure portion of the premises; and
  - iii. request the attendance of additional Member(s) for backup as well as other resources, such as LMD IPDS if available, to determine whether suspect(s) remain in the premises.
- 4.3. If contact is made with a PR and there are no reasons for immediate entry into the premises, the Member may wait upon arrival of the PR and check the premises with the PR, if it appears safe to do so.
- 4.4. If the PR is contacted and cannot attend but they request that Members enter, search, and secure the premises, the Member may:
- i. safely enter the building and conduct a thorough search;
  - ii. if any person is found inside the premises who is not authorized to be in the premises, or if it appears that criminal activity has occurred inside the premises, conduct an investigation (e.g., Break and Enter - see OP 4.6 *Break and Enter*);
  - iii. If no one is found in the premises and it does not appear that criminal activity has occurred, upon departure, attempt to secure the premises;
  - iv. notify the dispatcher that the PR will not attend and the premises is secure;
  - v. notify the PR of their actions and the condition of the premises; and
  - vi. notify their Supervisor.
- 4.5. If a premises is a vacant abandoned building, it may be left insecure if a PR cannot be contacted to attend. Members may notify the Surrey Corporate Services Team of the abandoned premises by email: [cpsteam@surrey.ca](mailto:cpsteam@surrey.ca)
- 4.6. If all attempts to locate a PR or a person authorized to secure access to the premises have been unsuccessful, a Supervisor may request through OCC Dispatch the callout of a designated contractor to secure the premises. OCC maintains a list of City of Surrey approved contractors.

## **APPENDIX A: DEFINITIONS**

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“OCC” means the Operational Communications Centre.

“PRIME-BC” means the Police Records Information Management Environment, the provincial police records management system.

“PR” means “Property Reference” – the owner of the property, or person or persons designated by the owner to grant access to and secure a premises on the owner’s behalf.

“Supervisor” means a Frontline Policing Sergeant, Staff Sergeant, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

**APPENDIX B: REFERENCES**