



## TRANSIT POLICE

### PROMOTION

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Office of Primary Responsibility: Deputy Chief Officer Administrative Services

## POLICY

### Definitions

Acting Sergeant Assignment – An assignment requiring a Member to act in the Sergeant rank on a temporary basis. This includes assignments for a short period of time (i.e., days or weeks) as well as longer term assignments on a “While So Employed” basis.

Assessment Panel – The Panel who will evaluate the assessment document and be comprised of one Inspector, one Staff Sergeant, the Deputy Chief Officer Administrative Services and/or other appropriate designates as identified by the Chief Officer.

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

Chief Officer – The Transit Police Chief Officer or delegate.

Inspector/HR Panel – Comprised of the Transit Police Senior Manager Human Resources and Transit Police Inspectors.

Interview Panel – Comprised as follows:

Sergeant Competition: One Inspector, one Staff Sergeant, one Sergeant, Transit Police Senior Manager Human Resources, and/or other appropriate designates as identified by the Chief Officer.

Staff Sergeant Competition: Deputy Chief Officer Operations, one Inspector, one Staff Sergeant, Transit Police Senior Manager Human Resources, and/or other appropriate designates as identified by the Chief Officer.

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 (Designated Policing Unit and Designated Law Enforcement Unit).

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

Police Academy – The entity authorized by the Director – Policing and Law Enforcement 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 Service Designated Policing Board.

Selection Committee – Comprised of the Deputy Chief Officer Administrative Services, Deputy Chief Officer Operations, representative of the rank being applied for, Transit Police Senior Manager Human Resources, and/or designates as selected by the Chief Officer.

Sergeant Eligibility List (“Eligibility List”) – The list of Members eligible for a promotion to a Sergeant position, when a position becomes available.

While So Employed Assignment (“WSE”) – An assignment requiring a Member to act in a higher rank position on an extended basis, generally six (6) months or more.

### **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; and
  - (4) Comply with all aspects of human rights legislation.
3. A written description and schedule of the promotion process 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 (as set out in the procedures in this policy).

#### 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(10), the Inspector Administrative 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 Transit Police policy chapter [AB130 – Training](#) and the [Collective Agreement](#)]**

## **PROCEDURES**

### **ENCOURAGING AND SUPPORTING DIVERSITY**

14. The promotional process is guided by the principle of supporting and encouraging diversity at all ranks within the Transit Police.

### **PROMOTION SELECTION COMMITTEE**

15. 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, representative of rank being applied for and Transit Police Senior Manager Human Resources (“Senior Manager HR”). 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; and
- (2) Overseeing the administration of the process.

16. In addition to sitting on the Selection Committee, the Senior Manager HR 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.

### **ACTING SERGEANT PROGRAM**

17. To apply to be part of the Acting Sergeant Program, Members must complete the following requirements:

- (1) Successfully pass the Sergeant Exam (at least 70% mark), which will be valid for two (2) years (endorsed);
  - a. The Sergeant Exam is offered any time throughout the year; and

- b. The Member can retake exam after 90 days to increase their mark or if they don't pass; and
  - (2) Submit a resume and completed Sergeant Promotion Endorsement Form (TP Form AZ1000), which provides a self-assessment outlining how the Member demonstrates the competencies and Transit Police values, and what the Member has done to prepare for acting in a supervisory role, with sign-off from the Member's Substantive Sergeant, Staff Sergeant and Inspector (endorsed); and
  - (3) Successfully complete the Field Assessment, which includes a minimum of one (1) block on day shift and one (1) block nights shift (endorsed);
    - a. The Field Assessment is overseen and signed off by the Substantive Sergeant; and
    - b. Number of days and blocks for training may be longer to ensure appropriate exposure to Sergeant duties.
18. Completion of s. 17(1) to (3) will qualify Members to be in the Acting Sergeant Program (endorsed). A Member must be a qualified Acting Sergeant to be allowed to act as a Sergeant.
- (1) The only exception to the s. 18 provision is on a very temporary basis when coverage is required for a specialized unit. The Staff Sergeant in charge of the specialized unit must ensure that an unqualified actor immediately starts the Acting Sergeant qualification process if acting will be ongoing in the future.
19. All Acting Sergeants must complete five (5) day "NCO Training Program" within two (2) years of acting (endorsed). (The onus is on the Member to ensure they have completed the NCO Training Program.)
20. To remain in Acting Sergeant Program beyond two (2) years, the Member must rewrite and pass the Sergeant Exam and have taken the five (5) day NCO Training Program (endorsed).
21. Where a Member does not receive a full endorsement, they will be informed of the outcome and, as appropriate, a course of action decided (i.e. more coaching or training etc.) with the Member's direct Supervisor.

