



EM23

PROMOTIONAL PROCESS

EM23

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POLICY

1. The Delta Police Department (Department) promotional process is to be merit-based, transparent, and free of discrimination and bias within all ranks and positions.
2. The Department promotional process shall result in the promotion of the candidates best qualified in relation to the following factors:
 - a) alignment with the Department’s values;
 - b) role specific knowledge, skills, and abilities;
 - c) consistency of past performance;
 - d) leadership traits (e.g., communication, adaptability, decision-making, initiative, professional);
 - e) on-duty community engagement and commitment to the “No Call Too Small” philosophy; and
 - f) bias-free service delivery (e.g., being impartial and non-discriminatory).



3. The Chief Constable shall provide direction to employees through procedures, pursuant to this Policy, regarding the promotional process.

REASON FOR POLICY

4. To seek to ensure members are promoted in a consistent and transparent manner.
5. To seek to ensure employees in leadership positions are the most qualified to serve the community and the Department.
6. To seek to ensure fair and equitable access to all employment opportunities and diversity within leadership roles.

RELATED POLICIES

EM24 – Acting Appointments
EM72 – Performance Management

DEFINITIONS

7. For the purposes of this Policy, the following definitions will apply:

Merit: assessment made based on a clear definition of someone's knowledge, experience, and ability, through evaluation of performance and achievement.

Discrimination: the unfair or prejudicial treatment (intentionally or unintentionally) of people and groups based on characteristics such as, but not limited to, race, gender, age, or sexual orientation.

Bias: either unconscious or conscious prejudices, opinions or stereotypes formed without reasonable justification, often absorbed due to living in unequal societies (intentionally or unintentionally).

Diversity: includes all the differences that exist in all people, including traits, backgrounds, statuses, abilities, and lived experiences.

Equity: the treatment of employees according to their diverse needs so as to enable their participation, performance, and engagement to the same extent.



PROCEDURES

Oversight

8. The Deputy Chief i/c Administration Bureau (Deputy Chief) shall:
 - a) oversee the administration of the promotional process, including the selection of the most qualified candidate;
 - b) implement a transparent, fair, equitable and inclusive promotional process; and
 - c) provide information, upon request, to any candidate who was not successful in their application for promotion, including reasons and guidance to assist them with future success.
9. The Inspector i/c Recruiting & Professional Development is responsible for:
 - a) determining the stages of, and coordinating the promotional process;
 - b) maintaining each candidate's associated application and evaluation records, which shall be:
 - i) retained in their personnel files, and
 - ii) destroyed three years after the completion of a competition in which a member participated, and
 - c) providing all applicants complete promotion criteria and process information, including the timeline and weighting of each process stage.
10. Applicants for promotion must have completed all mandatory courses, training and qualifications for their current rank.
11. Promoted candidates shall be on probation for a period of one year prior to being confirmed in the rank and may be returned to their previous rank during that time, for cause.

Promotion Criteria/Process – Sergeant & Staff Sergeant

Application

12. Applicants for promotion to the rank of Sergeant or Staff Sergeant must:



- a) be a certified municipal constable holding the rank of 'first class constable' for promotion to Sergeant, or, be confirmed in the rank of Sergeant (for a least one year) for promotion to Staff Sergeant;
 - b) have a minimum of 2 years' service with the Department; and
 - c) submit the required application form.
13. Following approval of their application, candidates shall complete the remaining stages of the competition.

Exam

14. Candidates for the rank of Sergeant are required to complete and pass an exam, before progressing to the next stage (candidates are not required to rewrite the exam if they have passed within the last three years).
15. There is no exam for promotion to the rank of Staff Sergeant.

Other Stages

16. Candidates shall complete any additional stages specific to each promotional competition, which may include:
- a) a résumé or competency document detailing their experience and accomplishments; and
 - b) a peer interview and/or panel interview.

Evaluation & Results

17. One panel shall evaluate the candidates' documents, with a second panel to administer and evaluate the interview(s), and each panel shall:
- a) be selected by the Deputy Chief;
 - b) include an Inspector, Staff Sergeant and Sergeant for the Sergeant rank and Superintendent, Inspector and Staff Sergeant for the Staff Sergeant rank; and
 - c) seek to be reflective of diversity and the various sections of the Department.



18. The Senior Management Team shall consider the evaluations from all stages and with recommendation by the Deputy Chief select the successful candidate(s) for promotion to the rank of Sergeant and Staff Sergeant.

Promotion Criteria/Process – Inspector

19. All Sergeants and Staff Sergeants are eligible to apply for Inspector.
20. The selection panel shall consist of the Chief Constable and both Deputy Chief Constables.
21. Applicants shall submit a résumé and cover letter.
22. Based on evaluation of the résumé and provided supporting information, the panel shall determine which candidates will be interviewed.
23. The panel shall combine evaluations from the interview and all supporting information, then select the successful candidate(s) for promotion to the rank of Inspector.

Rejection, Removal & Prohibition from the Process

24. The Inspector i/c Recruiting & Professional Development shall ensure every applicant's history of *Police Act* misconduct complaints and internal discipline matters are obtained and provided to the Deputy Chief for consideration.
25. Any employee with concerns about an applicant's suitability for promotion shall advise the Deputy Chief or the Inspector i/c Recruiting & Professional Development.
26. The Deputy Chief may, for cause:
 - a) reject an initial application;
 - b) remove a candidate from the process; or
 - c) prohibit a candidate from applying or reapplying for promotions for a specific period of time.
27. Cause, as referred to in section 26, may be established on the basis of:
 - a) the history or nature of *Police Act* misconduct complaints and internal discipline matters; or



- b) a pattern or specific incidents where the member:
 - i) failed to act in accordance with the Department's core values of honour, courage, integrity, and trust, or
 - ii) failed to commit to the Department's mission of providing community safety through partnership, innovation, and diversity.

- 28. If the Deputy Chief decides to reject, remove, or prohibit the member from the process, written reasons shall be provided to the member as soon as practicable.

- 29. The member may appeal the decision of the Deputy Chief through written submission to the Chief Constable, who shall review all submissions and records considered by the Deputy Chief, collect any additional information, and shall:
 - a) confirm the decision of the Deputy Chief; or
 - b) issue a new decision.

- 30. If the Chief Constable overturns the Deputy Chief's decision, the following shall occur:
 - a) a member whose application was rejected may reapply, if the current competition has not been concluded, or may reapply in the next competition; or
 - b) a member who was removed from the process or prohibited from reapplying, shall be offered the opportunity to be reinstated in the current competition, if not concluded, or compete in the next competition.

*Revised Dates:
17 December 2012
15 October 2013
04 May 2017