



6.4: HUMAN RESOURCES

6.4.1: INTRODUCTION

This area of Police Orders pertains to the personnel functions, policies and procedures of the . It comprises such topics as staffing, personnel evaluations, selected **employee** benefits, personal counselling, employee records and **separation** procedures. In general, this topic area deals only with those matters most common to the personnel function, or in respect of which the OPP has specific or qualifying policies or procedures. Where a particular subject is not discussed, reference should be made to the respective employee agreement.

The procedures set out here are not intended to replace those contained in the Management Board of Cabinet (MBC) Directives and Guidelines or an employee agreement, but rather, to augment and facilitate the implementation of the procedures required by such manuals and agreements. Where a conflict of policy may arise, a decision shall be sought from the Commander, Career Development Bureau (CDB), as the circumstance may warrant.

*An employee shall avoid any **conflict of interest** as detailed in Police Orders, Chapter 6, [Code of Conduct in the OPP](#).*

6.4.2: TOPIC RESPONSIBILITY

The Ministry of Community Safety and Correctional Services (MCSCS) Human Resources and **CDB** provide personnel services to the OPP, and share general responsibility for this topic.

6.4.3: DUPLICATION MINIMIZATION

To minimize duplication of writing and reference, where policy on a particular subject as contained in the **MBC Directives and Guidelines** or an applicable Collective Agreement is acceptable in its published form to the OPP, such policy is integrated in this topic.

6.4.4: EXTRACTED REFERENCES

Where possible, material extracted from other sources will be used verbatim. However, inapplicable material may be deleted, specific OPP terminology substituted or the writing simplified, but the full intent of the extract will remain. The sequential arrangement of material is at OPP discretion, and may vary from that in the reference source. Numbering and structuring are in the Police Orders style, and common OPP terminology is used.

6.4.5: DOCUMENT DISTRIBUTION

Unless otherwise provided, a form or other document required to be submitted by this topic area shall be forwarded through normal channels.

6.4.6: UNIFORM RECRUITMENT

Introduction

The OPP is committed to being representative of the communities it serves and providing a welcoming and diverse work environment by hiring qualified candidates who:

- have integrity;
- are accountable;
- are compassionate and fair;



- demonstrate courage, and
- engage in continuous learning.

Employee Responsibility

All **employees** can supplement successful recruitment by:

- identifying qualified candidates;
- completing the [Employee Reference for OPP Candidate](#) and forwarding it to the [CDB](#), Uniform Recruitment Section;
- providing guidance/direction to potential/interested candidates; and
- communicating a positive image/message about unique and exciting career opportunities within the OPP.

OPP Recruitment Process

The [OPP Application Package](#) is available on the OPP Internet website for those candidates who have successfully obtained a valid Certificate of Results (COR) which recognizes successful completion of the [Constable Selection System](#) (CSS) testing. Stages of the application process include:

- pre-screening of OPP Application;
- interview;
- background Investigation;
- medical evaluation;
- psychological evaluation; and
- approval by a Final Review Board.

Website

All information pertaining to uniform recruitment can be found on the [OPP Internet website](#).

6.4.7: SECONDMENT/TEMPORARY ASSIGNMENT

Introduction

To meet human resource requirements and/or support learning and development plans it may be necessary to temporarily assign/second an **employee** to a different position and/or work location.

Open Process

The **secondment/temporary assignment** process shall be open/transparent, accountable, and consistent, enabling a regional/bureau manager/supervisor to track resource commitments and ensure essential services are maintained, while supporting career development goals of all **employees** to the extent possible.

Terminology

Except as otherwise provided in this policy, the terms **secondment** and **temporary assignment** are synonymous for the purpose of procedures necessary to obtain approvals and complete necessary documentation.

Application

This policy applies to a **secondment/temporary assignment** that is 30 days in duration or longer.

Collective Agreements

The provisions of this policy shall be applied in a manner consistent with bargaining group collective agreements.

Review

A vacant position filled by a **secondment/temporary assignment** shall be reviewed regularly with consideration given to filling the position on a permanent basis.

