



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AB0010: Recruitment – Police Officers

1.0 PURPOSE

1.1 The purpose of this policy is to:

- a) maintain an active recruitment campaign to attract persons of the highest quality for actual or forecasted vacancies within the Department;
- b) facilitate an appropriate minority representation within the Department; and
- c) facilitate gender equity within the Department.

2.0 DEFINITIONS

2.1 For the purposes of this policy, the following definitions shall apply:

“Department” means the West Vancouver Police Department.

“Inspector” means the Inspector Administration Division.

“Sergeant” means the Sergeant Training and Recruiting Section.

3.0 POLICY

3.1 The Department will provide a recruitment program that:

- a) will be designed to attract applicants for actual or forecasted police officer vacancies;
- b) will provide a description of the qualifications required;
- c) accesses areas of recruitment potential, including educational institutions and community organizations;
- d) advertises to the public;

Recruitment – Police Officers

- e) portrays gender equity and minority representation on recruitment literature;
- f) advertises as an equal opportunity employer; and
- g) actively pursues and documents recruiting activities that will facilitate minority representation and gender equity.

4.0 PROCEDURES

- 4.1 The Inspector will oversee all phases of the recruiting process.
- 4.2 To ensure the Department meets the needs of the community, the Sergeant will actively pursue and document recruiting activities to ensure they increasingly reflect gender equity, and the ethnic and cultural diversity found within the community.
- 4.3 The Sergeant will annually document the gender and minority representation in the Department in relation to the community.
- 4.4 Recruitment material will be available to the public at the front counter of the police station, community events, the Justice Institute of British Columbia, appropriate educational institutions, the West Vancouver Public Library, and on the West Vancouver Police website, which describes:
 - a) the minimum qualifications required for the position of Police Constable;
 - b) the Department's commitment to ethnic and gender equity; and
 - c) the method by which an interested party may apply to the Department.
- 4.5 The Sergeant or his/her designated representative will also be made available to an educational facility and at the open house to provide recruitment information, when necessary.
- 4.6 The Sergeant will be responsible for managing the recruitment process, based on the needs of the Department.

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