## **SERGEANT SELECTION PROCESS**

### **Sergeant Promotional Process Overview**

22. The Sergeant promotional process will normally be held once every calendar year, in September, but may be varied due to operational requirements.

### **Sergeant Application Process and Competition**

23. To apply for the Sergeant rank, a candidate must submit an application (cover letter and resume) and complete the following application requirements:

- (1) Five (5) years policing experience, with at least one (1) year in an operational policing role at the Transit Police.
  - (2) Must be in the Acting Sergeant Program and have completed a minimum of 400 hours.
  - (3) Successfully pass the Sergeant level promotional exam, with a pass mark of at least 70%.
    - a. The Sergeant Exam result is valid for two (2) years upon completion and the candidate may after 90 days retake the exam to increase their mark. It is the current exam mark that is weighted in a promotional competition.
  - (4) Sign off by the candidate's Supervisors (through chain of command) of the [Sergeant Promotion Endorsement Form \(TP Form AZ1000\)](#), providing a self-assessment outlining how the candidate demonstrates the competencies and Transit Police values, and what the candidate has done to prepare for promotion to or acting in a supervisory role.
24. The candidates in the process will be asked to rank the other candidates in the process on how well they meet the core competencies. (The information received will be securely retained by the Human Resources Section.)
25. Applications will be reviewed by the Inspector/HR Panel for endorsement/non-endorsement to proceed to the interview stage. Reviews will also include:
- (1) A check by the HR of the candidate's performance and attendance records; and
  - (2) The Professional Standards Unit ("PSU") will be asked to provide the Deputy Chief Officer Administrative Services of any relevant information, in writing, that could form the basis for cause to remove a candidate from the process.
26. Where a candidate does not receive endorsement, the candidate will be informed of the outcome (including the Inspector/HR Panel Review component) and, as appropriate, a course of action decided (e.g., more coaching or training) with the candidate's direct Supervisor or a higher rank.
27. Endorsed candidates may be interviewed by the Interview Panel based on the number of vacancies or planning for future vacancies.
28. After successful completion of the interview stage, the Interview Panel will generate an Eligibility List of candidates for consideration in future vacancies (at the discretion of the Chief):
- (1) The Eligibility 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 the candidate with the most seniority and, if still tied, then swear in dates and the badge numbers will be used to break a tie.

### Sergeant Promotion

29. 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.

### **Sergeant Eligibility List and Acting Sergeant Assignment**

30. Candidates placed onto the Eligibility List are eligible to be promoted to a Sergeant position and to fill Acting Sergeant Assignments.
31. Acting Sergeant Assignments will be filled based on the following considerations, as so determined by the Chief Officer:
- Candidate ranking on the Eligibility List;
  - Members in the Acting Sergeant Program;
  - Needs of the Transit Police; and
  - Developmental needs of the Member.

**[See also Transit Police policy chapter [AB380 – Acting Ranks and While So Employed](#)]**

32. The duration of a Member's assignment in an Acting Sergeant role will be in accordance with the terms of the Collective Agreement and at the discretion of the Chief Officer (or designate), based on operational requirements and with consideration given to other Members in the Acting Sergeant Program awaiting acting opportunities.
33. Promotional selection and/or assignments from the Eligibility List will be the responsibility of the Chief Officer.

