



EM24

ACTING APPOINTMENTS

EM24

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Contents

POLICY..... 1

REASON FOR POLICY 2

RELATED POLICIES..... 2

PROCEDURES..... 2

 Senior Management Appointments 2

 Member Positions..... 2

 Police Staff Positions..... 3

POLICY

1. Temporary vacancies in Non-Commissioned Officer (NCO), Commissioned Officer, police staff supervisor and police staff manager positions may be filled by a lower ranking employee temporarily acting at a higher rank.
2. Acting replacements for longer than one month require Chief Constable or delegate approval.
3. Acting appointments shall be decided based on:
 - a) role specific knowledge, skills and abilities, consistency of past performance, and leadership traits (e.g., communication, adaptability, decision-making, initiative, professionalism); and
 - b) be transparent and free of bias and discrimination.
4. The Chief Constable shall appoint a confirmed Deputy Chief Constable to act in the Chief Constable’s absence, and the Delta Police Board shall do so if the Chief Constable is unable to make the appointment.
5. The Chief Constable shall provide Procedures, pursuant to this Policy, regarding the acting appointment process.



REASON FOR POLICY

6. To seek to ensure that supervisor and management ranks are staffed on a consistent basis by employees qualified to provide necessary and effective leadership.
7. To seek to ensure fair and equitable access to all employment opportunities and diversity within leadership positions.

RELATED POLICIES

EM21 – Training
EM23 – Promotional Process

PROCEDURES

Senior Management Appointments

8. Deputy Chief Constables may authorize a confirmed Superintendent or Inspector to act in a higher rank, including acting in a Deputy Chief Constable's absence.
9. Compensation for acting in the Chief Constable, Deputy Chief Constable, or Superintendent position is 10% above the acting member's current rate of pay and will apply for each complete day acting.

Member Positions

10. For vacancies of one month or less, member appointments may be approved by Superintendents, Inspectors, or Section Staff Sergeants, as follows:
 - a) Sergeants are eligible to fill vacancies at the Staff Sergeant rank;
 - b) Staff Sergeants are eligible to fill vacancies at the Inspector rank;
 - c) in sections where there is no Staff Sergeant rank between the Sergeant and Inspector levels, Sergeants are eligible to fill vacancies at the Inspector rank; and
 - d) a member acting as Sergeant must:



- i) have attained the rank of First Class Constable,
 - ii) possess sufficient knowledge, skills, and ability to perform NCO duties,
 - iii) have completed a passing mark on the Sergeant written exam within the past three years, and
 - iv) have completed Department provided or recognized Sergeant specific training (e.g., 'NCO School' is preferred).
11. If no on-duty member is eligible to fill a vacancy in Patrol Services, it may be filled by callout of an eligible member or temporary transfer of an eligible member from another Section.

Police Staff Positions

12. For short-term vacancies of duration of one month or less, police staff appointments may be approved by civilian managers, supervisors, or Section Staff Sergeants.
13. Acting civilian supervisors shall be compensated as per the Collective Agreement, and acting managerial positions shall be compensated 10% above the civilian's current rate of pay and shall apply for each complete day acting.

*Revised Dates:
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