



Stl'atl'imx Tribal Police Service

Administrative Policy: AB010 Recruitment

Effective Date: 2010-03-05 Revision Date:

1.0 Policy

Recruitment Program

1.1. The Stl'atl'imx Tribal Police Service (STPS) will provide a recruitment program that:

- Will be designed to attract applicants for actual or forecasted police officer vacancies
- Will provide a description of the qualifications required
- Accesses areas of recruitment potential, including educational institutions and community organizations
- Advertises through the media
- Portrays gender equity and minority representation on recruitment literature
- Advertises as an equal opportunity employer on all applications and recruitment advertisements
- Is administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer

Minorities Recruiting

1.2. The STPS supports an appropriate minority representation within the department and will:

- Actively pursue and document recruiting activities that will facilitate minority representation
- Annually review and document its minority representation in relation to the area it serves

Gender Equity

1.3. The STPS supports gender equity within the department and will:

- Actively pursue and document recruiting activities that will facilitate gender equity
- Annually review and document its gender equity status



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2.0 Reason For Policy

- 2.1. To initiate and maintain an active recruitment campaign to attract persons of the highest quality for actual or forecasted vacancies within the department
- 2.2. To facilitate an appropriate minority representation within the department
- 2.3. To facilitate gender equity within the department

3.0 Procedures

3.1. Vacancy Publications

3.1.1. All vacancy publications will indicate the STPS as an equal opportunity employer and the STPS's adherence to Canadian Human Rights Act (R.S., 1985, c. H-6) and the Employment Equity Act (1995, c.44)

- Employment Equity Act states "The purpose of this Act is to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfillment of that goal, to correct the conditions of disadvantage in employment experienced by women, aboriginal peoples, persons with disabilities and members of visible minorities by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of difference"

Advertising of Job Postings

3.1.2. The STPS will advertise job vacancies for all open and or forecasted positions.

- On the Canada Job Bank website <http://www.jobbank.gc.ca>
- Through other forms of media as directed by the STPS Chief Officer
- Advertising of positions other than entry level, will be decided by the STPS Chief Officer



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Basic Required Qualifications

3.1.3. All recruitment publications will show the Basic Required Qualifications for an STPS Police Officer, they include:

- Canadian citizen or landed immigrant
- Minimum 19 years of age
- Excellent character
- Successfully completed grade 12
- Physically fit; able to pass:
 - POPAT (Police Officer's Physical Abilities Test)
 - Medical Examination
- Vision of not less than 20/40 in one eye and 20/100 in the other, unaided; corrected to 20/20 and 20/30 with lenses. Candidates who have had successful laser eye surgery will be considered
- Hearing loss in one ear not greater than 50 dB and the other ear not greater than 30 dB in the 500-3000 Hz range
- No criminal convictions, charges under another federal statute, or criminal charges pending
- Basic computer keyboarding skills
- Standard First Aid with CPR, valid certificate
- Current Class 5 BC driver's licence

Preferred Qualifications

3.1.4. All recruitment publications will show the preferred qualifications for an STPS Police Officer:

- Post-secondary education, or equivalent
- Work experience with a recognized Police Agency
- Volunteer experience with a recognized Police Agency
- Cultural Awareness and knowledge of the St'at'imc Nation Communities



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Duties & Responsibilities

3.1.5. Duties & Responsibilities for an STPS Police Officer vacancy will be included in all job postings.

- Enforce municipal bylaws
- Enforce the criminal law
- Enforce laws of the province
- Maintain law and order in the municipality
- Prevent crime

Skills

3.1.6. Skills for an STPS Police Officer vacancy will be included in all job postings.

- Good memory and attention to detail
- Legible writing and proper word usage
- Excellent communication
- Keen listening
- Sound judgment and decision making
- Computer Software
- Vehicle operation
- Work in team environment

3.2. Recruitment

3.2.1. The STPS is an equal opportunity employer adhering to Canadian Human Rights Act (R.S., 1985, c. H-6) and the Employment Equity Act (1995, c.44) in all STPS recruitment processes.

3.2.2. To ensure First Nation community representation for the 10 communities served by the STPS recruiting will as much as possible focus on the recruitment of First Nation members.



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3.2.3. Recruitment activity will be documented in relation to:

- Gender
- Ethnicity
- Education level
- Age
- Geographical location

3.2.4. Recruitment activity and minority representation will be reviewed annually by the STPS Chief Officer for the ongoing improvement of recruitment processes

3.2.5. The STPS will make information available throughout the year for attracting police officer applicants via:

- the STPS website
- brochures made available at STPS offices
- brochures sent to the Band Offices of the 10 St'at'imc communities served by the STPS
 - **STPS Sergeant Lillooet Department** will ensure brochures are sent to:
 - Cayoose Creek Indian Band #591
 - Fountain Indian Band #592
 - Pavilion Indian Band #594
 - Seton Lake Indian Band #595
 - T'it'kit Indian Band #593
 - **STPS Sergeant Mount Currie Department** will ensure brochures are sent to:
 - Douglas Indian Band #561



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- Mount Currie Indian Band #557
- N'Quatqua Indian Band #556
- Samahquam Indian Band #567
- Skookumchuck Indian Band #562

3.2.6. A STPS representative, when possible, will attend job fairs hosted by the 10 St'at'imc communities served by the STPS

- To promote community awareness of future employment opportunities
- To promote community awareness of current employment opportunities
- **STPS Sergeant Lillooet Department** will contact, in relation to upcoming job fairs, the band offices of:
 - Cayoose Creek Indian Band #591
 - Fountain Indian Band #592
 - Pavilion Indian Band #594
 - Seton Lake Indian Band #595
 - T'it'kit Indian Band #593
- **STPS Sergeant Mount Currie Department** will contact, in relation to upcoming job fairs, the band offices of:
 - Douglas Indian Band #561
 - Mount Currie Indian Band #557
 - N'Quatqua Indian Band #556
 - Samahquam Indian Band #567
 - Skookumchuck Indian Band #562

3.2.7. A STPS representative, when possible, will visit schools attended by the student population from the 10 St'at'imc communities served by the STPS to promote community awareness of current and future employment opportunities.



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- **STPS Sergeant Lillooet Department** will contact educational facilities within their respective area in regards to presentations.
- **STPS Sergeant Mount Currie Department** will contact educational facilities within their respective area in regards to presentations.

