



TRANSIT POLICE

PROMOTION

Effective Date: September 12, 2005

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Reviewed Date:

Review Frequency: As Required

Office of Primary Responsibility: Deputy Chief Officer Administrative Services

POLICY

Definitions

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

Chief Officer – The Transit Police Chief Officer or delegate.

Member – A Designated Constable (all ranks), the Chief Officer or a Deputy Chief Officer of the Transit Police.

Metro Vancouver Transit Police (“Transit Police”) – The operating name of the South Coast British Columbia Transportation Authority Police Service.

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 Academy – The entity authorized by the Director - Police Services/Ministry of Public Safety and Solicitor General to administer provincially-approved recruit and advanced training for municipal constables, designated constables and enforcement officers.

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

Authority

1. The Transit Police promotion process for Members will comply with the provisions of the Collective Agreement, any issued provincial standards or directives concerning promotional requirements for police officers, and the policies, procedures and guidelines established by the Transit Police.

General

2. The Transit Police will establish and maintain a comprehensive promotion process for its Members. The promotional processes will:
 - (1) promote the candidate who has the greatest likelihood of providing the highest quality of service for the community and the Transit Police;

- (2) be designed to be fair, transparent and accountable to both the Members participating and the Transit Police;
 - (3) be competitive and intended to recognize candidates with superior knowledge, skills and abilities, and consistent performance;
 - a. while considerable care will be taken to provide objective measurement wherever possible, candidates will need to understand that there is an unavoidable element of subjectivity inherent in various stages of the promotional process;
 - (4) comply with all aspects of human rights legislation; and
 - (5) where appropriate, utilize the services of external organizations and agencies (such as the Police Academy) to administer or provide one or more elements of the promotion process.
3. Anticipated vacancies and a written description and schedule of the promotion process for such vacancies will be posted for viewing by Members.
 4. Where eligibility lists are used, the promotion process will establish criteria for the development of the eligibility lists.
 5. The selection process for Sergeant and Staff Sergeant positions at the Transit Police will be as set forth in this policy.
 6. The selection process for ranks higher than Staff Sergeant will be determined and administered by the Chief Officer, in consultation with the Police Board as appropriate.
 - (1) Selection of the Chief Officer is under the authority of the Police Board.

Removal for Cause

7. The Deputy Chief Officer Administrative Services may reject a candidate application for cause, or may remove a candidate from the promotion process at any time, for cause. The Deputy Chief Officer Administrative Services must make the decision to reject or remove the candidate for cause as soon as practicable after the facts supporting rejection or removal for cause come to their attention. The Deputy Chief Officer Administrative Services must communicate this decision, in writing, to the candidate forthwith.
8. If, at any time, the candidate's Supervisor or any other Transit Police senior leader becomes aware of information that may form the basis for cause, this information will be forwarded to the Deputy Chief Officer Administrative Services for consideration.

Unsuccessful Candidate

9. A candidate who is unsuccessful at any stage in the promotion application or competition process is encouraged to solicit feedback from their Supervisor or the

Transit Police Human Resources (HR) so that they are better able to assess their suitability for promotion and undertake developmental steps to improve their potential for promotion in subsequent competitions. New competitions require the candidate to submit an updated resume and accompanying documents, following the process set forth in this policy.

Appeal

10. The Transit Police promotion process will provide for the review or appeal, by a candidate, of decisions concerning their eligibility for, or appointment to, promotional vacancies.

Records

11. Unless otherwise determined by the Deputy Chief Officer Administrative Services, HR will retain the materials and records related to the promotion processes and competitions. Such records will be confidentially and securely held in accordance with the Transit Police policies and the law.
12. In accordance with the BCPPS 2.1.1(6), the Inspector Operations Support Services will keep current with the Police Academy successfully completed training by Members which are pre-requisite to rank.

