



AB33

SPECIALIZED POLICE POSITIONS

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POLICY

1. Specialized Police Positions will be designated by the Chief Constable, as required, in order to meet the Delta Police Department's ("Department") operational policing requirements.
2. Specialized Police Positions are defined as any police position in the rank of Constable, Sergeant or Staff Sergeant, other than Patrol Branch Platoon positions.
3. Specialized Police Positions will be reviewed on an annual basis by the Deputy Chief of Administration, or designate, who will provide a summary report to the Chief Constable on an annual basis.
4. The administration of Specialized Police Positions will not conflict with the Collective Agreement.
5. The selection process for Specialized Police Positions at the constable's rank will be described in the individual postings and is subject to the Chief Constable's right to freely transfer members within their rank.
6. Selection to Specialized Police Positions at the Sergeant and Staff Sergeant rank will be at the discretion of the Chief Constable.
7. The Chief Constable, or designate, may assign members to special assignments, duties or projects for short term tenures (generally less than one year) as a result of operational requirements.

REASON FOR POLICY

8. To ensure the organizational and operational policing requirements of the Department are met.



9. To ensure Specialized Police Positions are staffed by members who are capable of fulfilling Position description and duties.
10. To ensure members have opportunities for development in a variety of assignments over the course of their career.
11. To ensure the administration of this policy is consistent with the Collective Agreement.

PROCEDURES

Specialized Police Positions

12. Specialized Police Positions (“Positions”) will be designated by the Chief Constable on an as-required basis and include positions at the Constable, Sergeant and Staff Sergeant rank. These Positions are defined as any position not in Patrol Branch and will normally include positions within Operational Support, Criminal Investigation, Community Policing and Administration Branches as well as for seconded positions to integrated police units.
13. All Positions will be reviewed by the Deputy Chief of Administration, who will report results to the Chief Constable on an annual basis. The formal review will be conducted to prevent overspecialization as well as to ensure the continued effective operation of the Department.

Specialized Police Positions – NCOs

14. All Positions, at the rank of Sergeant and Staff Sergeant will be filled at the discretion of the Chief Constable.
15. The Positions may be filled by a confirmed or acting NCO.
16. The Deputy Chief of Administration may publish an Expression of Interest for vacant NCO Positions in order to solicit member interest in the Position. NCOs are encouraged to register their career path interests with the Deputy Chief of Administration on a regular basis.
17. The tenure of NCO Positions shall be managed according to the attached Tenure Guidelines and will be at the discretion of the Chief Constable.



Specialized Police Positions - Constables

18.
 - a) Positions at the constable rank shall have designated basic tenures, according to the attached Tenure Guidelines.
 - b) Positions designated for integrated policing units will have tenures that are in compliance with the Memorandum of Understanding with said integrated unit.
19. A member who is assigned to a Position, subject to the member's suitability and performance, is expected to remain in that Position for the basic tenure.
20. A member who wishes to remain beyond the basic tenure may apply in writing to their NCO for an extension at least six (6) months prior to the conclusion of their tenure. The NCO will forward the application along with a recommendation to the Inspector of Human Resources and Administration. The Inspector, in concert with the Deputy Chief of Administration and the Deputy Chief of Operations, will review the application and make a determination as to whether or not to grant the extension. An extension will generally be granted subject to the needs of the Department, and/or individual Specialized Section and providing the member demonstrated an acceptable standard of performance during their basic tenure. If an extension is not granted, the Deputy Chief of Administration may post the vacant position.
21. If an extension is granted, the member is expected to remain in the Position for the extension period subject to their suitability and performance.
22. The Deputy Chief of Administration will post all available Constable Positions as they occur. Postings must stipulate a closing date of a minimum of three (3) weeks from the date of the posting except in the event of unusual or exigent circumstances. Postings will be displayed electronically on the Department Intranet and remain on display until the last day of the closing date.
23. Members wishing to apply for a Position must do so in accordance with the posting instructions by the closing date. A late application will only be considered if the member was on leave for a significant portion of the



- posting period. In any event, late applications must be submitted within seven (7) calendar days of the member's return to work.
24. a) The Deputy Chief of Administration will define and display the selection process for each Position within the posting and may assign a designate to oversee or conduct the process or any part therein.
- b). Postings for integrated police units may include elements of the selection process to be conducted by staff at said integrated unit. These results will be forwarded to the Deputy Chief of Administration for inclusion in the overall selection result considerations.
25. The Deputy Chief of Administration shall take into consideration the;
- a) Organizational needs of the Department,
- b) Operational needs of the Section applied for,
- c) Results of the selection process as listed in the posting, and a
- d) Member's need for a career development opportunity,
- in determining a successful candidate. Seniority will be taken into consideration only when two or more candidates have similar results.
26. Upon completion of the selection process, the Deputy Chief of Administration shall make recommendation(s) to the Management Team who shall approve the selection of the successful candidate.
27. There is no requirement to fill a Position should candidates fail to meet the selection criteria. The Deputy Chief of Administration may repost the Position should there not be a successful candidate.
28. Selection of the candidate should occur within (4) weeks of the conclusion of the selection process.
29. The Inspector of Human Resources and Administration will notify all candidates of the selection process results via e-Mail, followed by notification in writing within seven (7) calendar days of the selection. Such notification will include an offer for debriefing within thirty (30) calendar days from the date of the notification. Any member who wishes a debriefing should submit a request via e-Mail to the Inspector of Human



- Resources and Administration within fourteen (14) calendar days from the date of notification. The debriefing will be conducted by the Deputy Chief of Administration or designate.
30. All documentation pertaining to the selection process will be maintained by the Deputy Chief of Administration for a period of ninety (90) calendar days, except for the notification in Section 31, which will be permanently placed on the member's personnel file.
 31. Nothing in this policy precludes the Chief Constable's right to freely transfer members within their rank in accordance with the Collective Agreement.

Short Term Assignments – All Ranks

35. Nothing in this policy precludes the Chief Constable, or designate, at their discretion, from assigning members to special assignments, duties or projects for short term tenures (generally less than one year) as a result of operational requirements.
36. The Deputy Chief of Administration may publish an Expression of Interest for special assignments, duties or projects in order to solicit member interest in that particular assignment, duty or project.