Rank/Classification

An **employee** on **secondment/temporary assignment** involving a higher rank/classification shall revert back to his/her original rank/classification level:



- upon expiration of the secondment/temporary assignment and return to his/her home position and work location; or
- when temporarily recalled to his/her home position in response to an OPP operational priority, e.g. major incident, provincial emergency, etc.

Exception

Except where a prior agreement has been made, a uniform member who is filling a position in an acting capacity shall not revert to the former rank, where a temporary absence from the secondment/temporary assignment is necessary to attend a training course, court or vacation.

Tracking/Documentation

A secondment/temporary assignment of 30 days in duration or longer shall be recorded on the Workforce Information Network (WIN) system as the only approved method of tracking.

WIN Employee Action Request (WEAR)

The WIN Employee Action Request (WEAR) form shall be completed for a secondment/temporary assignment in accordance with this policy and any other provisions set out in Police Orders.

Critical Position Staffing Approval

A Critical Position Staffing Approval form shall be completed and submitted by the manager/supervisor at the host location for each initial temporary assignment and subsequent extension.

Once approved the manager/supervisor at the host location shall prepare the required WEAR form to temporarily transfer the employee to the temporary assignment or extend the employee in the temporary assignment.

Exception

A WEAR form or a Critical Position Staffing Approval form is not required when utilizing a uniform member for duties at a summer detachment or for a short-term specific project less than 30 days.

Advertisement

Assignment—Six Months or Over

Whenever practicable, a temporary assignment six months in duration or longer shall be advertised. If a temporary assignment is longer than six months in duration, a reasonable explanation shall be provided under section 2 of the Critical Position Staffing Approval form to justify not using the competition process.

Assignment—Under Six Months

For a temporary assignment less than six months in duration, a manager/supervisor may forfeit the competition process and appoint an employee to temporarily perform the full duties of that position if:

- a competitive process would otherwise interfere with/undermine the objective of filling the position in a timely manner;
- the employee has demonstrated the ability through work performance, of meeting the position requirements; or
- the employee has requested development in the program area in his/her learning and development plan.

Financial Responsibility/HR Management

Responsibility for an employee's financial compensation and human resources management on a secondment/temporary assignment shall be agreed upon by the manager/supervisor of the employee's home and secondment/temporary assignment work location and recorded in the required formal agreement.



**Temporary
Assignment
Agreement**

A formal agreement utilizing [Form PCS107—Temporary Assignment Agreement](#), shall be completed and submitted for approval to support a **temporary assignment** 30 days in duration or longer. The manager/supervisor of the temporary assignment location shall be responsible for facilitating the completion of the form, ensuring all required fields are completed.

Distribution

A **temporary assignment** agreement shall be distributed as follows:

- temporary assignment location—original;
- assigned **employee's** personal file (291)—copy;
- home location—copy; and
- **bureau**/regional commander—copy.

**Secondment
Agreement**

A formal agreement utilizing [Form PCS108—Secondment Agreement](#), shall be completed and submitted for approval to support all **secondments** 30 days in duration or longer. Such agreements shall be developed in consultation with the Manager, Controllership Services, Business and Financial Services Bureau (BFSB) and the Commander, **CDB**.

Guidelines

[Form PCS109—Secondment Checklist](#) available via the CDB intranet [website](#) shall be reviewed by managers/supervisors tasked with developing **secondment** agreements to ensure all appropriate issues are addressed.

Approvals

The Commanders of **CDB** and **BFSB** and a representative from the **secondment** host location shall review and sign the completed agreement prior to forwarding to the respective Provincial Commander for final approval.

Annual Review

A **secondment** exceeding one year in duration shall be reviewed annually by the Provincial Commander, Corporate Services to ensure it is meeting the needs of the organization.

Distribution

A **secondment** agreement shall be distributed as follows:

- **CDB**—copy;
- host/secondment location—original or copy as the case may be;
- seconded **employee's** personal file (291)—copy;
- seconded employee's home location—copy;
- **bureau**/regional commander—copy;
- Commander, **BFSB**—copy; and
- Provincial Commander—copy or original if developed by the OPP.

