



Policy Name:	RELINQUISHMENT OF USE-OF-FORCE ISSUED EQUIPMENT		
Policy #:	AD 2.8	Last Updated:	2021-11-03
Issued By:	COMMUNITY POLICING BUREAU	Approved By:	SURREY POLICE BOARD
		Review Frequency:	AS REQUIRED

RELATED POLICIES

AD 5.3.2 Short Term Disability

AD 5.3.3 Long Term Disability

AD 5.4 Fit for Duty

AD 5.8.2 Occupational Health and Safety – Workplace Injuries

AD 5.10 Attendance Support

OP 2.2 Weapons Issuance and Management

1. PURPOSE

1.1. To ensure that direction is provided to Surrey Police Service (SPS) Members in situations when their Use-of-Force Issued Equipment must be relinquished.

2. SCOPE

2.1. This policy applies to all SPS Members.

3. POLICY

3.1. A Member shall relinquish their Use-of-Force Issued Equipment to the Chief Constable, or designate when:

- i. a Member has sustained a serious injury and requires transportation to a hospital;
- ii. a Member is on Short-Term Disability (sick leave) for more than thirty (30) calendar days;

- iii. a Member is on Long-Term Disability;
- iv. a Member is on any type of leave without pay;
- v. a Member is suspended from duty;
- vi. a Member is on parental leave;
- vii. there is reason to believe the Member may not be Fit for Duty or unfit to handle any Use-of-Force Issued Equipment; or
- viii. any other reason determined by the Chief Constable.

4. PROCEDURE

Workplace Injuries / Unfit for Duty

4.1. When a Member has sustained a serious injury requiring the Member to be transported to hospital or a Supervisor has determined that a Member is unfit for duty (as per AD 5.4 *Fit for Duty*) the Member's Supervisor will ensure that the Member's Use-of-Force Issued Equipment has been seized and Safely Stored with the Operational Skills Unit in accordance with policy OP 2.2 *Weapons Issuance and Management*.

Sick Leave / Parental Leave / Suspended from Duty

4.2. When a Member has been on Short-Term Disability (Sick Leave) for more than thirty (30) days; Long-Term Disability; suspended from duty; or parental leave, the Inspector, Employee Services Section (ESS), or designate must ensure that the Member's Use-of-Force Issued Equipment has been seized and Safely Stored with the Operational Skills Unit in accordance with policy OP 2.2 *Weapons Issuance and Management*.

Retirement, Resignation or Dismissal

4.3. When a Member retires, resigns, or their employment with SPS is terminated, the Member must return their Use-of-Force Issued Equipment as directed by the Inspector, ESS, or designate.

Operational Skills Unit

4.4. The Operational Skills Unit will document the relinquishment and storage of a Member's Use-of-Force Issued Equipment.

4.5. When the Chief Constable, or designate, authorizes the return of a Member's relinquished Use-of-Force Issued Equipment, the re-issuance to the Member will be documented by the Operational Skills Unit.

APPENDIX A: DEFINITIONS

“Chief Constable” means the Surrey Police Service Chief Constable or delegate.

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

“Safely Stored” or “Safe Storage” in relation to a Firearm means that the Firearm is:

- a) unloaded;
- b) further secured by:
 - i) means of a Secure Locking Device and by being stored in a container, receptacle or room that is kept securely locked and that is constructed so that it cannot readily be broken open or into; or
 - ii) stored in a vault, safe, or room that has been specifically constructed or modified for the secure storage of restricted Firearms and that is kept securely locked; or
 - iii) in the event that i) or ii) above are unavailable rendering the Firearm inoperable by removing the barrel, keeping the barrel separate from the Firearm and locking the Firearm frame to an immovable object; and
- c) not readily accessible to Ammunition, unless the Ammunition is stored, together with or separately from the Firearm, in:
 - i) a container or receptacle that is kept securely locked and that is constructed so that it cannot readily be broken open or into; or
 - ii) a vault, safe or room that has been specifically constructed or modified for the secure storage of restricted Firearms and that is kept securely locked.

“Supervisor” means a Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other Member acting in a supervisory capacity who is accountable for a particular area or shift on behalf of SPS.

“Use-of-Force Issued Equipment” means firearm(s), ammunition, conducted energy weapons, extended range impact weapons, Oleoresin Capsicum spray, and baton.

APPENDIX B: REFERENCES

Firearms Act, S.C. 1995, c. 39