

Policy Name:	ACTING AND WHILE SO EMPLOYED – NON-COMMISSIONED OFFICERS (NCO)		
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RELATED POLICIES

AD 6.3 Promotional Process – Sworn Members

AD 8.9 Delegation of Financial Authority and Appointment of Signing Officers

1. PURPOSE

- 1.1. To maintain a consistent rank structure within Surrey Police Service (SPS) during periods of absence of Non-Commissioned Officer (NCO) positions.
- 1.2. To provide opportunities for Members to develop their personal and professional skills.
- 1.3. To provide opportunities for succession planning.
- 1.4. To protect SPS from liability.

2. SCOPE

- 2.1. This policy applies to all sworn Members for Sergeant and Staff Sergeant Acting and While So Employed (WSE) assignments.

3. POLICY

- 3.1. Acting and WSE assignments within NCO ranks may be filled by acting replacements, as authorized by the Chief Constable or Delegate. For the purpose of this Policy, the Chief Constable has delegated authority through the chain of command.

- 3.2. A Member who has been offered and has accepted the appointment by the Chief Constable or Delegate to temporarily perform or act in the duties of a rank higher than the rank the Member normally holds is paid at the entry-level increment rate for the senior rank for each hour that they perform such duties after being so appointed.
- 3.3. SPS will make reasonable efforts to fill Acting and WSE opportunities.
- 3.4. Subject to the Chief Constable's or Delegate's decision, a Member may be ineligible to fill an Acting or WSE position where the circumstances reasonably affect the Member's ability to perform the essential duties of the assignment and the Member is:
- i. A Respondent Officer in an ongoing Police Act investigation;
 - ii. The subject of an internal discipline investigation;
 - iii. Currently on a Performance Development Plan overseen by ESS; or
 - iv. Completing a Gradual Return to Work plan.
- 3.5. Members in an acting rank may exercise the authority and responsibility of that position as determined by the Chief Constable or Delegate. The Chief Constable or Delegate may restrict authorities of a Member in an Acting or WSE position, including but not limited to:
- i. Financial authority;
 - ii. Signing Authority;
 - iii. Access to Confidential Informant information;
 - iv. Access to Human Resources Files; and
 - v. Restricted SharePoint sites.
- 3.6. Subject to the determination of the Chief Constable or Delegate, a Member will retain all the authority and responsibility of their substantive position, in addition to the Acting or WSE assignment.
- 3.7. A Member working an Acting or WSE assignment may wear temporary rank epaulettes for the duration of the acting position on their working uniform (shirts, jackets) only. Members must not display an acting rank on the Dress Uniform.
- 3.8. In exceptional circumstances, the Chief Constable or Delegate may select a Member to fill an Acting or WSE assignment when there is a need for a Member with specific knowledge, skills, and abilities for the position. The Chief Constable or Delegate will notify SPU if this provision is applied.
- 3.9. When a vacancy exists in a Section/Unit/Team, a Member who is new to that Section/Unit/Team, may be required to complete a **reasonable** familiarization period **of up to four working blocks** in that Section/Unit/Team prior to being eligible to fill an Acting or WSE position, **based on the KSAs required for the position. The familiarization period may be extended with approval by union-**

employer agreement. A waiting period does not apply to a Member transferred to a Section/Unit/Team specifically for the purposes of filling a WSE assignment.

4. PROCEDURE

- 4.1. The appointment of a Member to an Acting or WSE assignment is confirmed by the Chief Constable or Delegate.
- 4.2. Each Section/Unit/Team may develop the Business Rules to implement this policy, which will be approved by the joint Labour Management Committee.
- 4.3. A Member may be required to modify their hours of work if they accept an offer to fill an Acting or WSE assignment. SPS will not pay premiums or penalties for such voluntary shift changes. Float bank hours may be maintained for up to three (3) blocks unless the vacancy is anticipated to exceed three (3) blocks, in which case the Member will assume the new scheduled hours immediately upon transfer.
- 4.4. Payment for the Acting or WSE assignment requires authorization from a manager overseeing the Section/Unit/Team where the acting occurred, using the process established by the Financial Services Section.