Renewal

Documentation for the renewal of a **secondment/temporary assignment** shall be completed at least 30 days prior to the start of the renewal period. This notice shall enable the appropriate modification of information to the Ministry of Government Services, Shared Services Bureau (Corpay) and Workforce Information Network (WIN) reporting systems.

Required Information

A renewal shall be supported with a new/amended **secondment/temporary assignment** agreement and include the rationale for not advertising the assignment.



Expiration of Assignment

Upon the expiration of a secondment/temporary assignment, the manager/supervisor of the employee's home position shall complete a WEAR form to return the employee to his/her home position, except where:

- a secondment/temporary assignment agreement renewal has been submitted and approved;
- a secondment/temporary assignment agreement for a different position has been submitted and approved; or
- the employee is appointed to or has been successful in a competition for the current temporary assignment vacancy or for another vacancy.

Early Termination of Assignment

Where a secondment/temporary assignment ends prior to the original date specified on approved documentation, the manager/supervisor of the employee's home location shall complete the WEAR form and submit it to the approving authority.

Uniform Member—Notification of Reversion to Confirmed Rank

A uniform member who has performed the full duties of a position in an acting capacity for a period of 18 months or more shall be given written notice, at least one month prior to being reverted to the former rank.

Performance Evaluation

A secondment/temporary assignment is regarded as on-the-job development. For that purpose, documentation of performance shall be required.

Documentation

Temporary Assignment—less than 90 days

The temporary assignment manager/supervisor shall be responsible for documenting the employee's performance evaluation during the temporary assignment utilizing 233-10—General Information Form, which shall be forwarded to the employee and home location manager through the bureau/regional commander responsible for the temporary assignment area.

Temporary Assignment—90 days or longer

The manager/supervisor at the host location shall be responsible for completion of the employee's annual performance evaluation. In cases where the assignment does not cover the entire year of the evaluation, there shall be consultation with, and input received from the supervisor from the home location to ensure the evaluation accurately reflects the year reviewed.

Secondment

Requirements/procedures for reporting employee performance during a secondment shall be consistent with OPP Performance Management policies as set out on the CDB intranet website and agreed upon by the manager/supervisor of the employee's home location and the secondment/temporary assignment work location and recorded in the required formal agreement.

Timelines

To ensure performance feedback is relevant and timely, all performance evaluation documentation including 233-10—General Information Form shall be completed and distributed within 30 days of the termination of the secondment/temporary assignment, or with respect to an Annual Performance Evaluation, the employee's anniversary date.

Filing

All documentation relating to a secondment/temporary assignment shall be filed in accordance with the Records Maintenance Manual.



6.4.8: POSITION DESCRIPTION

Introduction A position description is an account of the organizational relationships, responsibilities, and specific duties that constitute a given job or position. It defines the scope of responsibility and continuing work assignments that are sufficiently different from those of other jobs or positions to warrant a specific title.

A position description is essential because it provides the **employee** with the information on what is expected of them, and it provides management with the information necessary to ensure the proper selection, training and utilization of police personnel.

Supervisor Responsibility

When an **employee** reports for duty upon:

- an original posting;
- a subsequent posting;
- a promotion; or
- a new position,

his/her superior shall provide them with a copy of the appropriate position description.

6.4.9: PROBATIONARY PERIOD—UNIFORM MEMBER

Classification

Recruit Constable

A person employed by the OPP for the position of constable who is attending the Ontario Police College (OPC) constable training and the OPP Academy training, until such time as he/she is appointed to probationary constable status.

Probationary Constable

A person employed by the OPP for the position of constable who has successfully completed all training at OPC and the OPP Academy. During the next 12 months the probationary constable is assigned to a detachment and works under the guidance of a coach officer.

Pursuant to the [Public Service of Ontario Act](#) (PSOA):

- each new probationary constable is appointed to the probationary staff by Management Board Secretariat (MBS) for a period not to exceed one year; and
- the probationary period shall commence on the day of graduation, after successfully completing the OPC constable training and the OPP Academy training.

