



**AB30**

**NCO PROMOTIONAL PROCESS**

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Effective Date: 06 November 2008

Revised Date: 19 April 2017

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**POLICY**

1. The Delta Police Department (“Department”) promotional process is administered under the authority of the Chief Constable, and facilitated by the Deputy Chief of Administration, under the direction of the Chief Constable. The Chief Constable is responsible for deciding who will be promoted to Sergeant or Staff Sergeant and will consider all of the information obtained during this process in making those decisions.
2. The Department promotional process will be conducted in accordance with B.C. Human Rights Code.
3. The Chief Constable (or designate), may, for cause:
  - a) reject an initial application;
  - b) remove a candidate from the process; or,
  - c) suspend a candidate in the process.
4. The Chief Constable (or designate), after reviewing the facts, must make the decision to reject, remove or suspend the candidate as soon as practicable. The Chief Constable (or designate), must communicate this decision in writing to the candidate forthwith.
5. The following will occur once the for cause issue is resolved to the satisfaction of the Chief Constable:
  - a) candidates who were rejected at initial application may reapply if the current competition is still running, or reapply in the next competition; or
  - b) candidates who were removed or suspended from the process will be offered the opportunity to be reinstated in the current competition if still running, or compete in the next competition; or



6. The Department promotional process is developmental in nature, in addition to being a promotional process, during which developmental requirements and opportunities will be made available to the candidates.

## **RELATED POLICY**

AB21 – Performance Management

## **ROLES**

### **Deputy Chief of Administration**

7. The Deputy Chief of Administration has responsibility to:
  - a) oversee the administration of the process and participate as an evaluator as appropriate,
  - b) provide candidates with direction on how to proceed through the process,
  - c) in consultation with the Management Team, select Executive Officers as required for Evaluation Panels.

### **Inspector of Human Resources and Administration**

8. The Inspector of Human Resources and Administration is the delegate of the Deputy Chief of Administration as described in this policy or as assigned by the Deputy Chief of Administration.
9. The Inspector of Human Resources and Administration is responsible for:
  - a) coordinating the process, practicalities, and technical aspects of the promotion process on behalf of the Deputy Chief of Administration,
  - b) reporting to and advising the Deputy Chief of Administration of issues, problems and concerns that arise during the course of the promotional process,
  - c) being the contact person for candidates in the process,



- d) maintaining the candidate promotional files and Department Intranet promotional process resources for candidates.

## **REASON FOR POLICY**

- 10. This policy and process is based on the following principles:
  - a) the goal of the process is to promote those candidates who will provide the highest quality of value based leadership to both the community and the Department.
  - b) the purpose of this process is to promote candidates in a fair, transparent and accountable manner that serves both the candidate and the Department.
  - c) the process supports the principle that the Department is a leadership organization by:
    - i) empowering candidates to manage their progress in the process;
    - ii) evaluating and developing candidates against established department core values and leadership competencies;
    - iii) aligning the process to work in conjunction with related policy AB21 Performance Management and the police performance management process;
    - iv) enhancing career development and diversity;
    - v) producing candidates qualified for promotion to the ranks of Sergeant and Staff Sergeant; and
    - vi) supporting the Department's service delivery and strategic planning models.
  - d) the process provides the ability for clear and concise communication among those identified in the various roles of this policy; and
  - e) the process complies with BC Human Rights Code.



11. Candidates will be expected to complete designated courses required for the rank. The course requirements will be available to all members through Inspector of Human Resources and Administration.
12. Candidates promoted to Sergeant or Staff Sergeant will be on probation for a period of one year prior to being confirmed in the rank.

## **PROCEDURES**

### **Policy Standards to Be Met and Maintained**

#### ***Sergeant***

13. A candidate must meet and maintain the following criteria in order to enter into, and remain in, the process:
  - a) a certified municipal constable holding the rank of first class constable. For the purpose of this criteria, “certified municipal constable” means a certified municipal constable as defined in the BC Police Act Training Rules;
  - b) have a minimum of 2 years’ service with the Department;
  - c) have received a Performance Review in the last 12 months; and
  - d) not be subject of any action as described in Section 3 of this policy.

#### ***Staff Sergeant***

14. A candidate must meet and maintain the following criteria in order to enter into, and remain in, the process:
  - a) be confirmed in the rank of Sergeant;
  - b) have received a Performance Review in the last 12 months; and
  - c) not be subject of any action as described in Section 3 of this policy.
15. A candidate’s supervisor or executive officer must advise the Chief Constable should they become aware of information that may form the basis for removal or suspension of the individual from the process for cause. The Inspector of Professional Standards Section shall advise the



Chief Constable of any misconduct issues of any member in the Promotional Process.

### **Records Management**

16. Promotional Process candidate records will be placed on personnel files for a period of two years after promotion and then destroyed.