### **Performance Evaluation and Mentorship**

34. The performance of a Member promoted to the position of Sergeant or acting in a Sergeant role will be regularly evaluated and documented, as follows:
- (1) During a Member's first 60 days after being promoted to a Sergeant position or being eligible to fill Acting Sergeant Assignments, the Inspector responsible for the section will regularly liaise with the Member's Supervisors and peers to evaluate the Member's performance.
  - (2) Upon completion of the first 60 days, the Inspector will meet with the Member to provide feedback on the Member's performance evaluation, identify any areas for improvement, develop an action plan to address any areas needing improvement, and determine the next feedback review meeting date.
  - (3) The Inspector will document the evaluation and action plan, using [TP Form AZ2080 – Sergeant Performance Assessment Guide](#).
  - (4) A Member promoted to the position of Sergeant is required to successfully complete a 12-month probationary period before being confirmed as a

Sergeant. The evaluation of the Member's performance referenced in s. 34(1) of this policy will be considered in the probationary review.

35. It is the responsibility of Supervisors to provide ongoing mentorship to support and develop a Member in the role of Acting Sergeant.

### **Removal from Lists**

36. Notwithstanding the selection process as set out in this policy, a Member may be removed from the Eligibility List or Acting Sergeant Program, at any time, due to performance issues or as otherwise so determined by the Chief Officer.

## **STAFF SERGEANT SELECTION PROCESS**

### **Eligibility & Acting Staff Sergeant Program**

37. A fully qualified Sergeant may apply to enter the Acting Staff Sergeant Program.
  - (1) For the purpose of s. 37, 'fully qualified' Sergeants are Sergeants who are substantive in the rank and it does not include Members on the Sergeant Eligibility List or in the Acting Sergeant Program.
  - (2) Sergeants within their probation period may apply for promotion to Staff Sergeant; however, if successful, they would be temporarily placed into an acting position, pending the completion of their current probationary period.
38. 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.
39. 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) with their direct Supervisor or higher rank.
40. A candidate not successful in joining the Acting Staff Sergeant Program is encouraged to request feedback from their Inspector.
41. Once the steps outlined in s. 37 and 38 are completed, the candidate will be accepted into the Acting Staff Sergeant Pool.



### Staff Sergeant Promotion Competition

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

- (1) Resume Stage (candidate validation only);
- (2) Assessment Document; and
- (3) Interview Stage.

*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

43. The Staff Sergeant Promotion Competition will normally be held once every calendar year but may be varied if operational needs require deviation.

44. Before a candidate can proceed through the Staff Sergeant Promotion Competition in its entirety, the candidate must:

- (1) Have a minimum of 400 hours' experience as a qualified Acting Staff Sergeant; and
- (2) Submit an application form (cover letter and resume) and completed [TP Form AZ1010](#).

45. Reviews will also include:

- (1) HR checking the candidate's performance and attendance records; and
- (2) The Professional Standards Unit ("PSU") will be asked to provide the Deputy Chief Officer Administrative Services of any relevant information, in writing, that could form the basis for cause to remove a candidate from the process.

46. 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.

47. The application and TP Form AZ1010 must be approved by the Interview 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

48. The candidate will be required to submit a Staff Sergeant Assessment Document ("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 a candidate upon request to HR.
49. The Assessment 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

50. To proceed to the Interview Stage, the candidate must have:
- (1) Completed the Resume Stage; and
  - (2) Successfully completed the Assessment Document requirement as set out in s. 49.
51. The candidate will be interviewed by the Interview 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

52. At the end of the interviews, the Interview Panel will generate a pre-qualified list of candidates based on the sum of the Staff Sergeant Assessment Document and Interview.
53. The qualification 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

54. 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.

### **APPEALS**

55. Any candidate who does not receive endorsement to participate in a Sergeant or Staff Sergeant promotional competition may request a Selection Committee review of the decision.

56. Any candidate removed for cause from the promotional process may submit an appeal to the Chief Officer.

### **TRANSFERS FOR SUBSTANTIVE SERGEANTS AND STAFF SERGEANTS**

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

**[See also Transit Police policy chapter [AB380 – Acting Ranks and While So Employed](#)]**

#### **Key References:**

BC *Police Act* [RSBC 1996, Chapter 367]

British Columbia Provincial Policing Standards

Collective Agreement with Transit Police Professional Association

Transit Police Policy Chapter: AB130 – Training

Transit Police Policy Chapter: AB380 – Acting Ranks and While So Employed