



Stl'at'imx Tribal Police Service

Administrative Policy: AB150 Promotion

Effective Date: 2010-08-19 Revision Date:

1. Policy

Promotion

1.1. Promotion within the Stl'at'imx Tribal Police Service (STPS) will comply with a promotion process that:

- Complies with Human Rights Legislation
- Defines the department's role in the promotion process
- Covers all STPS personnel
- Provides for the development of an eligibility list, where practical
- Ensures that all elements of the promotion process are made accessible to personnel including:
 - Bibliography of reading materials used as the sources of questions for written examinations, when used
 - Written description and schedule of the promotional process, including anticipated vacancies
 - Is administered under the authority of the STPS Chief Officer and the responsibility of the STPS Chief Officer
 - Is evaluated and revised as and when necessary

Review/Appeal

1.2. The promotion process within the STPS will provide for the review or appeal by personnel of decisions concerning their eligibility for, or appointment to, promotional vacancies, which will include:

- The review of the written results of scored elements of the selection process
- Contesting promotional reports used in the selection decision

1.3. Personnel will have the right to grieve promotional decisions



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2. Reason for Policy

Promotion

- 2.1. To establish and apply a current, viable and accountable process whereby promotion within the department will be made on the basis of merit and suitability

Definitions:

- ✓ Merit: demonstrated ability or achievement
- ✓ Suitability: appropriate; fitting

Review/Appeal

- 2.2. The right of personnel to challenge any aspect of the promotion process is an integral part of the process itself.

A formal process should allow personnel an opportunity not only to register their dissatisfaction with the results of specific components of the process, but also to have selection decisions formally reviewed by the department.



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3. Procedures

3.1. Promotion Process

Where there is an identifiable vacancy, the promotion process will be as follows:

3.1.1. Internal posting

- Identify position(s) to be filled
- List skills required for position
- List duties of the position
- List eligibility criteria
- List competition criteria
- Display in STPS offices for no less than 3 weeks

3.1.2. Skills

- Clearly list the required skills for the vacancy
 - i.e. typing speed, legible writing/printing, time management, organization, supervisory etc...

3.1.3. Duties

- Clearly list and indicate duties for the vacancy
 - List current duties
 - List anticipated duties

3.1.4. Eligibility

- STPS Chief Officer to decide minimum length of employment with the STPS for the particular vacancy
- Eligibility criteria:
 - Minimum 2 consecutive, positive, STPS performance evaluations
 - For members, verification that there are no:
 - Disciplinary defaults, not yet expunged
 - Criminal convictions, not yet pardoned
- List(s) if used:



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- Where applicable will have the criteria of:
 - Length of service
 - Performance evaluations
 - Suitability
- Will be posted for 12 weeks

3.1.5. Competition

- Where the possibility of multiple candidates from the STPS exist, competition criteria must be set out based on:
 - Merit: demonstrated ability or achievement
 - Suitability: appropriate; fitting
 - Education
 - Training
 - Length of service
 - Department Commendations
 - Eligibility
 - For Members:
 - Updated medical
 - Qualifying Exam
 - JIBC Assessment

3.1.6. Interview(s)

- To be conducted by the STPS Chief Officer and the STP Board

3.1.7. Examination & Testing

3.1.7.1. Testing of skills to be done for the verification of skills

- Directly related to the internal posting
- To be scored as Pass/Fail
 - Either the personnel is competent or needs further improvement



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- If further improvement is required the STPS Chief Officer and the respective personnel will work together to develop an action plan for improvement

3.1.7.2. Qualifying Examinations

- Bibliography of reading/study material, related to the qualifying exam, to be provided at least 12 weeks prior to examination
 - Unless otherwise directed by the STPS Chief Officer
- The passing score will be based on the type of examination
 - For a general guideline, where percentages are applicable, the minimum percentage will be 70% without exception
 - If the score is lower than 70% the personnel will not be eligible for promotion
- If the personnel has received a non satisfactory score/grade/mark, the respective personnel will work together with the STPS Chief Officer to develop an action plan for improvement
- For the rewriting of examinations the time period will be no less than 1 year
 - Unless otherwise directed by the STPS Chief Officer

3.2. Review/Appeal

3.2.1. STPS personnel may request in writing, from the STPS Chief Officer, a review of decisions made in relation to a promotional process.

3.2.2. Eligibility

If ineligible for a particular vacancy and it should not be the case: Prepare and send a signed letter to the STPS Chief Officer for a review of the eligibility criteria in relation to the specific personnel

3.2.3. Competition

If within the competition process personnel believe there is a discrepancy in the competition process: Prepare and send a signed letter to the STPS Chief Officer for



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a review of the competition process in relation to the specific personnel outlining in detail all issues

3.2.4. **Formal Grievance** : If within the promotional process a formal grievance is to be filed, the process is :

3.2.4.1. Personnel with grievance to prepare and send signed and dated letter to the STPS Chief Officer, the letter will outline:

- The issues and problems
- The desired action and or outcome

3.2.4.2. The STPS Chief Officer will forward a copy of the grievance letter to the STP Board and then prepare a signed and dated letter to the personnel:

- Acknowledging receipt of their letter
- Indicating a copy has been sent to the STP Board for review
- Indicating they will be kept informed as their grievance is reviewed by the STPS and the STP Board

3.2.4.3. Once the STPS and the STP Board has fully reviewed the grievance and has come to conclusion or decision, the Chief Officer and a representative from the STP Board will meet with the personnel to inform them of the findings and any course of action to be taken