

Policy Name:	VULNERABLE PERSONS – THIRD-PARTY REPORTING		
Policy #:	OP 4.52.5	Last Updated:	2023-11-29
Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE BOARD
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RELATED POLICIES

AD 9.16 *ViCLAS*

OP 4.11.1 *Crime Stoppers*

OP 4.34.10 *Sexual Offences*

OP 4.52.1 *Vulnerable Persons – Trauma-Informed Practices*

OP 6.1.1 *Victim Services*

1. PURPOSE

- 1.1. To guide Surrey Police Service (SPS) Members regarding the receipt, administration, and investigation of Third-Party Reports of sexual offences.
- 1.2. To ensure SPS policy follows *British Columbia Provincial Policing Standards* regarding Third-Party Reporting of sexual offences.

2. SCOPE

- 2.1. This policy applies to all Employees.

3. POLICY

- 3.1. Third-Party Reporting is a process by which an adult Victim (age 19 and over) of a sexual offence can report the incident to the police while remaining anonymous. The report is made through a designated [Community-Based Victim Services](#) program: Third-Party Reporting Agency (TPRA). The TPRA then provides the information to the police without revealing the identity of the Victim. It is a process for Victims who are not presently prepared to interact with the justice system and/or report directly to the police.

3.2. There may be many reasons why Victims of a sexual offence do not want to interact with the justice system and/or police. By providing an alternative means to report an incident, crucial information may be shared with police in a way that the Victim is comfortable with.

3.3. The inability for Members to obtain a statement from the Victim must not preclude efforts to conduct a thorough investigation and obtain other evidence, which may be sufficient to support a criminal charge and/or may uncover a link to other offences (e.g., evidence of human trafficking or the identity of a serial sexual offender through completion of a ViCLAS report).

4. PROCEDURE

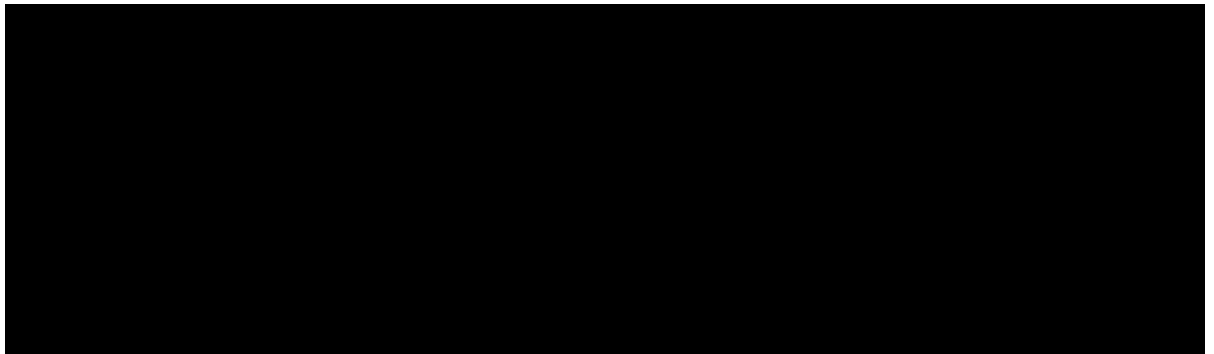
Special Victims Unit

4.1. The Special Victims Unit is responsible for receiving and investigating Third-Party Reports.

4.2. Upon receipt of the Third-Party Report, a Supervisor in the Special Victims Unit will conduct a preliminary assessment to confirm the offence occurred in Surrey. If the alleged offence occurred in a jurisdiction other than Surrey, forward the Third-Party Report to the provincial Third-Party Report Coordinator at [REDACTED]

4.3. If the alleged offence occurred in Surrey, the assigned Member must:

- i. create a PRIME-BC General Occurrence (GO) report, with the following information:



- ii. review the information in the Third-Party Report and determine the investigative viability of the allegation;
- iii. ensure that the identity of the Victim is not jeopardized through any inquiries that are conducted; and
- iv. contact the TPRA and provide the agency with the GO file number, cross-referenced to their agency tracking number.

4.4. If there is no investigative viability (e.g., due to insufficient information, the Victim does not wish to speak with police, or if no criminal act is alleged), the assigned Member must:

- i. advise the TPRA so that they can notify the Victim;
- ii. conclude the GO by documenting the rationale for concluding the file;
- iii. and tell the TPRA to inform the Victim that the investigation may be re-opened if new information is brought forward or the Victim wishes to make a statement to police.

4.5. If there is investigative viability or if further information is required to make a proper assessment, the assigned Member must:

- i. Confirm with the TPRA whether the Victim will speak with police. The TPRA will act as intermediary and will notify the assigned Member if the Victim is willing to speak to police directly;
- ii. Determine if the Victim has accessed a Sexual Assault Forensic Examination (SAFE) and, verify:
 - a. location SAFE was obtained;
 - b. the Victim provided consent for the release of the evidence collected during the SAFE; and
 - c. contact the appropriate Forensic Nurse Examiner and arrange for the pickup and transfer of the chain of custody of the exhibits.

4.6. The assigned Member must determine if the Victim has a viable means of communication (e.g., an active cell phone or email address). Confirm with the Victim if they would like to be kept informed on the status of the investigation directly (by the investigator), or via the TPRA.

4.7. The assigned Member must conduct a thorough investigation (see OP 4.34.10 *Sexual Offences*). If sufficient evidence can be collected and corroborated, forward a Report to Crown Counsel.

4.8. The assigned Member must complete and submit a ViCLAS report (see AD 9.16 *ViCLAS*).

4.9. If the investigation determines that there is insufficient evidence to support a criminal charge, conclude the investigation. Tell the Victim (either directly or via the TPRA, based on the Victim's wishes) that the police file is being concluded and explain why. Document the rationale for the conclusion of the investigation on the PRIME-BC file.

APPENDIX A: DEFINITIONS

“GO” means a PRIME-BC General Occurrence report.

“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.

“Trauma-Informed Practices” means understanding the prevalence and effects of trauma in all aspects of service delivery and prioritizing the individual’s sense of safety, choice, empowerment, and connection. It is grounded in an understanding of and responsiveness to the impact of trauma and emphasises physical, psychological, and emotional safety. Trauma-Informed Practice means making sure that people feel safe around police and are not re-traumatized by their contact with police.

“Third-Party Reporting Agency” (TPRA) means the community-based victim services agency designated by the province to accept and report third-party reports of sexual offences to police. TPRA’s can be accessed by contacting VictimLinkBC by telephone (800-563-0808) or email: VictimLinkBC@bc211.ca

“ViCLAS” means the Violent Crime Linkage Analysis System. It links violent crime investigations through the collation and comparison of data, to identify serial crimes. Any law enforcement agency in Canada can contribute data to ViCLAS. The RCMP’s Behavioural Sciences Group operates the Pacific Region ViCLAS Centre in BC, which collects, uploads, and enters all ViCLAS submissions and is responsible for ensuring the integrity of the data.

“Victim” means the alleged victim/survivor of a sexual offence.

APPENDIX B: REFERENCES

British Columbia Provincial Policing Standards, Standard 6.1.1 *Promoting Unbiased Policing*

British Columbia Provincial Policing Standards, Standard 5.4 *Sexual Assault Investigations*

Ending Violence Association of BC – Community Coordination for Women’s Safety – Third-Party Reporting Guidebook 2.0, July 2019.

VictimLinkBC: a toll-free, confidential, multilingual service available across B.C. and Yukon 24/7, accessible by calling or texting 800-563-0808 or sending an email to VictimLinkBC@bc211.ca