



TRANSIT POLICE

RECRUITMENT & SELECTION – POLICE OFFICERS

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Office of Primary Responsibility: Inspector Support Services

POLICY

Terms and definitions in this policy have the same meaning as in the *Police Act* and *BC Provincial Policing Standards*.

Definitions

BCPPS – The British Columbia Provincial Policing Standards issued pursuant to the *Police Act*.

Certified Constable – A police officer who:

- a. on or prior to April 1, 1977 was and has since that date been a continuous employee of a board by virtue of s. 26 (3) of the *Police Act*;
- b. was appointed under s. 4.1, 18.1 or 26 of the *Police Act* and is certified by the Director - Police Academy to have:
 - i. successfully completed the Police Recruit Training Program (blocks 1-4);
 - ii. been exempted from blocks 1-3 of the Police Recruit Training Program and successfully completed block 4 of the Police Recruit Training Program;
- c. is a member of the provincial police force who has served in the province for a minimum of two continuous years or more, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

Chief Officer – The Transit Police Chief Officer or delegate.

Designated Constables – The Transit Police police officers appointed by the Police Board.

Director - Police Services – The director of police services, Ministry of Justice.

Director - Police Academy – The person employed to administer the Police Academy and to ensure that the training of recruits, Qualified and Certified Constables is in compliance with the standards set by the Director - Police Services.

Police Academy – The entity authorized by the Director - Police Services to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

Police Act – The BC *Police Act*, RSBC 1996, c. 367, and the regulations thereto, including the Transit Police Operations Regulation, all as amended from time to time.

Police Board – The South Coast British Columbia Transportation Authority Police Board.

Police Recruit Training Program – Periods of training at or under the auspices of the Police Academy during which students 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:

- a. the first and third are comprised of curriculum developed by the Police Academy in consultation with the police training advisory committee and in compliance with standards set by the Director - Police Services;
- b. the second block is a practicum monitored by the Director - Police Academy or designate, during which the recruit works under the direct supervision of a field trainer; and
- c. 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.

POPAT – The Peace Officer's Physical Abilities Test.

Qualified Constable – A police officer who:

- a. was appointed under section 4.1, 18.1 or 26 of the *Police Act* and is certified by the Director of the Police Academy to have:
 - i. successfully completed blocks 1, 2, and 3 of the recruit training program, or
 - ii. been exempted from blocks 1, 2, and 3 of the recruit training program; or
- b. was a member of the provincial police force who has served in the province for a minimum of 12 continuous months but less than 24 continuous months, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

Transit Police – The South Coast British Columbia Transportation Authority Police Service.

Authority

1. The Transit Police must comply with requirements of the *Police Act*, the BCPPS and provincial directives regarding recruitment, qualification and training of its Designated Constables.
2. Pursuant to s. 4.2(3) of the *Police Act*, the Chief Officer must ensure compliance with the Director – Police Services' standards as they relate to the Transit Police.

General

3. The Transit Police will establish a recruitment and selection program that provides clear standards and expectations to attract qualified applicants for actual and forecasted police officer vacancies.

4. Qualifications considered and factors and processes used in the selection process must meet standards of validity, utility and fairness intended to predict job performance or detect important aspects of behaviour related to the position being filled and must be administered, scored and interpreted in a uniform manner.
5. Recruitment and selection of Designated Constables (under the rank of Deputy Chief Officer) will be the supervisory responsibility of the Deputy Chief Officer Support Services.
6. Hiring of a Designated Constable will require approval of the Chief Officer, and subsequent Designated Constable appointment will be in accordance with the *Police Act*, the BCPPS, provincial directives and the Transit Police policy and procedures.

PROCEDURES

Recruitment Materials and Advertisement

7. Transit Police recruitment for actual and forecasted police officer vacancies:
 1. may include advertising through the media, newspapers, professional publications, or Internet services, as appropriate;
 2. should access areas of recruitment potential, including sending recruitment material or representatives to educational institutions and community organizations, as appropriate; and
 3. will comply with both the spirit and intent of human rights legislation.
8. Transit Police recruitment literature and advertisements will:
 1. provide a description of the basic qualifications and skill required, including educational level and physical requirements, for the position to be filled;
 2. provide a description of the duties and responsibilities for the position, where appropriate;
 3. recognize the Transit Police as an equal opportunity employer; and
 4. portray gender and diversity representation.
9. The Transit Police will actively pursue recruiting activities to enhance gender and diversity representation within the police service.

