



# Stl'atl'imx Tribal Police Service

## Administrative Policy: AB030 Selection

Effective Date: 2010-03-05 Revision Date:

### 1.0 Policy

#### Selection Process

1.1. The Stl'atl'imx Tribal Police Service (STPS) will establish and use a selection process for police officers that:

- Will be designed to select the most appropriate person for the position
- Ensures that all elements of the selection process are made clear to candidates, in writing, at the time of their formal application
- Uses only those factors that have been documented as having validity, utility and fairness
- Ensures that all elements of the selection process are administered, scored and interpreted in a uniform manner
- Provides for the disposition of the records of candidates who are not selected
- Is administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer
- Is described and maintained in writing

#### Occupational Qualifications

1.2. With respect to occupational qualifications, prior to appointment:

- All physical and age qualifications for entry-level sworn positions will meet the requirements of validity, utility and fairness
- A written examination of each candidate will be administered through the Stl'atl'imx Tribal Police Service
- A medical examination of each candidate will be conducted by a licensed physician,
- A physical fitness and agility examination of each candidate will be administered through the Justice Institute of British Columbia (JIBC)

#### Background Investigations

1.3. A background investigation of each candidate will be conducted, prior to appointment, which:

- Will determine the suitability of the candidate for the position
- Will include the verification of an candidate's qualifying credentials



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### Polygraph Examinations

- 1.4. Where a polygraph examination of candidates is conducted, or other instruments for the detection of deception are used, in the selection process:
- The investigation will be administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer
  - The process will be described and maintained in writing
  - The administration of examinations and the evaluation of results will be conducted by personnel trained in these procedures
  - Candidates will be provided, at the time of their formal application, with a list of areas from which polygraph questions will be drawn

### Oral Interviews

- 1.5. An oral interview of each candidate will be conducted, prior to appointment, which uses:
- Valid, useful and fair procedures
  - Standardized rating scales and procedures

### Reapplication/Retesting/Reevaluation

- 1.6. The STPS will specify the conditions and procedures for the reapplication, retesting and reevaluation of unselected candidates

### Notification

- 1.7. Successful and unsuccessful candidates will be notified, in writing, within thirty calendar days of the decision and the process now available to them

## 2.0 Reason For Policy

### Selection Process

- 2.1. To provide for the selection of the best person for the position
- 2.2. To facilitate the proper administration, use and defensibility of the selection process

### Occupational Qualifications



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**2.3.** The demands placed upon a police officer require a person with specific abilities and skills. The selection process is conducted to determine whether a person will be suitable for the position. The qualifications required are the criteria which can be used to measure that suitability.

### Background Investigations

**2.4.** To ensure the suitability of the candidate for the position

### Polygraph Examinations

**2.5.** To ensure the suitability of the candidate for the position

**2.6.** To provide for the sensitive nature of the tests and the rights of the candidate involved

### Oral Interviews

**2.7.** All elements of the oral interview process should be standardized in order to be effective and impartial. Rating scales or procedures should be standardized in order to permit valid and useful distinctions among candidates and their expected job performance.

### Reapplication/Retesting/Reevaluation

**2.8.** A candidate who is not selected should not necessarily be excluded from further consideration since:

- No selection process is perfectly reliable
- The candidate may have acquired new knowledge, skills and/or abilities
- The potential for appeals or lawsuits can be minimized through retesting

### Notification

**2.9.** Prompt notification in writing not only is an essential element of an efficient administrative organization, but is also fundamental to a fair and effective selection process



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### 3.0 Procedures

#### 3.1. Qualifications

##### 3.1.1. Minimum Qualifications for all candidates

- Canadian citizen or landed immigrant
- Minimum 19 years of age
- Excellent character
- Successfully completed grade 12
- Physically fit and able to pass:
  - Police Officer's Physical Abilities Test (POPAT)
  - Medical Examination administered by a Licensed physician
- 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 skills
- Standard First Aid with CPR, valid certificate
- Current Class 5 BC driver's license

