



<b>Policy Name:</b>	<b>RECRUITMENT – SWORN MEMBERS</b>		
<b>Policy #:</b>	AD 3.3	<b>Last Updated:</b>	2021-06-01
<b>Issued By:</b>	COMMUNITY POLICING BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
<b>Administrator:</b>		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

AD 1.1 Ensuring Inclusivity and Diversity in the Surrey Police Service

AD 7.1 Training Standards – Use of Force

**1. PURPOSE**

- 1.1. To demonstrate Surrey Police Service’s commitment to the recruitment of exemplary applicants who adhere to the organization’s core values of honour, integrity, respect, courage, compassion, and inclusivity.
- 1.2. To identify responsibilities and establish objective and consistent procedures for sworn Member recruitment and selection.
- 1.3. To comply with British Columbia *Provincial Policing Standards* (BCPPS) 2.1.1 – Recruit and Advanced Training requirements.

**2. SCOPE**

- 2.1. This policy applies to all SPS Employees responsible for the recruitment and training of police recruits and exempt and experienced Members from other agencies.

**3. POLICY**

- 3.1. The SPS encourages applications from diverse and under-represented groups including women, individuals identifying as LGBTQIA2S+, Indigenous people, and other racially and ethnically diverse communities and implement programs to assist them in meeting the entry requirements where necessary.

- 3.2. Recruitment and selection decisions are based on individual assessment, on the basis of job-related criteria and without discrimination, unless the recruitment and selection decisions are based on a Bona Fide Occupational Requirement.
- 3.3. The SPS will perform a careful analysis of what constitutes requisite competencies in the recruitment of Members, considering the need to remove systemic barriers and to allow for specialized roles and functions.
- 3.4. The SPS will conduct effective and detailed background checks on applicants' views on diversity and women. SPS will eliminate from application processes those who are not able to function positively with women, Indigenous people, racialized minorities or LGBTQIA2S+ persons and are unwilling to accept the principles of equality and equal opportunity for all.
- 3.5. Generally, the goal is to hire the best possible applicants with the highest likelihood of success as police officers. Success should not be interpreted solely as the potential for future promotion, but rather as the ability to excel at any level within the Service, to make a meaningful contribution as a police officer, to find self-fulfillment and to withstand the stresses associated with police work.
- 3.6. The Deputy Chief Constable, Support Services Bureau will conduct an annual review of:
  - i. recruitment and retention statistics in order to comply with statistical reporting for the Director of Police Services, as well as to monitor the SPS' demographics relative to community demographics;
  - ii. recruitment and selection standards to ensure newly hired Employees have the basic knowledge, skills, abilities and, where a Bona Fide Occupational Requirement exists, meet the physical and psychological standards necessary for acceptance into the SPS relative to the position for which the person is hired;
  - iii. recruitment and selection promotional materials to ensure acceptable reflection of the demographics of the SPS; and
  - iv. the standards adopted by the SPS for the selection of Members to ensure they meet or exceed standards in the *Police Act* and the BCPPS.

#### **4. PROCEDURE**

- 4.1. Unless otherwise authorized by the Deputy Chief Constable, all applications for employment or volunteer opportunities will be forwarded to the Employee Services Section and remain the property of the Employee Services Section. All applications and the information contained therein are considered confidential.
- 4.2. The *Surrey Police Service Recruiting Unit Manual and Guidelines (Recruiting Manual)* provide comprehensive direction to Members in the Recruiting Unit. Members shall adhere to and consistently apply these guidelines at all stages of the recruitment and selection process.

- 4.3. Applications are screened according to the requirements for the position. All applicants who meet the qualifications for the position will be considered. However, only the most qualified applicants will be selected to advance in the recruitment process.
- 4.4. The selection of successful applicants will be based upon the applicants' 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.
- 4.5. Applicants are required to pass all steps in the selection process to be considered for employment with SPS.