Evaluation

13. The promotion process will be evaluated at least every two years by the Transit Police and revised as necessary.

[See also: [Policy AB130 – Training](#) and [Collective Agreement](#)]

PROCEDURES

PROMOTION SELECTION COMMITTEE

14. Unless otherwise so determined by the Chief Officer, the Sergeant and Staff Sergeant Promotion Selection Committee (“Selection Committee”) will be comprised of the Deputy Chief Officer Administrative Services, Deputy Chief Officer Operations and Transit Police Manager Human Resources (“Manager Human Resources”). The Selection Committee will be responsible for:
 - (1) making decisions on the basis of consensus, and may make any decision it considers reasonable, that is not inconsistent with the process;
 - (2) overseeing the administration of the process; and
 - (3) composition and selection of the “Recruitment Panels”;

- a. Unless otherwise so determined by the Selection Committee, the Sergeant Recruitment Panel will consist of the Manager Human Resources, one Deputy Chief Officer and one Inspector.
 - b. Unless other so determined by the Selection Committee, the Staff Sergeant Recruitment Panel will consist of the Manager Human Resources, one Deputy Chief Officer and one Inspector.
15. In addition to sitting on the Selection Committee, the Manager Human Resources will be responsible for:
- (1) administering the Sergeant and Staff Sergeant promotion processes and carrying out the directions of the Selection Committee; and
 - (2) providing candidates with direction as to how to proceed through the process.

SERGEANT SELECTION PROCESS

Eligibility & Acting Sergeant Pool

16. A Member with six or more years of approved police experience, but no less than two years' experience with the Transit Police, may apply to enter the process, after the approximate anticipated vacancies have been published in the job posting bulletins.
17. The candidate must request an endorsement form ([TP Form AZ990](#)) from the Transit Police Human Resources section ("HR") prior to applying. The TP Form AZ990 must be completed and signed off by the candidate's Supervisors (through chain of command) and Inspector. Once submitted, HR will review the candidate's performance and attendance records.
- (1) The Professional Standards Unit ("PSU") will be asked to provide to the Deputy Chief Officer Administrative Services any relevant information, in writing, that could form the basis for cause to remove a candidate from the process.
18. Once endorsement is received, the candidate must successfully pass the Sergeant Exam (70% pass score) and complete the designated Sergeant training course (determined by the Chief Officer) to be considered for the Acting Sergeant Pool.
- (1) The Sergeant Exam must be passed prior to attending the Sergeant training modules, and must have been completed in the past three years. Where the Member completed the exam over three years from the time of application, the Member will be required to write the exam.
19. Once requirements in ss. 17 and 18 have been completed, the candidate will be accepted into the Acting Sergeant Pool and eligible to receive coaching (ninety-six hours or such quantity of hours as otherwise determined by the Chief Officer), split between two Sergeants selected by the Selection Committee. The candidate must receive an endorsement from each Sergeant in order to become a regular member of the Acting Sergeant Pool.

- (1) Any periodic variance to the order of requirements within ss. 17 to 19 will be upon joint agreement between the Chief Officer and the Union.
20. Where a candidate does not receive a full endorsement, the candidate will be informed of the outcome (including the Inspector Panel Review component) and, as appropriate, a course of action decided (i.e. more coaching or training etc.).
21. A candidate not successful in joining the Acting Sergeant Pool is encouraged to request feedback from their Inspector.

Sergeant Promotion Competition

22. The process itself is broken up into three steps as follows:

- | | |
|----------------------|---------------------------|
| (1) Resume Stage | Applicant validation only |
| (2) Sergeant Exam | |
| (3) Interview Stage. | |

Each step is weighted for a combined total of 100%. The weight assigned to each step will be determined by the Selection Committee. The weighting breakdown for each promotion competition will be included in the competition posting.

