



## TRANSIT POLICE

# RECRUITMENT & SELECTION – POLICE OFFICERS

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## POLICY

### Definitions

BCPPS – The British Columbia Provincial Policing Standards issued pursuant to the *Police Act*, as amended from time to time.

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

Director – Police Services – The Director of Police Services referred to in s. 39 (1) of the *Police Act*.

Director – Police Academy – 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 – Police Services under s. 40 (1)(a.1) of the *Police Act*, as amended from time to time.

Experienced Applicant – A person whose previous police training and experience satisfies the conditions set out in the BCPPS s. 2.1.1(3)<sup>1</sup> for appointment as an officer under ss. 4.1, 18.1 or 26 of the *Police Act* without completion of the Police Recruit Training Program or a request for an exemption.

Metro Vancouver Transit Police (“Transit Police”) – The operating name for the South Coast British Columbia Transportation Authority Police Service (Designated Policing Unit and Designated Law Enforcement Unit).

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.

<sup>1</sup> As set out in BCPPS 2.1.1, an Experienced Applicant must have successfully completed the Police Recruit Training Program in BC or an Accepted Equivalent and been employed as a police officer with a Canadian police service within the previous three years. (Further, certain background investigation provisions also apply as set out in the BCPPS 2.1.1(3) as well as this policy.)

Police Act – The BC *Police Act*, RSBC 1996, c. 367, and the regulations thereto, including the *South Coast British Columbia Transportation Authority Police Service Operations Regulation*, all as amended from time to time.

Police Board – The South Coast British Columbia Transportation Authority Police Service Designated Policing Unit 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. Blocks 1 and 3 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 of Police Services;
- b. Block 2 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
- c. Block 4 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.

### **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. In accordance with the BCPPS 6.1.3(1), Transit Police hiring, promotion, and retention policies and practices will be non-discriminatory, free of systemic barriers, and include strategies related to increasing and maintaining diversity in the police force.
4. 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.
5. 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.

6. Recruitment and selection of Designated Constables (under the rank of Deputy Chief Officer) will be the supervisory responsibility of the Deputy Chief Officer Administrative Services.
7. 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 Transit Police policy and procedures.

## PROCEDURES

### Recruitment Materials and Advertisement

8. Transit Police recruitment for actual and forecasted police officer vacancies:
  - (1) May include advertising through the media, social 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, job fairs and community organizations, as appropriate;
  - (3) Will comply with both the spirit and intent of human rights legislation; and
  - (4) Will engage in targeted recruitment activities to attract under-represented groups<sup>2</sup>.
9. Transit Police recruitment materials 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) Depict gender equity, diversity and minority representation<sup>3</sup>.
10. The Transit Police will actively pursue recruiting activities to enhance gender equity, diversity and minority representation within the police service.
  - (1) Transit Police will monitor the diversity within the police service in relation to the area served, including at a minimum sex and ethnicity variables.<sup>4</sup>

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<sup>2</sup> BCPPS s. 6.1.3(3).

<sup>3</sup> BCPPS s. 6.1.3(2).

<sup>4</sup> BCPPS s. 6.1.3(4).

**Preliminary Eligibility Requirements and Qualifications for Applicants**

11. 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 one of the following may be considered:
    - a. A combination of equivalent work experience and education; or
    - b. Equivalent work and/or life experience as to not discriminate those who have been unable to attain formal post-secondary education due to varying factors in life;
  - (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).
12. 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**

13. 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. 11 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 (or exemption of this requirement in consideration of s. 11(3));

- (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; and
  - (10) Transit Police application forms specified, including:
    - a. Consent for Collection & Use and Disclosure of Personal Information (TP Form AZ0190);
    - b. Application Questionnaire (TP Form AZ0020A);
    - c. POPAT Liability Release and Indemnity (TP Form AZ0180);
    - d. Physical Abilities Test Medical Examination Waiver (TP Form AZ0160); and
    - e. Vision Report for Police Service (TP Form AZ0030).
14. 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.
15. 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 or designated service provider;
  - (3) Intake interview;
  - (4) Psychological assessment;
  - (5) Polygraph;
  - (6) Medical examination conducted by a licensed physician selected by the Transit Police confirming fitness to perform police duties;
  - (7) Additional suitability interviews, as necessary;
  - (8) Supervisor interview;
  - (9) Intensive background investigation (see s. 22 of this policy); and
  - (10) Open source social media investigation.
16. 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.