### **Recruiting Requirements**

- 4.6. The minimum recruiting standards includes standards for entrance requirements, visual acuity, hearing and education. If an applicant meets these minimum requirements, they may begin the selection process:
  - i. Minimum 19 years of age.
  - ii. Canadian Citizen or Permanent Resident of Canada. Consideration may be given to the length of time the applicant has resided in Canada, as well as their employment history while in Canada and abroad.
  - iii. Excellent character – to be determined through the various recruiting stages.
  - iv. Physically fit and in excellent health (to be determined by the physical testing and medical exam).
  - v. No criminal convictions for which a pardon has not been granted and no adult criminal charges pending (Pardon must be included with the application).
  - vi. No history of improper conduct or poor employment, or a negative military record, or educational misconduct, or a driving record that would affect their suitability for policing duties.
  - vii. A valid and substantive Class 5 driver's licence with no restrictions (N, L) and a good driving history. Minimum 3 years driving experience.
  - viii. Visual and Hearing Standards as described in the *Recruiting Manual*.
  - ix. Education Standards of one-year post-secondary education from an accredited post-secondary institution or equivalent as described in the *Recruiting Manual*.
  - x. Mature Applicant Exemption: If an applicant does not meet the post-secondary requirements but they are a "mature" applicant, their life and work experience may be considered in lieu of post-secondary education.
  - xi. Applicants with a Red Seal Endorsement (RSE) from recognized trade(s) schools may be considered as equivalent. RSE means that the Inter-provincial Standards Red Seal Program acknowledges the applicant's competence throughout Canada without further examination.

### **Preferred Qualifications**

4.7. In addition to recruitment requirements, the SPS seeks applicants who possess preferred qualifications, which include but are not limited to:

- i. Applicants with knowledge of a second language or culture (employment/living abroad for extended periods of time).
- ii. Police-related volunteer experience, or other volunteer experience involving significant interaction and engagement with the public and service to the community.
- iii. Work experience involving a position of responsibility such as management or supervisory experience.
- iv. History, life experience or personal situations where the applicant showed resilient behaviour in the face of great adversity.

### **Recruit Selection Process**

4.8. Information Session – An applicant must attend a mandatory Information Session in order to progress to the application stage. The Information Session ensures applicants are aware of the recruit selection process, standards, and expectations:

- i. Information will be provided on the recruitment process including the application forms, integrity and lifestyle questionnaire and other general information.
- ii. A Recruiting Unit Member in special cases may conduct “informal” information sessions if an applicant is unable to attend a regularly scheduled information session.
- iii. Out of town applicants are not required to attend an Information Session.
- iv. Information Sessions are conducted once a month or as needed throughout the Surrey community, or in an online forum.
- v. Details regarding upcoming information sessions and the application process will be made available at various outreach events, such as career fairs and recruiting drives.

### **Application Form**

4.9. The SPS Application Form is available online and once received, logged and initial pre-screening checks are completed by the Recruiting Unit constables, the application is reviewed by a Recruiting Unit investigator. This ensures the applicant meets all the basic qualifications and that the application is complete.

### **Integrity Lifestyle Questionnaire**

4.10. Upon receipt of an individual’s Application Form, the Recruiting Unit will forward the applicant an Integrity Lifestyle Questionnaire to complete.

4.11. Once the applicant returns the Integrity and Lifestyle Questionnaire to the Recruiting Unit, an investigator will review the documentation and determine the applicant’s suitability. The recommendations will be submitted to the Recruiting Unit Sergeant for approval.

### **Physical Fitness Test**

- 4.12. Applicants will be required to pass the Police Officer's Physical Abilities Test (POPAT) and the Leger Shuttle Run.
- 4.13. If the applicant fails the POPAT or Leger Shuttle Run, a letter of regret is sent. A second physical fitness test may be attempted when the applicant believes they are capable. A second failure of the POPAT or the Leger Shuttle Run will result in a six (6) month deferral of the application.

### **Examination**

- 4.14. The written exam has been developed by an external consultant and is validated to ensure that it consistently tests for the identified requirements of the SPS. It is further validated to reduce cultural, language and ethnic bias in the selection process
- 4.15. If an applicant fails the exam, they may request to re-write it for after the expiration of three (3) months and upon a written request to the Recruiting Unit. Opportunities to re-write are not always granted. A 3rd attempt at the exam may occur after a 1-year wait at the discretion of the Recruiting Unit Sergeant

### **Intake Interview**

- 4.16. An initial intake interview will be conducted to assess the applicant's values, character, and suitability for employment with the SPS.
- 4.17. Upon completion of the interview and interview assessment, a Recruiting Unit Sergeant will review the file and, if approved, the applicant will continue in the process.

### **Panel Interview**

- 4.18. This interview is overseen by a Recruiting Unit Sergeant to examine all concerns identified in the file and to ascertain if the applicant is suitable and meets the expectations and requirements of the SPS.