Experienced Officer

A person, who is a serving police officer or who has served within the past two years with another Canadian police agency, and is a police officer within the meaning of the [Police Services Act](#) (PSA).

Pursuant to the **PSOA**, the 12 month probationary period for an experienced officer shall commence on the day of hire.

An experienced officer, hired by the OPP shall be hired at the rank of constable.



Variance

The appointment of an experienced officer, hired at a rank greater than a constable, shall be approved by the Commander, CDB.

Amalgamated Police Officer

A police officer, serving with a police agency that was contractually amalgamated with the OPP, and is a police officer within the meaning of the PSA.

Pursuant to the PSOA, the 12 month probationary period for an amalgamated police officer shall commence on the day of hire.

Failure to Meet Requirements of Position

A uniform member on probation, who fails to meet the requirements of his/her position during the probationary period, may be released from employment by his/her regional commander.

Posting

A probationary constable shall be posted to a detachment commanded by a uniform member of at least a sergeant rank.

Assignment

Daylight

Upon completion of eight weeks service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P—Probationary Constable Performance Evaluation, be permitted to work alone on patrol during daylight hours provided the uniform member's coach officer, or another uniform member on duty, is readily available in the same patrol area.

Night Time

Upon completion of four months service at a detachment, a probationary constable may, subject to meeting requirements on the Form PCS066P (and cognizant of two uniform member scheduling, in Police Orders, Chapter 2, Community Patrol) be permitted to work alone during hours of darkness provided the his/her coach officer, or another uniform member on duty, is readily available in the same patrol area.

Variance

The detachment commander, on the advice of the coach officer and accountable supervisor, may waive the above requirements, where previous police experience is involved, under the Experienced Police Officer Program or through amalgamation. Such variance shall be considered only on an individual basis. The variance shall be documented on Form PCS066P.

Probationary Field Training Program—Detachment

The detachment commander is responsible for the success of the Probationary Field Training at the detachment. The accountable supervisor and coach officer have further responsibilities associated with the day-to-day coaching, development, and supervision of the probationary constable.

Responsibilities

Supervisor

An immediate supervisor shall:

- be responsible for the supervision of the Probationary Field Training Program and monitoring the coach officer and probationary constable as they progress through the Probationary Field Training Manual;
- ensure that a probationary constable is offered every opportunity to participate actively with his/her coach officer in all phases of detachment work;



- confer with the respective coach officer when commenting on the probationary constable's [Form PCS066P—Probationary Constable Performance Evaluation](#); and
- ensure the continuing compatibility between the probationary constable and his/her coach officer. In instances where it becomes clear that an irresolvable conflict exists, the supervisor shall recommend to the **detachment commander** that the probationary constable be re-assigned to another coach officer forthwith.

Detachment Commander

A **detachment commander** is responsible for the overall development of each probationary constable and shall:

- select a coach officer utilizing the coach officer competency model;
- assign each probationary constable to a coach officer;
- where advised by an accountable supervisor that an irresolvable conflict exists between the probationary constable and his/her coach officer, re-assign the probationary constable to another coach officer forthwith;
- ensure that duty schedules are arranged so the coach officer and probationary constable work corresponding shifts, where practical;
- ensure that the [Form PCS066P—Probationary Constable Performance Evaluation](#) is completed in accordance with the [Probationary Constable Guidelines](#); and
- review, comment and forward Form PCS066P to the **regional commander** each month.

Regional Commander

The **regional commander**, or designee, shall review/comment/distribute [Form PCS066P—Probationary Constable Performance Evaluation](#). The original shall be forwarded to **CDB, GHQ** and copies shall be retained at the **detachment** and region in a secure location.

Diversity Awareness

Once a probationary constable is posted to a **detachment**, the **detachment commander**, the accountable supervisor and coach officer shall ensure that the probationary constable is made aware of the diverse make-up of the community, including, but not limited to First Nations and other diverse groups within a detachment's boundaries. Arrangements shall be considered for the probationary constable to meet and work with as many diverse groups as practicable. This will enable the probationary constable to foster awareness, increase understanding and build relationships of mutual understanding and respect.

