



Policy Name:	THREATS TO SURREY POLICE SERVICE EMPLOYEES & SURREY POLICE BOARD MEMBERS		
Policy #:	OP 4.47.1	Last Updated:	2022-06-01
Issued By:	INVESTIGATIVE SERVICES BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

OP 4.34.4 *Assault Peace Officer*

1. PURPOSE

1.1. To establish procedures for the investigation of threats made towards Surrey Police Service (SPS) Employees.

2. SCOPE

2.1. This policy applies to all SPS Employees in incidents where a criminal threat is communicated to:

- i. a Member;
- ii. a police officer from another police agency, where the threat originated in Surrey, B.C;
- iii. a former Member;
- iv. an SPS civilian Employee; or
- v. Surrey Police Board (SPB) member.

3. POLICY

3.1. Employees or SPB members who are the victim of a threat will have a risk assessment conducted to determine the intent, means and opportunity of a suspect carrying out the threat.

3.2. When a threat against an Employee becomes known, the Employee’s Supervisor will immediately be notified of the incident.

3.3. The Special Investigations Section will be responsible for conducting a suspect Risk Assessment.

3.4. Credible threats to an Employee, SPB member, or another police officer where the threat took place or originated from a suspect in Surrey will be investigated by SPS Major Crime Section.

4. PROCEDURE

4.1. An Employee who has been threatened or who receives information that another Employee or police officer from another agency has been threatened, and who believes that the threat may be credible, will:

- i. immediately notify their Supervisor; and
- ii. document the details regarding the nature and circumstances of the threat.

4.2. If a SPB member receives a threat in relation to their duties as a Police Board member, the SPB member must contact the police of jurisdiction where the threat occurred and inform the call taker that they are a SPB member and the threat is in relation to their duties as a Police Board member. If the incident occurred in Surrey, it will be investigated by SPS. If the incident occurred in another jurisdiction, it will be investigated by the police of jurisdiction.

4.3. To preserve the objectivity and integrity of investigations, Members must not investigate threats made against themselves.

4.4. Upon learning of a credible threat against an Employee, the Supervisor will:

- i. obtain a detailed report from the Employee who received the threat;
- ii. if the threat is regarding another Employee, ensure the threatened Employee is notified; and
- iii. conduct an initial risk assessment of the threat and provide a report to the Duty Officer as soon as practicable.

4.5. The Duty Officer will:

- i. initiate preliminary protective measures for the threatened Employee, based on the risk assessment;
- ii. notify the Superintendent of the Support Services Bureau or their delegate;
- iii. notify the Inspector, Special Investigations Section regarding a Threat Assessment; and
- iv. notify the Inspector, Major Crime Section to investigate.

4.6. The Inspector, Special Investigations Section will:

- i. ensure a Threat Assessment is done by a Member with the appropriate training to conduct a Threat Assessment; and
- ii. notify the Inspector, Major Crimes Section of the outcome of the Threat Assessment.

4.7. If the Threat Assessment concludes that the threat represents a credible risk to the Employee or SPB member, the assigned Major Crimes investigator will:

- i. investigate the circumstances and nature of the threat. If grounds exist, forward a Report to Crown Counsel and recommend the appropriate charges;
- ii. ensure the PRIME-BC General Occurrence (GO) report has been privatized and access to the GO must only be given to:
 - a. Major Crime Section;
 - b. Special Investigations Section;
 - c. Employee Services Section;
 - d. Professional Standards Section;
 - e. Superintendent in charge of the Investigative Services Bureau;
 - f. the threatened Employee's Deputy Chief Constable; and
 - g. the Chief Constable or delegate;
- iii. ensure that if the suspect has been or will be arrested, risk mitigation and safety planning strategies have been employed prior to the release of the suspect from custody; and
- iv. act as the liaison and provide regular updates to the threatened Employee and the Employee's Supervisor.

4.8. The Superintendent, Support Services Bureau or their delegate will ensure that the Employee has been provided with adequate support from the Employee Services Section, and that they continue to receive support throughout the investigation.

Threats to SPS Employees from Outside Jurisdiction

4.9. If a threat to an SPS Employee or SPB member originates from outside of the City of Surrey, the police of jurisdiction where the threat occurred will be responsible for the investigation.

4.10. Upon becoming aware of a threat, the Employee will immediately notify their Supervisor regarding the threat and must thoroughly document the details of the threat.

4.11. If the threat is to a Member, the Member's Supervisor will open a GO report detailing their initial investigation and initial risk assessment. The Supervisor must not privatize the file as it will need to be viewable by the investigators in the other jurisdiction.

4.12. The Supervisor will notify the SPS Duty Officer, who will:

- i. notify the Watch Commander or municipal Duty Officer of the police of jurisdiction where the threat occurred;
- ii. notify the police of jurisdiction where the Member resides, if different from where the threat occurred and/or if the Employee does not reside in the City of Surrey;
- iii. assist with safety planning as necessary; and

- iv. notify the Superintendent of the SPS Support Services Bureau or their delegate so that the Member can be provided with adequate support, and that they continue to receive support throughout the investigation.

Threats to Police Officers and Civilian Employees from Other Police Agencies

- 4.13. SPS Members who become aware of a threat against police officers and civilian Employees from other police agencies will immediately notify their Supervisor and will document the nature and circumstances of the threat.

- 4.14. If the threat originated in the City of Surrey, SPS will be responsible for conducting the investigation.

- 4.15. The Duty Officer will ensure that the threatened police officer's or civilian Employee's agency is aware of the threat.

- 4.16. If the threatened police officer or civilian Employee from another agency resides in Surrey, the Duty Officer will ensure that a thorough risk assessment has been conducted and that the appropriate resources have been engaged to mitigate the risk to the police officer or civilian Employee.

APPENDIX A: DEFINITIONS

“Duty Officer” means the Frontline Policing Inspector on duty.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“GO” means General Occurrence Report submitted in PRIME-BC.

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

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

“SPB” means Surrey Police Board.

“SPS” means Surrey Police Service.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, 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

Criminal Code, R.S.C. 1985, c. C-46, section 423.1 (intimidation of a justice system participant) and section 1 definition of “justice system participant”