**Experienced Applicants (Police Officer) – Selection Process**

17. Experienced Applicants will be required to submit a formal application with confirmation of preliminary eligibility requirements and qualifications (as outlined in s. 11 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 (or exemption of this requirement in consideration of s. 11(3));
  - (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) Supporting police education and training documents, transcripts and certificates;
  - (9) Two (2) performance evaluations completed by a Non-Commissioned Officer ("NCO") or an officer of higher rank; and
  - (10) Transit Police application forms specified, including:
    - a. Consent for Collection & Use and Disclosure of Personal Information (TP Form AZ0190);
    - b. Application Questionnaire (TP Form AZ0020A); and
    - c. Vision Report for Police Service (TP Form AZ0030).
18. Experienced 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.
19. An Experienced 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;
  - (7) Intensive background investigation (see s. 22 of this policy);
  - (8) 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); and
  - (9) Open source social media investigation.
20. Once hired, Experienced Applicants will also be required to successfully complete a number of mandatory courses and training as prescribed in the BCPPS<sup>5</sup> (or provide verification of completion), as well as any specified courses and training identified by the Transit Police (i.e., including requirements set out in the BCPPS relevant to the Officer's function and equipment or weapons they will be authorized to carry or use).

#### **Exempt Applicant (Police Officer)**

21. A police officer applicant who does not meet the criteria of an Experienced Applicant under the BCPPS, will be required to fulfill the Transit Police requirements as outlined ss.17-20 of this policy and to successfully complete the exemption process and requirements pursuant to the BCPPS Policy Directive 2.2.1P. (Refer to Transit Police policy chapter AB130 – Training.)
- (1) In addition, an Exempt Applicant will be required to provide two letters of references from NCOs (or an officer of higher rank) in the applicant's police agency.

*NOTE: A police officer candidate from within Canada may be exempted from Blocks 1, 2 and 3 of the Police Recruit Training Program but they must complete Block 4. However, a police officer candidate from outside Canada must complete the full Police Recruit Training Program.*

#### **Applicant Background Investigations**

22. 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 determined by the Chief Officer:

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<sup>5</sup> BCPPS 2.1.1 sets out a number of courses, including but not limited to: (a) VII- Immediate Rapid Deployment; (b) AOPS I- Subject Behavior Officer Response Training (SBORT) Building Containment and Searching; High Risk Encounters; (c) Provincially-mandated domestic violence training; and (d) Core Operational Policing Skills (COPS) Crisis Intervention de-escalation (CID).

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

### **Polygraph**

24. 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 Administrative Services.

### **Unselected Applicants**

25. 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 (which may be amended from time to time by the Chief Officer):



- (1) **File Closed (Deferred 1 to 2 years)** – 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. Your application has been deferred for specific reasons and 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. You may consider reactivating your application when those qualification requirements are met. If you wish to reactivate your application prior to your deferral time expiring, a written letter must be submitted identifying your improvements towards a policing career.
- (2) **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.*

26. 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. (Refer to Appendix “A”.)

### **Applicant Records**

27. 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.
  - (1) All records will be contained and appropriately managed on the designated and secure Transit Police administrative records system (i.e., OWL or another secure records system when so determined by the Chief Officer).
28. These records are to be held in a secure manner (as approved by the Deputy Chief Officer Administrative 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 Administrative Services or designate.

**[See also Transit Police policy chapter [AB130 – Training](#)]**

### **References:**

[BC Police Act \[RSBC 1996, Chapter 367\]](#)  
[British Columbia Provincial Policing Standards](#)  
[Transit Police Policy Chapter AB130 - Training](#)

**Appendix “A” follows on the next page.**

**APPENDIX “A”**  
*(Version 2023-07-20)*

**Not Eligible or Selected Candidate File – Retention Schedule**

1. As so determined by the Senior Manager Human Resources and the Inspector Administrative Support, the files of candidates who are not eligible or selected for recruit or police officer hire will be retained for five (5) years, after which the files will be securely purged by the Administrative Support Section.