



AB10

## RECRUITMENT AND SELECTION

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Effective Date: 14 March 2012  
Revised Date: 17 May 2017  
Last Reviewed Date: 17 May 2017

### POLICY

1. The Delta Police Department (“Department”) is committed to a recruitment and selection process intended to attract, promote and retain the best candidates in accordance with the *B.C. Human Rights Code*, B.C. Provincial Policing Standards and other applicable legislation.
2. Recruitment and selection decisions are based on individual assessment, on the basis of job-related criteria and without discrimination, unless such regard is based on a Bona Fide Occupational Requirement (“BFOR”).
3. This process is administered under the authority of the Deputy Chief Constable and is the responsibility of the Inspector, Human Resources Branch.

### REASON FOR POLICY

4. The Department recognizes that the success of its present and future operation is based upon the ability to attract, promote and retain exemplary employees. This Policy will identify responsibilities and establish objective and consistent procedures for employee recruitment and selection.
5. To comply with legislative and B.C. Provincial Policing Standard (“BCPPS”) requirements.

### RELATED POLICY

AC19 – Personal Relationships



## RELATED B.C. PROVINCIAL POLICING STANDARDS

- Section 2.1 - Recruit and Advanced Training
- Section 2.1 – Exemptions
- Section 2.3 – Appeals

## PROCEDURES

### Annual Review

6. The Deputy Chief Constable will conduct an annual review of:
  - a) recruitment and retention statistics in order to comply with statistical reporting for Police Services, as well as to monitor the Department's demographics relative to community demographics;
  - b) Department recruitment and selection standards to ensure newly hired employees have the basic knowledge, skills, abilities and, where a BFOR exists, meet the physical and psychological standards necessary for acceptance into the Department relative to the position for which the person is hired;
  - c) recruitment and selection promotional material to ensure acceptable reflection of the demographics of the Department; and
  - d) the standards adopted by the Department for the selection of Constables to ensure they meet or exceed standards in the *Police Act* ("Act") and those developed by Police Services, Ministry of Justice.

### Application and Assessment

7. Unless otherwise authorized by the Deputy Chief Constable, all applications for employment or volunteer opportunities are forwarded to Human Resources and remain the property of Human Resources. All applications and the information contained therein are considered confidential.
8. Applications are screened according to the minimum and preferred requirements for the position. All applicants who meet the minimum



qualifications for the position will be considered. However, only the most qualified candidates will be selected for interview.

### **Selection**

9. The selection of the successful applicant will be based upon the applicant's demonstrated qualifications for the position, including education, experience, knowledge, certification, abilities and suitability. All elements of the selection process are to be administered, scored and interpreted in a uniform manner.
10. Applicants are required to pass all steps in the selection process to be considered for employment with the Department.
11. The selection process for police applicants consists of:
  - a) **Examination**  
Examination sittings take place regularly. The examination, covers English grammar, composition, spelling, vocabulary, mathematics and memory recall. A pass mark is applied. Individuals who fail the exam will have the opportunity to re-take the exam after six months upon re-applying to the Department.
  - b) **Application and Integrity Questionnaire**  
These forms are only to be completed as requested by Human Resources.
  - c) **Interview**  
Where practicable, interviews will be conducted by trained assessors and will include a structured interview with Human Resources, as well as a Peer Group Interview and Management Panel Interview.
  - d) **Release of Information**  
This release provides the Department with the authority to obtain information, opinions, reports, records, documents or copies thereof in any form which may be considered necessary in connection with an applicant's employment with the Department.
  - e) **Physical Testing**  
Physical and motor fitness testing, based on the BFORs of the position, takes place at the Justice Institute of British Columbia or



other designated facility. Testing focuses on strength, muscular endurance, flexibility, cardiovascular endurance, power, agility and speed.

f) **Polygraph Examination**

A polygraph examiner conducts an employment interview with the aid of a polygraph instrument to determine suitability for employment.

g) **Medical Examination**

Baseline medical information on applicants is required to ensure they are capable of performing the essential duties of the position for which they are being hired. Such examination will be limited to the BFORS of the position and will be confidential.

h) **Psychological Examination**

Baseline psychological information on applicants is required to ensure they are capable of performing the essential duties of the position for which they are being hired. Such examination will be limited to the BFORS of the position and will be confidential.

A registered B.C. Psychologist conducts a pre-employment psychological evaluation.

i) **Background Investigation**

This step consists of interviews with present and past employers, friends, relatives and neighbours. Investigators will also check for any criminal record of the applicant and family members, as well as examine any other available information relevant to the applicant's suitability for the position applied.

j) **Management Interview Panel**

This panel process, comprised of Department Executive, represents the final stage of the selection process for police applicants.