Duration

The duration of these assignments shall be for a reasonable period as determined by the **detachment commander** in consultation with the coach officer and must be completed before the probationary constable's ten-month evaluation.

Noted on PCS066P

The coach officer shall indicate on [Form PCS066P—Probationary Constable Performance Evaluation](#) that this assignment has been completed.

Orientation to Provincial Communication Centre

All probationary constables are given a short tour and question and answer session at the Orillia Provincial Communication Centre (PCC). In addition, once a probationary constable is posted to a **detachment**, the **detachment commander** and coach officer shall ensure that the probationary constable attends an orientation day at his/her respective PCC. This will enable the probationary constable to gain first-hand experience in understanding the



operations of the PCC and enhance his/her awareness of the complexity of the operator role and responsibilities.

Duration The duration of this assignment shall be one shift and shall be completed before the probationary constable is recommended for permanency.

Noted on PCS066P The coach officer shall indicate on [Form PCS066P—Probationary Constable Performance Evaluation](#) that this assignment has been completed.

Guidelines Guidelines for completing Form PCS066P can be found on the Career Development Bureau intranet [website](#).

Coach Officer

Selection A **regional/detachment commander** shall, when recommending a **uniform member** to perform the role of coach officer, consider whether he/she:

- demonstrates the desire/willingness/ability to accept the responsibilities of a coach officer as listed in the Probationary Field Training Manual and meets the required level for a coach officer in the competency model;
- possesses the desire/ability to transmit his/her knowledge to others;
- has an awareness of **detachment** objectives;
- understands OPP policy and relevant statute law;
- has a good reputation with other detachment uniform members and within the community; and
- displays loyalty to the OPP and superior officers.

Compensation A coach officer is entitled to compensation for the period of time he/she is assigned to such duties. The compensation shall be in accordance with the [OPPA Uniform Collective Agreement](#).

Note: See Article 6.06.02

Responsibility The coach officer shall be responsible for:

- developing a plan of training suited to the probationary constable's needs, and **detachment** priorities, in accordance with the Probationary Field Training Manual;
- completing a monthly Performance Evaluation Report on [Form PCS066P—Probationary Constable Performance Evaluation](#) for submission to the probationary constable's immediate supervisor and **detachment commander** at the end of each month; and
- ensuring the probationary constable is familiar with the OPP [Mission Statement](#) contained in Police Orders.

Appointment, Regular Staff The appointment of a **uniform member** to regular staff becomes effective one year from the date of appointment to probationary staff.

6.4.10: CIVILIAN MEMBER

Introduction Information with regard to employment of a civilian is available on the [CDB website](#). This includes forms, draft letters, and processes.

Guard A **regional commander** may extend the termination date for a fixed term **guard** to one year from the employment commencement date.



Guard First Aid & CPR Certification

An applicant for each fixed term **guard** position shall possess valid First Aid and CPR certification as a condition of employment.

Re-qualification

A fixed term **guard** shall re-qualify for First Aid and CPR certification annually. Each **regional commander** shall determine the most cost-effective method of providing this training which shall be paid for from regional funds and attended on the **employee's** time, with no reimbursement of costs for travel or other expenses. A copy of the certification document shall be retained in the employee's detachment personnel file and a notation made on each contract renewal verifying that he/she possesses valid First Aid and CPR certification.

6.4.11: OPP CIVILIAN/APPLICANT SECURITY BACKGROUND INVESTIGATION

Introduction

The OPP civilian security background investigation process ensures:

- a risk management approach to personnel screening;
- the respect of human rights;
- the protection of OPP **employees**, stakeholders, assets, information and business processes;
- the adherence to, and respect of all staffing policies;
- hiring decisions are well founded;
- the support of OPP business objectives;
- the privacy, security, and confidentiality of the applicant's personal information;
- alignment with established best practices accepted in the security industry; and
- that the investigation process is transparent, fair, and bias-free.

Application

This policy applies to all civilians under the supervision of the OPP Commissioner. For the purpose of this policy, this includes:

- civilian members, including fixed term (contract) employees;
- Ontario Public Service (OPS) employees working in an OPP location;
- student placements and/or co-op students working for the OPP; and
- volunteers, e.g. Commissioner's Own Pipes and Drums, The Chorus.

