



AB32

ACTING APPOINTMENTS

AB32

Effective Date: 01 January 1996

Revised Date: 11 October 2018

POLICY

1. Temporary vacancies within the NCO, Executive Officer, police staff supervisor and police staff manager positions may be filled by acting replacements, as authorized by the Chief Constable or delegate.

REASON FOR POLICY

2. To maintain a consistent rank structure during periods of absence of an NCO, Executive Officer, police staff supervisor or police staff manager.
3. To provide opportunities for employees to develop their personal and professional skills.
4. To provide opportunities to succession plan.
5. To protect the Delta Police Department from liability.

RELATED POLICIES

AB30 – NCO Promotional Process

PROCEDURES

Temporary Vacancies – Duration Less Than One Month

6. For the purpose of selecting members to fill short term vacancies of duration of one month or less, Superintendents, Inspectors or Section Staff Sergeants are considered the Chief Constable's delegate.
7. For the purpose of selecting police staff to fill short term vacancies of less than one month, civilian managers, Section Staff Sergeants or police staff supervisors are considered the Chief Constable's delegate.



Temporary Vacancies – Duration More Than One Month

8. Replacements for vacancies lasting longer than one month must be approved by the Chief Constable, taking into consideration the needs of the organization and the development of future supervisory and managerial staff.

Criteria for Selection

Police Positions

9. Members shall be selected to fill Sergeant position vacancies at the discretion of the Staff Sergeant and subject to the following eligibility criteria:
 - a) the member must have attained the rank of First Class Constable;
 - b) the Staff Sergeant is confident that the member possesses sufficient knowledge, skills, and ability to perform the duties of an acting NCO; and
 - c) completion of Department provided or recognized Sergeant specific training, e.g., 'NCO School', is preferred.
10. If members in a Section are equally eligible to fill a vacancy, the Staff Sergeant shall determine the actor.
11. If no members in a Section are eligible to fill a vacancy, it may be filled by callout of an eligible member or temporary transfer of an eligible member from another Section.
12. Sergeants are eligible to fill vacancies at the Staff Sergeant rank.
13. Staff Sergeants are eligible to fill vacancies at the Inspector rank.
14. The Chief Constable has the discretion to appoint a confirmed Deputy Chief Constable to act in the Chief Constable's absence.



15. The Delta Police Board shall appoint an acting Chief Constable, if the Chief Constable is unable to make the appointment.
16. The Chief Constable and Deputy Chief Constable have the discretion to appoint a confirmed Inspector or Superintendent to act in a higher rank, including acting in the Deputy Chief Constable's absence.
17. Compensation for acting in the Chief Constable, Deputy Chief Constable or Superintendent position is 10% above the acting member's current rate of pay and will apply for each complete day acting.

Police Staff Positions

18. Staff shall be selected to fill vacancies in civilian Supervisor positions at the discretion of the Supervisor, taking into consideration staff succession plans, work performance and the ability of the replacement to fulfill the responsibilities of the position.
19. Acting civilian supervisors will be compensated as per the Collective Agreement.
20. Civilian manager position vacancies will be filled by the Chief Constable, or delegate, taking into consideration staff succession plans, work performance and the ability of the replacement to fulfill the responsibilities of the position.
21. Compensation for acting in managerial positions is 10% above the acting civilian's current rate of pay and will apply for each complete day acting.

Authority

22. Employees in an acting position shall exercise all the authority and responsibility of the position.