Preliminary Eligibility Requirements and Qualifications for Applicants

10. An applicant to be a Designated Constable will not be considered for participation in the selection process unless they meet the following minimum requirements:
 1. Canadian Citizenship or Permanent Resident;

2. nineteen (19) years of age or older;
 3. at least two (2) years post-secondary education or a combination of equivalent work experience and education may be considered;
 4. valid BC Driver's Licence (minimum Class 5) and has a satisfactory driving record;
 5. good command of the English language, both written and verbal; and
 6. physically fit and meets visual acuity standards [candidates who have had successful laser eye surgery will be considered after a minimum of three months from the date of surgery].
11. A person will not be considered for participation in the selection process while facing criminal charges or other charges under federal statutes, or if convicted of a criminal offence or charges under other federal statutes for which a pardon has not been granted.

Recruit Applicant - Selection Process

12. Recruit applicants (persons without prior police experience) will be required to submit a formal application with confirmation of preliminary eligibility requirements and qualifications (as outlined in s. 10 of this policy) and other supporting documents required by the Transit Police, including the following:
1. Birth Certificate;
 2. Canadian Citizenship or Permanent Resident;
 3. Driver's Licence (minimum Class 5);
 4. passport photos;
 5. Driver's Abstract from the Motor Vehicle Branch;
 6. high school graduation transcript;
 7. post-secondary school transcripts (education completed from outside of Canada to be evaluated by the International Credential Evaluation Service, or such other education body which complies with the BCPPS);
 8. certificate of keyboarding skills;
 9. first aid certificate (current) equivalent to the emergency or standard level of St. John's Ambulance First Aid Program, including CPR endorsement.
 10. Transit Police application forms specified, including:
 - a. Consent for Collection & Use and Disclosure of Personal Information (TP Form AZ190);
 - b. Application Questionnaire (TP Form AZ020A);

- c. POPAT Liability Release and Indemnity (TP Form AZ180);
 - d. Physical Abilities Test Medical Examination Waiver (TP Form AZ160);
and
 - e. Vision Report for Police Service (TP Form AZ030).
13. Applicants will be informed of all elements in the selection process and that sensitive or confidential aspects of their personal life may be explored at the time of their formal application.
14. For an applicant to be accepted as a recruit candidate, the applicant must satisfactorily complete, prior to letter of hire and Designated Constable appointment, the following:
1. written examination administered by the Transit Police;
 2. POPAT administered through the Police Academy;
 3. intake interview;
 4. psychological assessment;
 5. assessment conducted by the Police Academy Assessment Center;
 6. polygraph;
 7. medical examination conducted by a licensed physician selected by the Transit Police confirming fitness to perform police duties;
 8. additional suitability interviews, as necessary;
 9. supervisor interview; and
 10. intensive background investigation (see s. 20 of this policy).
15. The recruit must successfully complete the Police Recruit Training Program at the Police Academy in order to continue as a Designated Constable with the Transit Police.

Police Officer (Lateral/Exempt) Applicant – Selection Process

16. Applicants who are currently police officers in British Columbia and meet the BCPPS definition of Qualified Constable or Certified Constable will be required to submit a formal application with confirmation of preliminary eligibility requirements and qualifications (as outlined in s. 10 of this policy) and other supporting documents required by the Transit Police, including the following:
1. Birth Certificate;
 2. Canadian Citizenship or Permanent Resident;
 3. Driver's Licence (minimum Class 5);

4. passport photos;
5. Driver's Abstract from the Motor Vehicle Branch;
6. high school graduation transcript;
7. post-secondary school transcripts (education completed from outside of Canada to be evaluated by the International Credential Evaluation Service, or such other education body which complies with the BCPPS);
8. certificate of keyboarding skills;
9. supporting police education and training documents, transcripts and certificates;
10. two performance evaluations completed by a Non-Commissioned Officer (NCO) or an officer of higher rank;
11. two letter of references from NCOs (or an officer of higher rank) in the applicant's police agency; and
12. Transit Police application forms specified, including:
 - a. Consent for Collection & Use and Disclosure of Personal Information (TP Form AZ190);
 - b. Application Questionnaire (TP Form AZ020A); and
 - c. Vision Report for Police Service (TP Form AZ030).
17. Police officer applicants will be informed of all elements in the selection process and that sensitive or confidential aspects of their personal life may be examined at the time of their formal application.
18. A police officer applicant must satisfactorily complete the following prior to letter of hire and Designated Constable appointment:
 1. intake interview;
 2. psychological assessment;
 3. polygraph;
 4. medical examination conducted by a licensed physician selected by the Transit Police confirming fitness to perform police duties;
 5. additional suitability interviews, as necessary;
 6. supervisor interview; and
 7. intensive background investigation (see s. 20 of this policy).
 8. assessment conducted by the Police Academy Assessment Center (if so determined by the Chief Officer); and

9. obtain (or have current) first aid certificate equivalent to the emergency or standard level of St. John's Ambulance First Aid Program, including CPR endorsement (unless this requirement is waived by the Transit Police).
19. A police officer applicant who is not a Qualified Constable or Certified Constable under the BCPPS, will be required to fulfill the Transit Police requirements as outlined ss.16-18 of this policy and to successfully complete the exemption process and requirements pursuant to the BCPPS Policy Directive 2.2.1P.