Prior to Employment Offer

An applicant's security background investigation shall be completed prior to an offer of employment.

Access to OPP Facility

An applicant shall not have access to an OPP facility until his/her security background investigation is complete.

Annual Review of Policy

Security Bureau is responsible for reviewing this policy annually in consultation with Human Resources, Career Development Bureau (CDB), and shall advise Operational Policy & Strategic Planning Bureau (OPSPB) if changes are necessary.

Scope

A civilian applicant shall be investigated to assess suitability for employment in positions of trust. Positions of trust are characterized by:

- handling and processing OPP information;



- activities involving contact with, or responsibility for, the well being of children or vulnerable persons; and
- duties associated with law enforcement work.

Responsibilities

Accountable Executives

Responsibility for a civilian applicant security background investigation rests with the:

- Commander, Security Bureau;
- Commander, Career Development Bureau (CDB); and
- hiring/reporting manager.

Commander, Security Bureau

The Commander, Security Bureau shall ensure processes are in place to protect sensitive information, assets, and persons under his/her control, in accordance with OPP policies and directives.

Hiring Manager & Security Bureau

The hiring manager, in consultation with the Director, Human Resources and Security Bureau, shall determine the level of security clearance that is required for a civilian position.

Hiring Manager

The hiring manager is responsible for:

- obtaining two pieces of valid approved government issued identification—one of which shall include his/her photograph;
Note: See Acceptable Forms of Photo and non-Photo Identification [below](#).
- conducting a visual verification of the applicant’s two pieces of identification;
- photocopying the two pieces of identification;
- confirming that the person signing the forms is the individual on the government-issued identification, and certify (initial and date) the copies;
- ensuring the civilian applicant completes [Form LE031—Consent to Security Clearance Investigation](#); or
 - if the applicant is under the age of 18 years, complete [Form LE219—Release and Discharge Relating to Consent to Disclosure of Criminal Record Information](#). Only a CPIC check will be conducted on him/her;
- ensuring the civilian applicant completes a [Form LE024—Personal History for Security Clearance Investigation](#);
- confirming the information on Form LE031 and Form LE024 is accurate and complete;
- ensuring the signatures on the government-issued identification and Form LE031 are the same;
- requesting the applicant to attend the closest OPP location to submit his/her fingerprints;
- confirming the applicant is legally able to work in Canada; and
- confirming the applicant’s:
 - employment history with former employers for the previous five years;
 - reference checks for the previous five years; and
 - educational and/or professional credential(s)/certificate(s).



Acceptable Forms of Photo Identification

The following are acceptable forms of government-issued photo identification:

- driver's licence;
- BYID (Bring Your ID—issued by the LCBO);
- Military Employment Card
- Canadian Citizenship Card;
- Indian Status Card;
- Canadian or foreign passport;
- Permanent Resident Card;
- Possession & Acquisition Licence (PAL);
- Canadian National Institute for the Blind (CNIB) Card; and
- Ontario Photo Identification (ID) Card.

Note: The Ontario Photo ID card is issued by the Ministry of Transport for persons who do not possess a driver's licence.

Acceptable Forms of Non-Photo Identification

The following are acceptable forms of non-photo identification:

- birth certificate;
- baptismal certificate;
- hunting licence;
- Outdoors Card;
- Canadian Blood Donor Card; and
- immigration papers.

Note: Government issued photo and non-photo identification shall be valid at the time they are verified.

Declaration of Unresolved Charges/Convictions

The hiring manager shall advise the applicant of his/her obligation to disclose unresolved charges and/or previous convictions under federal statutes in a written statement. Examples of offences that are within this scope are [Criminal Code](#) (CC) and/or [Controlled Drugs and Substances Act](#) (CDSA).

No Obligation to Declare

The hiring manager shall not ask the applicant to declare:

- unresolved charges or convictions under provincial statutes (provincial offences); and/or
- convictions for which a pardon has been issued/granted in accordance with the [Criminal Records Act](#).