Resume Stage

23. The Sergeant Promotion Competition will normally be held once every calendar year, but may be varied if operational needs require deviation.
- (1) Prior to the Resume Stage of the process, HR (with input from the Operations Division and the Administrative Services Division) will publish the approximate anticipated vacancies in the Sergeant rank for the year; and prior to the Interview Stage, HR will take into account any new information and publish the final anticipated vacancies for the year.
24. Before a candidate can proceed through the Sergeant Promotion Competition in its entirety, the candidate must:
- (1) have a minimum one year experience as a qualified Acting Sergeant; and
- (2) submit an application form (cover letter and resume) and completed [TP Form AZ1000](#).
25. HR will review the candidate's attendance and performance records and request the PSU to submit any relevant information in writing.
26. HR may also contact the Supervisor(s) for clarification of details on the TP Form AZ1000. The purpose of TP Form AZ1000 is to assess the level of support and to provide greater involvement and accountability from the candidate's Supervisors.

27. The application and TP Form AZ1000 must be approved by the Recruitment Panel prior to continuing in the competition. The application may not be accepted on issues related to, but not limited to: performance, experience, judgement, integrity and discipline.

Interview Stage

28. To proceed to the Interview Stage, the candidate must have:

- (1) been added to the short list at the end of the Resume Stage; and
- (2) successfully completed the Sergeant Exam.

29. The candidate will be interviewed by the Recruitment Panel. The interview may consist of technical, behavioural descriptive and/or scenario type questions. The questions will not be provided prior to the interview, and the candidate will not be permitted to bring any notes into the interview. A pass score of 70% is required to proceed.

Final Selection

30. At the end of the interviews, the Recruitment Panel will generate a pre-qualified list of candidates, based on the sum of the Sergeant Exam and Interview. .
31. The qualification list will contain only as many candidates as the number of final anticipated vacancies published earlier. The list will be generated by placing the candidate with the highest overall score first on the list. In the event of a tie, first consideration will be given to the candidate with the most seniority, and if still tied, then swear in dates and badge numbers will be used to break the tie.

Promotions

32. Promotions will occur as vacancies arise in order of the score obtained, unless an operational need requires an exception. Reasons for the deviation will be provided to the affected candidates.
33. The Selection Committee will predetermine the number of vacancies before any promotion process; however, operational changes may result in fewer vacancies than anticipated. The eligibility list will remain until all pre-qualified candidates on the list are placed.

STAFF SERGEANT SELECTION PROCESS

Eligibility & Acting Staff Sergeant Pool

34. A fully qualified Sergeant, with one or more years as a full-time Sergeant with the Transit Police, may apply to enter the Acting Staff Sergeant Pool.
35. The candidate must request an Acting Staff Sergeant Endorsement Form ([TP Form AZ1550](#)) from HR prior to applying. The TP Form AZ1550 must be completed and

signed off by the candidate's Supervisor and Inspector. Once submitted, HR will review the candidate's performance and attendance records.

- (1) The PSU will be asked to provide to the Deputy Chief Officer Administrative Services any relevant information, in writing, that could form the basis for cause to remove a candidate from the process.
36. Where a candidate does not receive a full endorsement, the candidate will be informed of the outcome (including the Inspector Panel Review component) and, as appropriate, a course of action decided (i.e. more coaching or training).
37. A candidate not successful in joining the Acting Staff Sergeant Pool is encouraged to request feedback from their Inspector.
38. Once the steps outlined in s. 35 are completed, the candidate will be accepted into the Acting Staff Sergeant Pool.

Staff Sergeant Promotion Competition

39. The process itself is broken up into three steps as follows.

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|-------------------------|---------------------------|
| (1) Resume Stage | Applicant validation only |
| (2) Assessment Document | |
| (3) Interview Stage. | |

Each step is weighted for a combined total of 100%. The weighting assigned to each step will be determined by the Selection Committee. The weighting breakdown for each promotion competition will be included in the competition posting.

Resume Stage

40. The Staff Sergeant Promotion Competition will normally be held once every calendar year, but may be varied if operational needs require deviation.
- (1) Prior to the Resume Stage of the process, HR (with input from the Operations Division and Administrative Services Division) will publish the approximate anticipated vacancies in the Staff Sergeant rank for the year; and prior to the Interview Stage, HR will take into account any new information and publish the final anticipated vacancies for the year.
41. Before a candidate can proceed through the Staff Sergeant Promotion Competition in its entirety, the candidate must:
- (1) have a minimum one year experience as a qualified Acting Staff Sergeant; and
 - (2) submit an application form (cover letter and resume) and completed [TP Form AZ1010](#).

