



<b>Policy Name:</b>	<b>RECRUITMENT – CIVILIAN EMPLOYEES</b>		
<b>Policy #:</b>	AD 3.1	<b>Last Updated:</b>	2023-03-29
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

## **RELATED POLICIES**

AD 1.1 *Ensuring Inclusivity and Diversity in Surrey Police Service*

AD 2.3 *Conflict of Interest*

AD 5.7 *Human Rights and Respectful Workplace*

### **1. PURPOSE**

1.1. To attract, promote, and retain the best civilian Employees for employment with Surrey Police Service (SPS) through a recruitment and selection process that is fair, equitable, and effective, and which is in accordance with the BC *Human Rights Code* and other applicable legislation and collective agreements.

1.2. To attract, promote and retain Employees who reflect the diversity of Surrey's population.

### **2. SCOPE**

2.1. This policy applies to all SPS Employees involved in and responsible for the recruitment and hiring of civilian Employees.

### **3. POLICY**

3.1. To meet the needs of the community, SPS encourages applications for employment from diverse and under-represented groups including women, individuals identifying as 2SLGBTQIA+, Indigenous people, and others who represent the ethnic and cultural diversity of the City of Surrey.

3.2. SPS will undertake activities to remove systemic barriers, develop recruiting and retention plans, and communicate with the community to achieve a diverse pool of Applicants and advance equity in its hiring processes.

- 3.3. SPS promotes an environment free from workplace harassment where all people are treated with respect and dignity. Recruitment and selection decisions are based on individual assessment, without discrimination, of an Applicant's ability to meet the criteria related to the position, as well as their ability to thrive in a diverse and respectful workplace, in alignment with SPS's core values.
- 3.4. All recruiting and hiring practices including how positions are posted will comply with the Surrey Police Board and Canadian Union of Public Employees (CUPE 402) Collective Agreement, if applicable to the position(s) in question, and with SPS's hiring practices and procedures.
- 3.5. All applications for employment will be maintained by the Human Resources Section in confidence and in accordance with the *Freedom of Information and Protection of Privacy Act*. Anonymized data from these records may be used to conduct research and evaluation.
- 3.6. SPS strives to maintain an inclusive workplace by embedding ethical systems into administrative and operational policies and processes.

#### 4. PROCEDURE

- 4.1. All applications shall be screened according to the requirements for the position. The most qualified candidates will be selected to advance in the recruiting process.
- 4.2. The selection of successful Applicants will be based upon the Applicants' demonstrated qualifications for the position, including relevant education, experience, knowledge, certifications, abilities, and suitability. All elements of the selection process will be administered, in a standardized, objective manner:
  - i. some positions may require the demonstration of practical skills during the recruiting process. Applicants may be expected to demonstrate these skills in a test-like environment and will be advised of this requirement in advance; and
  - ii. Applicants may be required to participate in an interview in which they will be asked a blend of behavioural, situational, and knowledge-based questions. Interview questions will be aligned with the competencies required for the position.
- 4.3. Applicants who are successful through the recruiting process are required to have a current background investigation. The background investigation may include but is not limited to: verification of work references, personal references, educational documents, employment history, criminal and security clearance background checks, and credit checks.
- 4.4. Employees must disclose to the Senior Manager, Human Resources, or their delegate, if a Family Member or Close Friend with whom the Employee has a personal relationship, is applying for employment. The Employee must not participate in any selection or promotion process where an Applicant is a Family Member or Close Friend. In any other situation where a conflict of interest

or perceived conflict of interest exists, the Employee must notify the Senior Manager, Human Resources or their delegate to determine whether it is appropriate for the Employee to participate in the selection or promotion process.

- 4.5. No Employee or member of the Surrey Police Board shall attempt to improperly influence the hiring process. Should this occur, the Employee who perceives such pressure in the hiring and recruitment process must immediately report the matter to the Senior Manager, Human Resources, or their delegate.

#### **Senior Manager, Human Resources**

- 4.6. The Senior Manager, Human Resources must ensure that recruitment, selection, and promotion processes comply with the CUPE 402 Collective Agreement, when applicable, applicable legislation, and SPS policies and practices.
- 4.7. The Senior Manager, Human Resources or their delegate will review civilian applications and determine the Applicant's competitiveness and overall suitability for employment with SPS. Recommendations for hire shall be made to the Chief Constable or their delegate prior to an offer of employment being extended.
- 4.8. If the Senior Manager, Human Resources becomes aware of any incident in which an Employee or member of the Surrey Police Board has attempted to improperly influence an Employee during a recruitment or hiring process, the Senior Manager, Human Resources shall raise the matter with the Deputy Chief, Support Services Bureau, who shall notify the Executive Director of the Surrey Police Board.

#### **Expenses for Recruitment-Related Travel**

- 4.9. Reimbursement of travel expenses related to Applicant travel to participate in any part of the employment process may be required. Use of virtual tools or third-party partnerships with other agencies to minimize candidate costs for travel should be explored. No commitment for reimbursement should be made without first consulting the Senior Manager, Human Resources, and/or the Deputy Chief Constable, Support Services to determine whether such reimbursement is authorized.

## **APPENDIX A: DEFINITIONS**

“2SLGBTQIA+” means persons who identify as two-spirit, lesbian, gay, bi-sexual, transgender, queer, intersex, asexual, and other gender or sexual expressions.

“Applicant” means a person who is not a current SPS Employee, who is seeking a position serving SPS.

“Close Friend” refers to a person with whom an Employee has a personal relationship beyond mere acquaintance. In some circumstances this may also include the partner/spouse of a Family Member.

“Employee” means an Employee of SPS (including Members and civilian staff) appointed by the Surrey Police Board.

“Family Member” means spouse (including common-law), parent, child, or sibling.

“Surrey Police Board” refers to the Board appointed by the Provincial Government as a civilian oversight body for the operations and administration of Surrey Police Service.

## **APPENDIX B: REFERENCES**

Canadian Union of Public Employees (CUPE) 402 – Surrey City Workers *Collective Agreement*

*Employment Standards Act*, R.S.B.C. 1996, c. 113

*Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165

*Human Rights Code*, R.S.B.C. 1996, c. 210