Security Clearance Request Form

The hiring manager shall then submit the [Security Clearance Request Form](#) detailing the position the applicant is applying for (may include job advertisement) to the Security Enquiries Unit (SEU) along with:

- a completed [Form LE031](#);
- a completed [Form LE024](#);
- copies of the two pieces of [approved](#) government-issued identification;



- the prospective applicant's written statement that speaks to unresolved charges and/or previous convictions under federal statutes; and
- RCMP Form C216C Fingerprint form, if required.

Explanation of Criminal Record/Other Background Investigation Information

The hiring manager shall give an applicant the opportunity to discuss the circumstances of his/her criminal record and to provide information relevant to the assessment. This is particularly critical where unresolved charges have not been disposed of.

Verification Dispute

If information arises pertaining to an applicant's criminal convictions, charges, discharges and/or warrants, and is disputed by the applicant, the onus is on him/her to provide proof to the hiring manager to satisfy identification. If not already provided, the applicant may be required to submit fingerprints to the RCMP for verification of identity.

Disposition of Charges

Where an applicant's unresolved charges have been identified, and an assessment has been conducted in accordance with the [Evaluation Criteria](#), and it has been determined that the disposition is relevant to the evaluation, the decision to grant security clearance shall not be made until the unresolved charges have been addressed by the courts.

**Security Enquiries
Unit, Security Bureau**

Mandatory Checks

The Security Enquires Unit (SEU), Security Bureau shall be responsible for:

- administering the civilian applicant security background investigation process in accordance with operational guidelines;
- maintaining the confidentiality and security of all information/files obtained through the civilian applicant security background investigation process;
- performing the following **mandatory** checks, and verifying the information:
 - indices and database (CPIC);
 - **Niche RMS**;
 - Police Information Portal (PIP);
 - intelligence checks; and
 - local records check; and
- issuing a security clearance letter to the hiring manager indicating security concerns, or no security concerns.

Discretionary Checks

Where the hiring manager, in consultation with Security Bureau, determines that a position requires a higher level of security, **discretionary** checks may be performed by the SEU including, but not limited to:

- Powercase;
- RCMP databases;
- Professional Standards Bureau (PSB);
- Internet;



- CSIS;
- interviews for PKI/enhanced reliability clearance;
- credit bureau;
- fingerprints (mandatory for permanent positions);
- driver's licence abstract (when applicable); and
- addresses for past 10 years.

Note: If an individual has lived outside Canada in the last five years, SEU shall work with the hiring manager to gather required information to complete the check.

**Human Resources,
Career Development
Bureau (CDB)**

Human Resources, **CDB** is responsible for:

- noting the requirement for a security background investigation in all civilian job information packages and job advertisements; and
- supporting the hiring manager with the positive identification, recruitment, and selection processes.

**Security Enquiries
Unit & Hiring
Manager
Evaluation Criteria**

Hiring Manager

A hiring manager is expected to provide a fair and objective assessment based on available information.

**SEU & Hiring Manager
Considerations**

The SEU and hiring manager shall consider the security clearance background investigation results and information from the applicant when evaluating whether to grant security clearance and offer employment to an applicant. The following factors shall be considered, but are not limited to:

- job relatedness;
- the applicant's conduct, with regard to the:
 - nature, extent and seriousness of the conduct;
 - circumstances surrounding the conduct;
 - passage of time since the conduct;
 - frequency of conduct;
 - prospective applicant's age at the time of the conduct;
 - voluntariness of participation;
 - motivation at the time of the conduct;
 - current attitude towards the conduct;
 - presence/absence of rehabilitation and other pertinent behavioural changes;
 - likelihood of continuation/reoccurrence of conduct; and/or
 - deliberate attempt to conceal information.

Presence of Criminal Record

The details of a criminal record shall only be considered in relation to the duties and responsibilities of the position being filled.

Contradictory/Conflicting Information

Where the SEU finds contradictory/conflicting/missing information from the security clearance background investigation, the hiring manager shall obtain additional information from the applicant. The hiring manager shall give the



applicant an opportunity to explain any discrepancy(ies). The SEU and hiring manager shall consider the new information before completing the security clearance investigation and offering employment.

