



WEST VANCOUVER POLICE DEPARTMENT

Administrative Policy

AB0035: Civilian Application Process

1.0 PURPOSE

1.1 The purpose of this policy is to:

- a) provide for the selection of the best person for a position;
- b) ensure all elements of the selection process are effective and impartial;
- c) facilitate the proper administration, use and defensibility of the selection process; and
- d) ensure effective maintenance and disposition of related documentation.

2.0 DEFINITIONS

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

“C.P.I.C.” means the Canadian Police Information Center.

“Department” means the West Vancouver Police Department.

“F.I.S.” means the Forensic Identification Section.

“Inspector” means the Inspector Administration Division.

“P.I.R.S.” means the Police Information Retrieval System.

“PRIME” means the Police Records Information Management Environment.

“Sergeant” means the Sergeant Criminal Investigation Section.

“Staff Sergeant” means the Staff Sergeant Administration and Human Resources Section.

Civilian Application Process

3.0 POLICY

- 3.1 The Department will establish and use a selection process for civilian employees that:
- a) will be designed to select the most appropriate person for the position;
 - b) uses only those factors which have been documented as having validity, utility, and fairness;
 - c) ensures that all elements of the selection process are administered, scored, and interpreted in a uniform manner; and
 - d) is described and maintained in writing.
- 3.2 The Department will maintain contact with applicants from initial application to final employment disposition.
- 3.3 The Department will ensure all applicant documentation is accessible, properly maintained, and destroyed when appropriate.

4.0 PROCEDURES

- 4.1 The Inspector shall oversee all phases of the civilian employment application process.
- 4.2 The Staff Sergeant, based on the needs of the Department, shall be responsible for initiating and administering the selection process for civilian applicants.

Application Process

- 4.3 The application process will be initiated by the submission of a Letter of Introduction and Resume.
- 4.4 The Staff Sergeant will provide a Civilian Applicant Questionnaire and Civilian Integrity Questionnaire. The applicant is required to complete both documents in full.
- 4.5 The initial interview of all suitable applicants will be conducted by the Staff Sergeant, and selected applicants shall attend at the District of West Vancouver Municipal Hall, Human Resources Department, for skill testing.

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Background Investigation

- 4.6 Selected applicants shall be fingerprinted by a member of F.I.S. and the necessary forms forwarded to the R.C.M.P., Ottawa, Ontario. Following clearance and return of the fingerprints, the original stamped form, in the case of successful applicants, will be forwarded to the Inspector's Administrative Assistant for filing.
- 4.7 The completed Civilian Applicant Questionnaire and Civilian Integrity Questionnaire shall be forwarded to the Sergeant, for completion of a background investigation.
- 4.8 Without limiting the scope of the investigation, the assigned investigator may contact and interview present and past co-workers, present and past friends and relatives, references and the spouse/fiancé of the applicant. The assigned investigator will query the applicant and, where appropriate, close relatives and associates of the applicant, through CPIC, PIRS, and PRIME.
- 4.9 The background investigation, where appropriate, will include verification of the applicant's qualifying credentials, and when necessary for employment with the Department, the investigator will obtain a copy of the applicant's driving extract.
- 4.10 Upon conclusion of the background investigation, the investigator will prepare a comprehensive report with all supporting documentation detailing the results of the investigation. This report will be forwarded to the Staff Sergeant for review and inclusion in the applicant's file.
- 4.11 The applicant may be required to successfully complete a polygraph examination conducted by a qualified Polygraph Specialist. The polygraph examination report will be forwarded to the Staff Sergeant for review and inclusion in the applicant's file.
- 4.12 At the discretion of the Chief Constable or designate an applicant may be requested to undergo a medical test and/or eye test.

Applicant Selection

- 4.13 The final applicant selection process shall be conducted by the Inspector. Unsuccessful applicants will be formally notified by letter under the signature of the Inspector or designate.
- 4.14 A letter of notification to successful applicants will be forwarded under the signature of the Inspector.

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Administration/Introduction

- 4.15 The Employee Start Sheet shall be completed by the employee with the assistance of the Payroll and Administration assistants. The Tax Exemption Return (TD1) shall be completed by the applicant. Both documents will be forwarded along with the completed application to the Payroll clerk for processing and filing.
- 4.16 Successful applicants will be familiarized with the Public Safety Building by the Staff Sergeant and formally introduced to all on-duty personnel and an Administrative Directive is to be published with a photograph identifying the new civilian employee.
- 4.17 The Staff Sergeant shall arrange an induction interview for the new civilian employee with the District Human Resources/Payroll Department.
- 4.18 An employee identification card shall 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 distribution.

Date Approved: WVPD Executive:	Police Board:	Date Published:
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