### **Psychological Evaluation**

- 4.19. If an applicant is deemed suitable to continue in the process, the applicant will complete a Psychological Evaluation.
- 4.20. Recruiting Investigator must ensure the applicant has signed the Psychological Evaluation waiver.
- 4.21. A report from the contracted psychologist may highlight any areas of concern for follow up in polygraph, Sergeant's Interview or Background Investigation phases.

### **Background Investigation**

- 4.22. When a suitable applicant completes the medical examination, the Recruiting Unit Sergeant will assign the file to an Investigator.

4.23. The Investigator will conduct character and employment reference interviews, as well as any other background investigation deemed necessary.

### **Polygraph**

4.24. The purpose of the Polygraph Stage is to ensure that applicants have been honest and forthright in their disclosures and that there are no additional integrity issues.

4.25. The Polygraph Examiner shall provide a report, which shall be reviewed by the Recruiting Unit Sergeant.

4.26. A post-polygraph interview with the applicant may be conducted with the Recruiting Unit to further explain or clarify the results. If the applicant is suitable, they will continue with the Sergeant's Interview stage.

### **Medical Examination**

4.27. Applicants who continue in the process must complete a medical examination, which is conducted by the contracted medical firm. If deemed medically fit, then the applicant may proceed to the background investigation.

### **Hiring Decision**

4.28. All offers of employment and compensation must receive prior approval by the Chief Constable or designate.

4.29. A final decision on the applicant's suitability for employment will be conveyed to the applicant in a timely manner.

4.30. A report on recent hires will be made to the Board monthly by the Manager, Employee Services Section.

### **Municipal Constable Registry**

4.31. The Chief Constable or delegate must ensure that Police Recruit Members are registered with the Justice Institute of British Columbia (JIBC) Police Academy by submitting, within 30 days of the commencement of their employment, and keeping current the following information:

- i. full name and date of birth;
- ii. date of appointment;
- iii. termination of employment; and
- iv. successfully completed training or educational courses which are prerequisite to a status or rank.

4.32. Where the Director of the Police Academy has determined, in consultation with the Chief Constable or delegate, that a Police Recruit Member'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:

- i. inform the Board; and
- ii. accept the decision; or
- iii. appeal the decision to the Director of Police Services.

#### **Qualified Constable**

4.33. The Chief Constable or delegate must ensure that every SPS Member:

- i. attains the status of Qualified Constable within 18 months of their appointment, or
- ii. is granted an extension to the time limit under (i.) from the Director of the Police Academy, upon application by the Chief Constable.

#### **Certified Constable**

4.34. The Chief Constable or delegate must ensure that every Qualified Constable:

- i. attains the status of Certified Constable prior to the third anniversary of their appointment; or
- ii. is granted an extension to the time limit under (i) from the Director of the Police Academy, upon application by the Chief Constable.

#### **Experienced Applicants**

4.35. The Surrey Police Board may appoint an Experienced Applicant as a sworn SPS Member without requiring completion of the Police Recruit Training Program provided that the Chief Constable or the Board, is satisfied that:

- i. The applicant successfully completed the Police Recruit Training Program or an Accepted Equivalent prior to their appointment;
- ii. the applicant has been employed as a police officer in good standing with a Canadian police service within the previous three years;
- iii. a background investigation concerning the applicant has been successfully completed which included, at minimum:
  - a. verifying the training and experience claimed; and
  - b. unless the Member is being appointed to the role of Chief Constable or Deputy Chief Constable, verifying, through a professional assessment or through testing using a recognized protocol, that the applicant is physically fit to perform the duties of a police officer; and the applicant is required to complete a probationary period.

4.36. The Chief Constable must ensure that any Experienced Applicant appointed by the Board successfully completes the following courses within twelve (12) months of their appointment:

- i. Advanced Operational Policing Skills (AOPS) VII- Immediate Rapid Deployment;
- ii. AOPS I- Subject Behavior Officer Response Training (SBORT) Building Containment and Searching; High Risk Encounters;
- iii. Provincially-mandated domestic violence training;

- iv. Core Operational Policing Skills (COPS) Crisis Intervention De-escalation (CID);
- v. Indigenous Cultural Training; and
- vi. Fair and Impartial Policing Training.

4.37. The Chief Constable must also ensure compliance with any training requirements set out in other BCPPS that are relevant to the Member's function and equipment or weapons they will be authorized to carry or use.

