



WEST VANCOUVER POLICE DEPARTMENT

Operational Policy

AB30: SELECTION – POLICE OFFICERS

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1.0 POLICY

1.1 The West Vancouver Police Department will establish and use a selection process for police officers that:

- will be designed to select the most appropriate person for the position;
- uses only those factors which have been documented as having validity, utility and fairness;
- ensures that all elements of the selection process are administered, scored and interpreted in a uniform manner; and
- is described and maintained in writing.

Occupational Qualifications

1.2 The minimum qualifications for a Police Constable applicant shall be:

- nineteen years of age;
- Canadian citizen or Landed Immigrant;
- high school graduation diploma;
- two years post-secondary education or one year post-secondary education and equivalent experience;
- strength, endurance and agility standards (POPAT) as developed by the Justice Institute of British Columbia (JIBC) Police Academy;
- uncorrected vision of 20/40 and 20/100, correctable to 20/20 normal colour vision (vision correction will be accepted, PRK – six months confirmation of stability, Lasik – three months confirmation of stability - a certificate of vision stability is required at the applicant's expense;
- hearing – no greater loss than 30 decibels in the 500-3,000 hertz range, a hearing examination and medical report is required at the applicant's expense;
- demonstrated oral and written communication skills; and
- valid British Columbia driver's license, with minimal infractions.

2.0 REASON FOR POLICY

- 2.1 To provide for the selection of the best person for the position of Police Constable.
- 2.2 To ensure all elements of the selection process are effective and impartial.
- 2.3 To facilitate the proper administration, use and defensibility of the selection process.

3.0 PROCEDURES

- 3.1 The Inspector Operational Support Division will oversee all phases of the selection process.
- 3.2 The Staff Sergeant, Operational Support Division, based on the needs of the department, shall be responsible for initiating and administering the selection process.
- 3.3 The Staff Sergeant, Operational Support Division will review all resumes and determine which applicants shall be invited to the selection process.

Fingerprints

- 3.4 All suitable applicants will be fingerprinted by a member of the Department.
- 3.5 The fingerprint forms will be provided to the Forensic Identification Section (F.I.S.) where they will be forwarded to the R.C.M.P. Ottawa for a database search.
- 3.6 Following the clearance and return of the fingerprints, the original stamped form will be forwarded to the Administration office for filing.

Intake Examination

- 3.7 Excluding challenge or exemption candidates, all applicants will be required to write the department intake exam.
- 3.8 The exam will be held at a date, time and location established by the Staff Sergeant, Operational Support Division. Sufficient written notice will be provided to all participating applicants.
- 3.9 The exam shall consist of questions determined to assess the applicant's abilities in the areas of written communication skills, math skills, memory skills and reasoning. The applicant shall be required to complete the exam within an established period of time.

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- 3.10 All applicants, in order to proceed to the next stage of the selection process, must attain a minimum passing grade, as established by the Chief Constable.
- 3.11 Should an applicant fail to attain the passing grade, the applicant will not be permitted to re-write the exam for a period of six months from the sitting date of the failed exam.

Police Officers Physical Abilities Test (POPAT)

- 3.12 A POPAT will be held at the JIBC at a date and time established by the Staff Sergeant, Operational Support Division. Sufficient notice will be provided to all participating applicants.
- 3.13 A maximum time of four minutes, fifteen seconds (4:15) is required to successfully complete the POPAT.
- 3.14 There will be no required waiting period for a POPAT re-test.

Police Officer Applicant Questionnaire and Integrity Questionnaire

- 3.15 Upon successful completion of the Intake Exam and POPAT, each applicant will be required to fully complete the Applicant Questionnaire and Integrity Questionnaire documents.
- 3.16 The documents will be held in the applicant's file and will be made available to members of the Peer Assessment Interview panel, Senior Level Assessment Interview panel, the member(s) conducting the background investigation, and any employee of the department involved in the assessment of the applicant. Information on the documents shall not be shared with persons outside the employ of the department without written consent from the applicant.