##### 3.1.2. Preferred Qualifications for all candidates

- Post-secondary education
- Work experience with a recognized Police Agency
- Volunteer experience with a recognized Police Agency
- Cultural Awareness
- Knowledge of the St'at'imc Communities or other First Nations Communities

### Selection Process

3.2. The STPS selection for all candidates will follow this process:

#### 3.2.1. Application:



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- Accept only hand printed original copy
- Incomplete Applications to be rejected
  - Follow steps outlined in AB030 3.2.10
- Application should have attachments:
  - Photocopy of Birth Certificate or Canadian Citizen/Permanent Resident card
  - Photocopy Driver's License
  - Photocopy of Social Insurance Card
  - Photocopy of Standard First Aid certificate
  - 2 colour passport size photographs
  - Secondary and Post Secondary verification documents
  - If any of the above attachments are missing it will be at the discretion of the STPS Chief Officer to continue with the selection process

### 3.2.2. File started on new applicant

- Record of contact information to be kept
- Form "STPS Applicant Checklist" to be filled out,
  - Copy of form located in appendix AB030.1
- Letter to candidate indicating receipt of application, the letter will include:
  - An outline of the selection process
    - If Polygraph examination to be conducted, applicant is to be made aware of the areas that the polygraph examination will cover
  - A statement making candidates aware of the fact that sensitive or confidential aspects of their life may be explored
  - A statement indicating
    - when the candidate will be contacted
    - or statement indicating when the candidate should contact the STPS Chief Officer
- Record of all contact with candidate to be kept in file

### 3.2.3. Exam: Intake or Exemption

- Exempt candidates will write the BC Exemption Exam



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- Exempt candidates are only recognized police officers within Canada
- Non exempt candidates will write the STPS Intake Exam
- Appointment for exam to be scheduled with applicant
- Location of exam to be decided by the STPS Chief Officer
- Once candidate completes exam
  - Exam to be stored in candidate's file
  - Passing mark is  $\geq 70\%$
  - Pass or fail mark to be recorded on STPS Applicant Checklist
- If mark  $< 70\%$  candidate to be rejected
  - Follow steps outlined in AB030 3.2.10

### 3.2.4. First Interview

- The “**STPS First Interview Questions and Comments**” form will be used for the applicant's first interview.
  - The form to be kept in a secure location by the STPS Chief Officer
  - The form contains the STPS default questions and rating scale
    - It is designed for candidates to score well but not high
    - Passing mark will be  $\geq 50\%$
- The STPS Chief Officer will decide whether it is necessary to form an interview panel.
  - If an interview panel is formed the STPS Chief Officer will provide copies of the “STPS First Interview Questions and Comments” to the interview panel and explain how to use the rating scale and score the questions
- Appointment for first interview to be made with candidate
- Pass or Fail mark to be recorded on the STPS Applicant Checklist
- If a failing mark has been attained or the STPS Chief officer deems the candidate to be unworthy of employment, follow steps outlined in AB030 3.2.10

### 3.2.5. Polygraph Examinations

- If a polygraph examination is given to an applicant



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- Applicant to be provided with a list of areas from which polygraph questions will be drawn
- administration of examinations and the evaluation of results will be conducted by personnel trained in these procedures

### 3.2.6. POPAT

- POPAT to be completed in 00:4:15 or less
- Applicant to provide copy of evaluation from recognized testing facility indicating time to complete POPAT
- Applicant to be rejected if time verification cannot be provided, follow steps outlined in AB030 3.2.10

### 3.2.7. Medical

- Full medical examination of applicant to be completed
- Physician and medical centre to be approved by the STPS Chief Officer prior to examination
- Applicant to be rejected if found medically unfit, follow steps outlined in AB030 3.2.10

### 3.2.8. Security Clearance

- Applicant to successfully pass security clearance
- STPS Chief Officer to determine who will be conducting the security clearance
- Security clearance will cover a background check and verification of, but not limited:
  - Education
  - Employment
  - Age
  - Citizenship
  - Friends, relatives, spouses, partners
- Applicant to be rejected if unable to pass security clearance, follow steps outlined in AB030 3.2.10