4.38. The Chief Constable must provide the Surrey Police Board a report within thirty (30) days of the end of each calendar year, summarizing Experienced Applicant appointments, which the Board will forward to the Director of Police Services. The report must include the following information:

- i. the number of Experienced Applicants appointed; and
- ii. a list of the Police Recruit Training Programs where the Experienced Applicants completed their recruit training.

#### **Exempt Member**

4.39. The Chief Constable may apply to the Director of Police Services to exempt a person whose previous policing experience does not meet the conditions for appointment as an Experienced Applicant from attending the Police Academy Recruit Training Program, prior to that person's appointment by the Surrey Police Board, as per the process set out in BCPPS 2.2.1P – Exemption Process.

#### **Probation Period**

4.40. All newly appointed SPS Employees will be subject to probation periods as defined in the applicable Collective or Employment Agreements.

#### **Training Records**

4.41. The SPS Leadership Training Unit is responsible for:

- i. maintaining training records;
- ii. ensuring that all required training, re-qualification and re-certifications are completed; and
- iii. ensuring that training is provided through a provincially-approved training course where required. This includes recruit, core advanced and fee-for-service training.



## APPENDIX A: DEFINITIONS

“Accepted Equivalent” means an approved Police Recruit Training Program provided by any agency listed in BCPPS s.2.1.1

“Bona Fide Occupational Requirement” means a quality or an attribute that employers are allowed to consider when making decisions on the hiring and retention of Employees—qualities that, when considered in other contexts, may be considered discriminatory.

"Certified Constable" means a Member appointed under the *Police Act* who is certified by the Director of the Police Academy to have:

- 1) Successfully completed the Police Recruit Training Program (blocks 1-4), or
- 2) Been exempted from blocks 1-3 of the Police Recruit Training Program and successfully completed block 4 of the Police Recruit Training Program.

“Director of the Police Academy” means the person employed to administer the Police Academy and to ensure that the training of recruits, Qualified and Certified Constables complies with the standards set by the Director of Police Services under section 40(1)(a.1) of the *Police Act*.

“Director of Police Services” means British Columbia’s Director of Police Services referred to in section 39(1) *Police Act*.

“Employee” means a sworn Member or Civilian Employee appointed by the Surrey Police Board.

“Exempt Member” means a person whose previous policing experience does not meet the conditions for appointment as an Experienced Applicant and may be appointed by the Police Board if the person successfully meets the criteria set out in BCPPS 2.2.1

“Experienced Applicant” means a person whose previous police training and experience satisfies the conditions set out in the BCPPS for appointment as an Officer under section 4.1, 18.1 or 26 of the *Police Act* without completion of the Police Recruit Training Program or a request for an exemption.

"Police Academy" means the entity authorized by the Director of Police Services to administer provincially-approved recruit and advanced training for Municipal Constables, Designated Constables and Enforcement Officers.

"Police Recruit Training Program" means the periods of training at or under the auspices of the Police Academy during which Recruits will acquire the knowledge, skills, experience and understanding to function as police officers. The Police Recruit Training Program is divided into 4 distinct blocks of training:

- 1) The first and third are the curriculum developed by the Police Academy in consultation with the Police Training Advisory Committee and in compliance with standards set by the Director of Police Services;
- 2) The second block is a practicum monitored by the Director of the Police Academy or designate, during which the recruit works under the direct supervision of a Field Trainer; and
- 3) The fourth block is a minimum 1 year field practicum requiring a satisfactory competency-based assessment of performance by the recruit’s supervisor and approved by the recruit’s Chief

Constable or Chief Officer and Training Officer and certified by the Director of the Police Academy.

"Member" means a sworn Police Officer appointed by the Surrey Police Board.

"Police Training Advisory Committee" means a committee chaired by a member of the Police Academy Chiefs Committee and comprised of police representatives, to advise on the training programs conducted by the Police Academy.

"Qualified Constable" means a Member appointed under the *Police Act* who is certified by the Director of the Police Academy to have:

- 1) Successfully completed blocks 1, 2, and 3 of the Police Recruit Training Program, or
- 2) Been exempted from blocks 1, 2, and/or 3 of the Police Recruit Training Program.

"Training Officer" means a Member who has been appointed by their Chief Constable to administer the training obligations of the SPS and attend meetings of the provincial Police Training Advisory Committee.

## **APPENDIX B: REFERENCES**

British Columbia *Provincial Policing Standards s.2.1.1 – Recruit and Advanced Training*

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

Surrey Police Service, *Surrey Police Service Recruiting Unit Manual and Guidelines, 2021*