12. The selection process for civilian applicants consists of:

a) **Testing**

Human Resources conducts the testing for general aptitude, keyboarding, clerical and other related technical and computer skills and abilities.



- b) **Interview**  
A structured interview with Human Resources and section representatives.
- c) **Application and Integrity Questionnaire**  
These forms are only to be completed as requested by Human Resources.
- d) **Release of Information**  
This release provides the Department with the authority to obtain information, opinions, reports, records, documents or copies thereof in any form which may be considered necessary in connection with an applicant's employment with the Department.
- e) **Polygraph Examination**  
A polygraph examiner conducts an employment interview with the aid of a polygraph instrument to determine suitability for employment.
- f) **Background Investigation**  
This step consists of interviews with present and past employers, friends, relatives and neighbours. Investigators will also check for any criminal record of the applicant and family members, as well as examine any other available information relevant to the applicant's suitability for the position applied.
- g) **Management Interview Panel**  
This panel process, comprised of Department Executive, represents the final stage of the selection process, and is optional.

### **Hiring Decision**

- 13. All offers of employment and compensation must receive prior approval by the Deputy Chief Constable.
- 14. A final decision on the applicant's suitability for employment will be conveyed to the applicant in a timely manner.
- 15. A report on recent hires will be made to the Board monthly by the Inspector, Human Resources Branch.



### **Municipal Constable Registry**

16. The Deputy Chief Constable must ensure that members are registered with the Police Academy by submitting, within 30 days of the commencement of their employment, and keeping current the following information:
- a) full name and date of birth;
  - b) date of appointment;
  - c) termination of employment; and
  - d) successfully completed training or educational courses which are prerequisite to a status or rank.

### **Termination of Training**

17. Where the Director of the Police Academy has determined, in consultation with the Deputy Chief Constable, that a student's participation in a course or program is unsatisfactory and the Director of the Police Academy so terminates the student's participation in the course or program, the Chief Constable must:
- a) inform the Board; and
  - b) accept the decision; or
  - c) appeal the decision to the Director of Police Services.

Note: the appeal process is outlined in BCPPS Police Directive 2.3.1P – Process for Appealing Decisions of the Director of the Police Academy.

### **Standards**

#### ***Training – Qualified Constable***

18. The Deputy Chief Constable must ensure that every member appointed under section 4.1, 18.1 or 26 of the Act:
- a) attains the status of Qualified Constable within 18 months of their appointment under Section 4.1, 18.1 or 26 of the *Act*; or



- b) is granted an extension to the time limit under (a) from the Director of the Police Academy, upon application by the Chief Constable.

***Training – Certified Constable***

- 19. The Deputy Chief Constable must ensure that every Qualified Constable:
  - a) attains the status of Certified Constable prior to the third anniversary of their appointment under Section 4.1, 18.1 or 26 of the *Act*; or
  - b) is granted an extension to the time limit under (a) from the Director of the Police Academy, upon application by the Chief Constable.

***Exemptions***

- 20. The Chief Constable must apply to the Director of Police Services to exempt a Police Officer employed outside of British Columbia or a person with previous police experience from attending the police recruit training program (Blocks 1, 2 and 3 only).

Note: the exemption process is outlined in BCPPS Policy Directive 2.2.1P – Exemption Process.

***Training Function***

- 21. The Chief Constable must ensure that a training function is established for the police force. At minimum, the responsibilities of the training function must include:
  - a) maintaining training records;
  - b) ensuring that all required training, re-qualification and re-certifications are completed: and
  - c) ensuring that training is provided through a provincially-approved training course where required. This includes recruit, core advanced and fee-for-service training.



### **Training Records**

22. The Deputy Chief Constable must ensure that records are maintained of each training class, including:
  - a) course content;
  - b) names of attendees; and
  - c) performance of individual attendees, as measured by tests, if administered.

### **Experienced British Columbia Police Applicants**

23. Applicants with previous experience both in British Columbia and outside British Columbia may apply in accordance with the requirements of the *Act*, including any policies or standards required by B.C. Police Services.
24. All experienced police applicants will proceed through the process in the manner as any other applicant with the exception of the academic examination and assessment centre requirements.

### **Personal Relationships**

25. Individuals who are in a personal relationship with current employees of the Board, as defined by related Policy **AC19 – Personal Relationships**, will be subject to a selection process that is free of improper influence and in accordance with Human Rights legislation.

### **Employee Probation**

26. Department employees will be subject to probation periods as defined in the applicable Collective or Employment Agreements.