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### 3.2.9. Second Interview

- The second interview is to be scheduled only after the applicant has passed their security clearance
- The “**STPS Second Interview Questions and Comments**” form will be used for the applicant's second interview.
  - The form to be kept in a secure location by the STPS Chief Officer
  - The form contains the STPS default questions and rating scale
    - it is designed for candidates to score well but not high
    - passing mark will be  $\geq 50\%$
- The STPS Chief Officer will decide whether it is necessary to form an interview panel
  - If an interview panel is formed the STPS Chief Officer will provide copies of the “STPS Second Interview Questions and Comments” to the interview panel and explain how to use the rating scale and score the interview questions.
- Appointment for second interview to be made with candidate
- Pass or fail mark to be recorded on the STPS Applicant Checklist
- If a failing mark has been attained or the STPS Chief officer deems the candidate to be unworthy of employment, follow steps outlined in AB030 3.2.10

### 3.2.10. Offer of Employment Letter

- Offer of Employment letter to be sent to applicant when the applicant has successfully completed the selection process. The letter will indicate:
  - Offer of employment
  - Initial starting salary
  - Disclaimer requiring successful completion of JIBC training
  - Potential future dates for training at the JIBC
  - Contract to be signed indicating adherence to STPS Administrative and Operational Policy





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### 3.2.11. Applicant Rejection Letter

- If the applicant is deemed unable to continue in the selection process, a rejection letter is to be sent out within 30 days of decision, letter to indicate:
  - Reason(s) for rejection
  - Reapplication/Retesting/Reevaluation process, see AB030 3.3

### Reapplication/Retesting/Reevaluation

**3.3.** If an applicant is rejected from the selection process, the applicant can reapply in order to correct the reason(s) for rejection

- the waiting period prior to reapplication is 12 months
- After 12 months has expired the applicant has 60 days to contact the STPS Chief Officer in writing to request that their application be reconsidered
  - The STPS Chief officer will in writing
    - Acknowledge the applicants reconsideration request
    - Inform applicant of the selection process
    - Inform applicant of current requirements to be met in the selection process
  - The STPS Chief Officer will start a new “STPS Applicant Checklist” without discarding previous one
- If the application reconsideration request is received later than 60 days after the waiting period
  - Applicant to be informed in writing that a new application form needs to filled out and the selection process will start over again

### 3.4. Disposition of Applicants File

- Applicants file to be permanently destroyed if:
  - Applicant has been rejected, waiting period for reconsideration has expired and 60 day contact time has expired
  - Applicant has halted process, waiting period for reconsideration has expired and 60 day contact time has expired



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# Appendix AB030.1 :





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**Form: Applicant Checklist Constable**

√ : Pass/completed/received    x : fail /incomplete/missing    / : Pending

Application:

Date received: \_\_\_\_\_

Comments; Application completed properly, education level, work/volunteer experience

Photocopy of Birth Certificate or Canadian Citizen/Permanent Resident card

Photocopy Driver's License

Photocopy of Social Insurance Card

Photocopy of Standard First Aid certificate

2 colour passport size photographs

Secondary and Post Secondary verification documents

File started new applicant

Date file started: \_\_\_\_\_

Initial contact of applicant

Date of contact: \_\_\_\_\_

Exam ≥70%

Date of exam \_\_\_\_\_

**First Interview** ≥ 50%

Date of Interview: \_\_\_\_\_

Polygraph, if applicable

POPAT, Verified 4 minutes and 15 seconds or less

Medical, STPS Chief Officer Approved

Security Clearance

**Second Interview** ≥ 50%

Date of Interview: \_\_\_\_\_

Offer of Employment Letter

Date of Letter: \_\_\_\_\_

Applicant Rejection Letter

Date of Letter: \_\_\_\_\_