Peer Assessment Interview

- 3.17 A three person committee assigned by the Chief Constable will conduct the initial interview of a suitable applicant. It is intended that the committee be representative of a cross section of the Department, in years of service and rank up to and inclusive of Sergeant.
- 3.18 The Staff Sergeant, Operational Support Division will provide a guideline outlining the dimensions to be assessed, criteria and questions to be used by the committee to establish a consistent appraisal of all applicants.
- 3.19 The dimensions include:
- *Background* Self-explanatory.

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- *Integrity* Ability to demonstrate adherence to the values of honesty and trustworthiness. A capability to resist temptations or an unethical or illegal nature.
- *Problem Confrontation* Ability to assert oneself and deal with a potentially unpleasant or dangerous situation.
- *Stress Tolerance* Ability to maintain composure and performance while under stress.
- *Initiative* Ability to actively influence events rather than passively accepting; self-starting. Originates actions rather than just responding to events.
- *Decisiveness* Readiness to make decisions, to render judgments, to take action or commit oneself.
- *Flexibility* Ability to modify behavioral style, to adjust to changing social values, and to adapt to changing work responsibilities and methods.
- *Personal Impact* Ability to project a good first impression, to command attention and respect, to show an air of confidence, and to achieve personal recognition. The factors contributing to impact are appearance, grooming, demeanor and speech.
- *Oral Communication Skills* Ability to express and listen to ideas, feelings, questions and facts in both individual and group situations.

3.20 At the conclusion of the interview, the committee chair will prepare a report describing the committee's assessment of the applicant, relative to the noted dimensions. The report will be forwarded to the Staff Sergeant, Operational Support Division.

Senior Level Assessment Interview

3.21 A committee comprised of Commissioned Officers will conduct an interview of those applicants who successfully proceed from the Peer Assessment interview.

Background Investigation

3.22 A background investigation will be conducted on those applicants who successfully proceed from the Senior Level Assessment interview.

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- 3.23 The applicant's file will be forwarded to the Staff Sergeant Criminal Investigation Division (CID) for assignment to an investigator.
- 3.24 Depending on availability of CID personnel, the file may be assigned by the Staff Sergeant Operational Support Division to an alternate Non-Commissioned Officer within the department for investigation.
- 3.25 Without limiting the scope of the investigation, the investigator must contact and interview persons who fall into the following categories:
- spouse / fiancé of the applicant
 - provided references
 - present and past neighbours
 - present and past co-workers
 - present and past friends and acquaintances
- 3.26 The above categories are to cover at least the previous five years.
- 3.27 The background investigation will include the verification of the applicant's qualifying credentials.
- 3.28 The investigator will query the applicant, and close relatives and associates of the applicant, through CPIC, PIRS and PRIME.
- 3.29 The investigator will obtain a copy of the applicant's driving extract.
- 3.30 The investigator will conduct enquiries with other agencies and institutions which can provide relevant information on the applicant's credit, personal, employment and medical histories.
- 3.31 Upon conclusion of the background investigation, the investigator will prepare a comprehensive report detailing the results of the investigation. This report will be forwarded to the Staff Sergeant, Operational Support Division for review and inclusion in the applicant's file.

Medical Examination

- 3.32 A medical doctor selected by the department will conduct medical examinations; arrangements will be made by the Staff Sergeant, Operational Support Division. The completed medical report will be forwarded to the Staff Sergeant, Operational Support Division.

Polygraph Examination

- 3.33 The applicant must successfully complete a polygraph examination, conducted by the department's certified polygraphist. In the absence of the department polygraphist, the investigator will arrange an examination by another qualified polygraphist. The report will be forwarded to the Staff Sergeant, Operational Support Division for review and inclusion in the applicant's file.

Psychological Assessment

- 3.34 A certified psychologist, selected by the department, will conduct a psychological assessment of the applicant to determine suitability for the position of Police Constable. The completed report will be forwarded to the Staff Sergeant, Operational Support Division for review and inclusion in the applicant's file.

Applicant Selection

- 3.35 The final selection will be conducted by the Chief Constable or designate.