NOTE: Police Officer candidates from within Canada may be exempted from blocks 1, 2 and 3 of the Police Recruit Training Program while police officer candidates from outside Canada may be exempted from block 3 only. Candidates must complete block 4.

Applicant Background Investigations

20. All applicants for police officer positions at the Transit Police will be subject to an extensive background investigation. The background investigation components will be as outlined below, or as otherwise so determined by the Chief Officer:
1. financial credit check [*Rationale: verify applicant disclosure; assess financial competency and potential impairment to perform policing duties; identify potential risk for compromise, coercion and blackmail, and bringing disrepute to the police service;*]
 2. Motor Vehicle Driver Abstract [*Rationale: verify applicant disclosure, assess capacity for safe driving of police vehicle within regulations;*]
 3. education and qualifying credentials [*Rationale: verify applicant information and the knowledge, skills and abilities being offered to the position; assess capacity to learn and potential to successfully complete the "Police Studies Program";*]
 4. neighbourhood enquires [*Rationale: assess suitability to perform policing duties, including handling of a weapon, and level of interpersonal skills and capacity to work with vulnerable persons; capacity to maintain professional conduct requirements (on and off duty) within the Police Act and potential to successfully complete the recruit training program;*]
 5. previous/current employment enquiries [*Rationale: verify applicant information and assess knowledge, skills and abilities being offered to the position; assess suitability for performing police duties, including professional ethics, handling of a weapon, and level of interpersonal skills and capacity to work with vulnerable persons; capacity to maintain professional conduct requirements (on and off duty) within the Police Act and potential to successfully complete the recruit training program;*]
 6. police record checks [*Rationale: verify applicant information; reduce vulnerability to compromise, coercion, blackmail; adherence to the "McNeil" protocol; assess capacity to perform policing duties, including working with vulnerable persons;*]

7. submission of fingerprints [*Rationale: confirm identity and fulfill security clearance requirement for police officers*].
21. An applicant must meet the security clearance requirements of the Transit Police prior to an offer of hire and Designated Constable appointment.

Polygraph

21. The administration of the Transit Police polygraph examinations and the evaluation of results will be conducted by persons qualified in these procedures and as authorized by the Deputy Chief Officer Support Service.

Unselected Applicants

22. Applicants not eligible or selected for appointment will be informed in writing by letter within thirty (30) days of such a decision. The letter will indicate one of the following explanations:
 1. **File Closed** – At this time, you have not met the qualification requirements of the Transit Police. Those qualification requirements not met are as identified to you by the Transit Police Recruiting Unit. You may consider reactivating your application when those qualification requirements are met.
 2. **File Deferred** – Transit Police consideration of your application file has been deferred for specific reasons. Those reasons are as identified to you by the Transit Police Recruiting Unit. The deferral period will be established by the Transit Police Recruiting Unit based on their assessment of time required for you to be competitive within the process.
 3. **File Permanently Closed** – Disclosure has revealed information which precludes your employment with the Transit Police.

Note: If an applicant identifies that they do not wish to proceed with their application, the file is closed with consent.

23. Records of candidates who are not eligible or selected will be retained in accordance with retention schedules established by the Transit Police Human Resources Section, in consultation with the Transit Police Recruiting Unit.

Applicant Records

24. Unless otherwise so determined by the Chief Officer, the Transit Police Recruiting Unit will be assigned responsibility for the custody, control and security of Designated Constable applicant records, including background investigation documentation.
25. These records are to be held in a secure manner (as approved by the Deputy Chief Officer Support Services) and in accordance with the *Freedom of Information and Protection of Privacy Act* and Transit Police policy. Access will be restricted to Transit Police staff authorized by the Deputy Chief Officer Support Services.

[See also: AB130 – Training]

Key References

BC Police Act [RSBC 1996, Chapter 367] (As Amended November 11, 2011)

British Columbia Provincial Policing Standards [Issued December 2011]

British Columbia Police Commission – Policing Standards [1994]

Transit Police Policy Chapter: AB130 - Training

South Coast British Columbia Transportation Authority Police Service Operations
Regulations [BC Reg. 484, 2004]