



EM20

RECRUITMENT & SELECTION

EM20

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POLICY

1. The Delta Police Department (Department) recruitment and selection process shall be non-discriminatory (except in relation to *bona fide* occupational requirements), free of systemic barriers, and seek to increase and maintain diversity.
BCPPS 6.1.3 (1)
2. The Chief Constable shall seek to ensure Department employees are qualified for the position in which they were hired, i.e., the person meets education, skill, certification, experience, psychological, and physical requirements relevant to that position.
3. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the recruitment and selection process.

REASON FOR POLICY

4. To seek to ensure the Department’s recruitment and selection process is fair, consistent, and equitable.
5. To seek to ensure that employees are qualified to serve the community and the Department.

RELATED POLICIES

EC31 – Personal Relationships

EM20

Recruitment & Selection

EM20



- EM11 – Rank & Position Descriptions
- EM14 – Oath of Office & Employment Terms
- EM21 – Training

PROCEDURES

Oversight

6. The Chief Constable or delegate shall oversee the recruitment and selection process, including:
 - a) determining the stages of and coordinating the selection process;
 - b) selecting qualified applicants;
 - c) implementing a fair, consistent, and equitable process;
 - d) collecting and maintaining recruitment and retention statistics;
 - e) monitoring employee diversity in relation to the community served by the Department, and ensuring recruitment materials depict representation of marginalized groups; and
BCPPS 6.1.3 (2)(4)
 - f) providing the Delta Police Board with hiring information in relation to the above, as well as reporting on all newly hired employees.
7. The Superintendent or delegate shall seek to ensure the selection process of any applicant who is in a personal relationship with another employee, that is familial, sexual or romantic, or financial or business in nature, is conducted in a fair and transparent manner that minimizes the potential for a conflict of interest (refer to Policy EC31 – *Personal Relationships*).
8. The Superintendent or delegate maintains the authority to obtain records, information or data, or copies thereof, which may be relevant to an applicant's potential employment with the Department.
9. Final employment offers must be approved by the Chief Constable or delegate.



Selection Process

10. Human Resources Section employees are to consider all applicants who meet the minimum and preferred requirements for the position in which they have applied, but may determine which applicants are to be interviewed.
11. Prior to being offered employment, applicants must satisfy the applicable selection criteria, which may include:
 - a) **knowledge or skills exam(s)** (e.g., English proficiency, mathematics, memory);
 - b) **physical ability testing** (not applicable for police staff);
 - c) **Integrity & Lifestyle questionnaire;**
 - d) **initial interview**, conducted Human Resources and Recruiting & Professional Development;
 - e) **ride-along** (not applicable for police staff);
 - f) **peer panel interview;**
 - g) **psychological examination**, conducted by a registered psychologist (not applicable for police staff);
 - h) **medical examination**, conducted by a medical professional (not applicable for police staff);
 - i) **polygraph examination**, conducted by a certified polygrapher;
 - j) **background investigation**, including interviews with present and past employers, friends, relatives, etc., as well as a criminal record check, and any other available information relevant to the applicant's suitability for the position applied; and
 - k) **administration interview panel**, conducted by the Senior Management Team (not applicable for police staff).

*Revised Dates:
16 March 2012
15 May 2012
23 June 2014



Delta Police Department Policy

11 December 2015
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