

CPIC/SAR Program Policy/Rules

The BCCPA (British Columbia Crime Prevention Association) is contracted by ICBC (Insurance Corporation of British Columbia) under the direction and control of CPIC (Canadian Police Information Centre) to provide a bulk extract of CPIC stolen auto information. This extracted information is stored on the protected side of the BCCPA web site and is provided to authorized users (crime watch/crime prevention groups throughout the province) as SAR (Stolen Auto Recovery) files.

Rules governing those authorizing and using SAR include the following:

1. In order to qualify to be authorized to use SAR, a group must be involved in crime prevention/crime watch duties and work closely with the police. In most cases a group will consist of volunteers or employees of a police agency. For example: citizens' crime watch or crime prevention office
 - a. private for-profit companies or any societies/organizations which do not report or come under the organizational structure of a police department are not to be provided access to SAR information
2. All persons using and having access to SAR information must be security cleared by the police
3. A police officer must approve and authorize each group's access and use of SAR. Only APOs (authorizing police officers) and designated down loaders (DDLs) for each SAR group are to possess their group's user name and password
 - a. to obtain access to the SAR server, a group's APO must submit a signed SAR authorization form by email or fax to the SAR Administrator
 - i. on the SAR authorization form, the APO can identify, in addition to themselves, two other persons or DDLs
 - ii. upon receipt of the SAR authorization form, the APO and the DDLs will be provided a user name and password for their group that will enable them to access the SAR server, to download SAR files and data, that then can be shared with the other members of their group
4. All groups must report their use and the results of their use of SAR to their APO or their designate
5. CPIC may conduct an audit, at any time, of any group that is accessing and using SAR

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6. A group's access and use of SAR will be suspended or terminated if a group or group member or DDL is found or believed:
 - a. to have provided SAR files to unauthorized persons or
 - b. to have stored equipment containing SAR files in a manner that could enable unauthorized persons access or
 - c. to have allowed a group's user name and/or password to be compromised and/or provided to an unauthorized person or
 - d. to be using SAR and/or accessing the SAR server without a current APO SAR authorization form on file with the SAR Administrator
7. If there is a change of a SAR group's APO or either of the DDLs, in order maintain security of the program and to ensure that group's continued access to the SAR server:
 - a. a new SAR authorization form for the group must be completed ASAP and scanned/emailed or faxed to the SAR Administrator
 - i. if there is a change to a DDL, for security reasons, a new password will be assigned to the group
 - ii. if there is a change of a group's APO, the former APO and/or the current DDLs can assist by identifying and informing the new APO of the need to complete and submit a new SAR authorization form to the SAR Administrator
8. SAR was never intended to replace CPIC, but provides employees and volunteers working for and/or under police control or direction, with a tool by which they can assist the police, the community and ICBC with the recovery of stolen autos and license plates
9. A match of a queried vehicle licence plate to information contained within the SAR file, commonly referred to as a "hit", is only an indication of probability or "lead" information until confirmed. In each case, no action is to be taken, based on a record within the SAR file, without first confirming the record's validity and accuracy through an actual query of the CPIC system and contact with the police agency contributing the record."

If at anytime you have a question regarding SAR, please feel free to send an e-mail with your questions to the SAR Administrator at stolen.auto.recovery@gmail.com