Re-application/Retesting/Re-evaluation

- 3.36 An applicant who is not selected should not necessarily be excluded from further consideration.
- Applicants who are unsuccessful at the intake examination shall be ineligible for re-application with the department for a period of six months.
 - Applicants who are unsuccessful at the POPAT are not restricted from retesting, at the discretion of the Staff Sergeant, Operational Support Division.
 - Applicants who are unsuccessful at any stage during the selection process after successful completion of the intake exam and POPAT, and prior to completion of the process shall be, at the discretion of the Chief Constable, ineligible for re-application with the department for a period of one year from the date of termination from the process.
 - Applicants who successfully complete all phases of the selection process but are not offered employment with the Department due to the unavailability of a position, shall be exempt for a period of six months from having to participate in any portion of the selection process.
 - Should the applicant's status remain unchanged at any time after the six month term and prior to one year, the applicant will be required to re-apply with the department but, at the discretion of the Chief Constable, may not be subject to all the selection process requirements.

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- Should the applicant's status remain unchanged for longer than one year, the applicant will be subject to all application and selection requirements.

Notification

- 3.37 If, at any stage in the selection process, it is determined an applicant will not proceed further in the process, the Staff Sergeant, Operational Support Division will be responsible for notifying the applicant by letter.
- 3.38 A letter of notification to successful applicants will be prepared by the Staff Sergeant, Operational Support Division and forwarded under the signature of the Chief Constable or designate.

Oath of Office

- 3.39 A successful police applicant's Oath of Office is to be completed by a Judge or Justice of the Peace of a B.C. Provincial Court, or the Chief Constable, prior to the applicant attending training at the Justice Institute of British Columbia Police Academy.

Certificate of Appointment

- 3.40 A Certificate of Appointment will be prepared by the Human Resources/Payroll Secretary and forwarded to the Chair of the Police Board for signature. The completed document will be retained in the member's file.

Constables' Registry

- 3.41 The Human Resources/Payroll Secretary will prepare an updated Departmental Constables' Registry. The completed document will be forwarded to the Police Services Division, Ministry of Public Safety and Solicitor General, for the attention of the Administration Secretary.

Employee Start Sheet and Tax Exemption Return (TD1)

- 3.42 An Employee Start Sheet will be completed by the Human Resources/Payroll Secretary and endorsed by the Inspector Operational Support Division.
- 3.43 Tax Exemption Return (TD1) will be completed by the employee.
- 3.44 Both documents will be forwarded directly to the District Human Resources and Payroll Department.

Introduction of New Member

- 3.45 A new member will take part in a department orientation during the week preceding the start date of their JIBC, Block I class.

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- The Staff Sergeant Operational Support Division will provide the new member with a West Vancouver Police Department - Recruit Orientation Manual.
- The new member will be introduced to, and spend time in, each section of the department, as per a schedule prepared by the Staff Sergeant Operational Support Division. The Staff Sergeant Operational Support Division will also ensure the new member is introduced to each section supervisor.
- An Information Bulletin will be published with a photograph, identifying the new member.
- The Staff Sergeant Operational Support Division will arrange the new member's induction interview with the District Human Resources Department.

Employee Identification Card

- 3.46 An employee identification card will be prepared by F.I.S. and forwarded to the Chief Constable for signature. The signed card will be returned to F.I.S. for lamination and then to the Staff Sergeant Operational Support Division for issue.

Exemption/Challenge Process

- 3.47 An exemption candidate (police officers employed by a British Columbia municipal police agency) will be required to fully complete the Applicant Questionnaire and Integrity Questionnaire packages.
- 3.48 Sections 3.15 through 3.40 of this Procedure shall apply to all exemption candidates. However, those exemption candidates who have not successfully completed the POPAT within the year prior to their application with this department shall be required to complete the POPAT as part of the selection process.
- 3.49 A challenge candidate (candidates with prior police experience, outside of the province of British Columbia, recognized by the JIBC, or police related experience, within British Columbia, recognized by the JIBC and who have successfully completed the JIBC challenge process) will be required to fully complete the Applicant Questionnaire and Integrity Questionnaire packages.
- 3.50 Sections 3.15 through 3.40 of this Procedure shall apply to all challenge candidates. (Challenge candidates are required to complete the POPAT as part of the challenge process.)