42. HR will check the candidate's attendance and performance records and request the PSU to submit to HR any relevant information in writing.
43. HR may also contact the Supervisor(s) for clarification of details on the TP Form AZ1010. The purpose of the TP Form AZ1010 is to assess the level of support and to provide greater involvement and accountability from the candidate's Supervisors.
44. The application and TP Form AZ1010 must be approved by the Recruitment Panel prior to continuing in the competition. The application may not be accepted on issues related to, but not limited to: performance, experience, judgement, integrity and discipline.

Assessment Document

45. The candidate will be required to submit an Assessment Document. The Assessment Document will be used to determine whether the candidate has met the benchmark for each of the set core competencies at the Staff Sergeant level, as defined in the Core Competencies Definitions Chart. Each competency must be supported by the candidate's performance as a Sergeant and reach the competency window defined in the Staff Sergeant Competency statement.

- (1) The Assessment Document guidelines will be available at any time for review by Members upon request to HR.

46. The Recruitment Panel will evaluate how well the candidate's competencies match the core competencies required in the Staff Sergeant position. Each competency will be scored out of ten. The candidate must achieve a minimum score of five for each core competency before the candidate can proceed to the Interview Stage of the process.

Interview Stage

47. To proceed to the Interview Stage, the candidate must have:

- (1) successfully completed the Assessment Document;
- (2) been added to the short list at the end of the Resume Stage; and
- (3) met a minimum score of five on each of the set competencies in the Assessment Document.

48. The candidate will be interviewed by the Recruitment Panel. The interview may consist of technical, behavioural descriptive and/or scenario type questions. The questions will not be provided prior to the interview and the candidate will not be permitted to bring any notes into the interview. A pass score of 70% is required to proceed.

Final Selection

49. At the end of the interviews, the Recruitment Panel will generate a pre-qualified list of candidates based on the sum of the Staff Sergeant Assessment Document, and Interview.
50. The qualification list will contain only as many candidates as the number of final anticipated vacancies published earlier. The list will be generated by placing the candidate with the highest overall score first on the list. In the event of a tie, first consideration will be given to the candidate with the most seniority, and if still tied, then swear in dates and then badge numbers will be used to break the tie.

Promotions

51. Promotions will occur as vacancies arise in order of the score obtained unless an operational need requires an exception. Reasons for the deviation will be provided to the affected candidates.
52. The Selection Committee will predetermine the number of vacancies before any promotional process; however, operational changes may result in fewer vacancies than anticipated. The eligibility list will remain until all pre-qualified candidates on the list are placed.

APPEALS

53. Any candidate in a Sergeant or Staff Sergeant promotional competition may request a Selection Committee review of the final result from the Recruitment Panel; however, prior to making such a request, the candidate is required to meet with their Inspector to review the result of concern.
54. A candidate removed for cause from the promotional process may submit an appeal to the Chief Officer.

TRANSFERS FOR SUBSTANTIVE SERGEANTS AND STAFF SERGEANTS

55. Substantive Sergeants and Staff Sergeants may request transfers for vacancies by submission of a completed [TP Form AZ0680](#).

[See also [AB380 – Acting Ranks and While So Employed](#)]

Key References

BC Police Act [RSBC 1996, Chapter 367] (As Amended November 11, 2011)
British Columbia Provincial Policing Standards [Amended February 2017]
Collective Agreement
Transit Police Policy Chapter: AB130 – Training
Transit Police Policy Chapter: AB380 – Acting Ranks and While So Employed
South Coast British Columbia Transportation Authority Police Service Complaint and Operations Regulations [BC Reg. 484, 2004]
South Coast British Columbia Transportation Authority Police Service Policies and Procedures Manual