Acting Sergeant Rank

- 4.5. Staff Sergeants, Inspectors, Superintendents, and Deputy Chief Constables are the Chief Constable's Delegates to select Constables under their command to act as Sergeant.
- 4.6. Members are selected from within the Team/Unit where the vacancy exists, subject to the following eligibility criteria:
 - i. The Member who has passed the most recent Sergeant promotion competition with the highest ranking;
 - ii. A Member who possesses all the pre-requisites associated to Promotion Eligibility. If more than one Member in the Team/Unit meets this criterion, seniority will be the determining factor.
 - iii. A member who is a Qualified Actor. If more than one Member in the Team/Unit meets this criterion, seniority will be the determining factor.
- 4.7. If no Members in that Team/Unit meet the above criteria, an on-duty Member in the same Section where the vacancy exists may be transferred to fill the vacancy, subject to the same eligibility criteria outlined above. (For Frontline, Members may be assigned from another District.)

- 4.8. If no Members meet the above criteria, the Chief Constable or Delegate will determine if a callout is required for a Substantive Sergeant or Qualified Actor.
- 4.9. If a callout is not required, the following eligibility criteria apply.
- i. A Member who has successfully completed the Sergeant Exam. If more than one Member in the Team/Unit meets these criteria, seniority will be the determining factor;
 - ii. The most Senior Member in the Team/Unit who has reached the rank of First Class Constable.

Acting Staff Sergeant Rank

- 4.10. Inspectors, Superintendents, and Deputy Chief Constables are the Chief Constable's Delegates to select Sergeants under their command to act as Staff Sergeant.
- 4.11. For the purpose of s. 4.12 only, seniority in rank is based on promotion date to the Sergeant rank, or hire date at the Sergeant rank, and does not include While So Employed (WSE) time or time as a Sergeant outside SPS. Employee Services Section (ESS) will maintain a list of promotion dates available to all Members.
- 4.12. Members are selected to fill Acting Staff Sergeant Vacancies from within the Section where the vacancy exists, subject to the following eligibility criteria (For Temporary Vacancies in the Community Policing Bureau, these assignments are also considered at the District level for Frontline and the Bureau level for CSOC.):
- i. The Sergeant who has passed the most recent Staff Sergeant promotion competition with the highest ranking;
 - ii. The most senior Sergeant who meets the minimum requirements to apply to the Staff Sergeant rank. If the next most senior Sergeant(s) in the Section/Unit is/are within one year of the most senior Sergeant, the position will be filled on a rotational basis between the Sergeants;
 - iii. A Sergeant assigned to the Section where the vacancy exists; and
 - iv. If no substantive Sergeant is available, the Chief Constable's delegate will ensure adequate supervision through a callout or other means.

While So Employed (WSE)

- 4.13. If an Acting assignment extends or is reasonably anticipated to extend past ninety (90) days, it will be deemed a WSE temporary promotion to a higher rank.
- 4.14. To fill WSE Staff Sergeant opportunities, when operationally feasible, the Chief Constable or Delegate may offer a temporary transfer to the Sergeant within a Division who successfully passed the most recent Staff Sergeant promotional competition with the highest ranking. (For Staff Sergeant vacancies in the Community Policing Bureau, these assignments are also considered at the Bureau level.)

- 4.15. To fill WSE Sergeant opportunities within Frontline, when operationally feasible, the Chief Constable or Delegate may offer a temporary transfer to the Constable within the organization who successfully passed the most recent Sergeant promotional competition with the highest ranking.
- 4.16. To fill WSE Sergeant opportunities outside of Frontline, when operationally feasible, the Chief Constable or Delegate may offer a temporary transfer using the eligibility criteria in paragraphs 4.6 and 4.9, above.

APPENDIX A: DEFINITIONS

“Acting” means acting in rank for a vacancy that is anticipated to be less than 90 consecutive days.

“Business Rules” means a document that provides direction and operational guidance to Members, Supervisors, and support staff assigned to a specific Section/Unit/Team.

“ESS” means Employee Services Section.

“Member” means a sworn Police Officer appointed by the Surrey Police Board. “NCO” means a Non-Commissioned Officer at the rank of Sergeant or Staff Sergeant.

“Promotion Eligibility” means a Member who meets all training, seniority, and tenure pre-requisites to apply for promotion.

“Qualified Actor” means a Member who meets all training and seniority requirements to act as a supervisor.

“SPS” means Surrey Police Service.

“While So Employed” (WSE) means acting in rank in a while so employed capacity for a continuous period of 90 consecutive days or longer.

APPENDIX B: REFERENCES

Collective Agreement Between the Surrey Police Board and the Surrey Police Union, 2022-2024

Police Act, R.S.B.C. 1996, c. 367