Note: The hiring manager may wish to consult with Human Resources, CDB about the position and business requirements to assist with his/her evaluation.

**Security Services
Section Objection
to Hiring
Manager's Choice**

**Notification to
Manager, Security
Services Section**

The Manager, SEU shall notify the Manager, Security Services Section of his/her concern(s) about the hiring manager's choice of employee.

**Notification to Human
Resources**

The Manager, Security Services Section shall forward a copy of the security clearance letter to the Director, Human Resources, **CDB** outlining the security concerns about the applicant.

**Review of Security
Information by Human
Resources**

The Director, Human Resources, **CDB** shall review the security information and discuss the concerns with the SEU and the hiring manager. If a consensus regarding the suitability of the candidate cannot be reached, a three-member Review Committee shall evaluate the applicant's information prior to making a recommendation whether to grant clearance.

**No Offer of
Employment**

The hiring manager shall not offer employment to the applicant until the Review Committee has completed their assessment.

Review Committee

A Review Committee shall assess whether to hire an applicant based on the available information and the [Evaluation Criteria](#) outlined above. A Review Committee shall consist of the:

- applicable bureau commander;
- Commander, Security Bureau (or designee); and
- Commander, **CDB** (or designee).

**Notification to Hiring
Manager**

The Review Committee shall notify the hiring manager of the security clearance status, and if the Review Committee has approved the security clearance, the hiring manager may offer employment to the applicant.

Dispute

An applicant who has been denied employment may request a meeting with the hiring manager to discuss why he/she was not hired. The hiring manager shall contact Security Bureau prior to the meeting if the decision not to hire is the result of the security background investigation check. Security Bureau will advise the hiring manager about what information can be disclosed. Also see [Verification Dispute](#).

Record Retention

Security Bureau shall retain security background investigation records that have been assessed by the Review Committee for the current year plus five years.

**Security Clearance
Investigations for
Co-op/Summer/
Marine Students**

Detachment

A **detachment commander** or designee shall ensure a co-op/[Summer Experience Program](#)/marine student completes a [Form LE031](#) prior to a



detachment employee conducting a security clearance investigation on him/her. At a minimum the following database searches will be conducted:

- **CPIC**;
- **Niche RMS**;
- Police Information Portal (PIP);
- intelligence; and
- local police databases (for five years).

Entry on Niche RMS & Intelligence Checks

The **detachment commander** or designee shall ensure the following procedures are followed:

- the applicant's name, address, and date of birth shall be entered on **Niche RMS** to show that a security clearance was conducted;
- once the incident is entered on Niche RMS, a task is sent to the Provincial Operations Intelligence Bureau (POIB)—Intelligence Files Room Team Leader requesting an intelligence check be completed on the applicant;
- **NEGATIVE** results shall be sent to the requestor; and/or
- **POSITIVE** results shall be reviewed by the regional intelligence coordinator and relayed to the requestor, if deemed necessary, and approved by the Commander, Intelligence Bureau.

General Headquarters

The hiring manager shall ensure a co-op/summer experience program/marine student **assigned to GHQ** completes a **Form LE031**. The hiring manager shall submit Form LE031 to the SEU for a security clearance investigation on him/her. At minimum, the security clearance investigation shall include the following database searches:

- **CPIC**;
- **Niche RMS**;
- PIP;
- intelligence; and
- local indices for five years.

Notification of Clearance Status

The SEU shall inform the program area manager of the co-op/**Summer Experience Program**/marine student's clearance status.

Under 18 Years Old

A co-op/**Summer Experience Program** student under the age of 18 years, shall complete **Form LE219**. Only a **CPIC** and **Niche RMS** check shall be conducted on him/her.

Note: Marine students cannot be under the age of 18.

Annual Security Clearance Investigation for a Civilian Member

Annual Security Clearance Investigation Check

The reporting manager of a **civilian member** is responsible for:



- notifying him/her when an annual security clearance investigation check is required;
- conducting the following police information systems checks on the civilian member:
 - CPIC;
 - Niche RMS; and
 - Provincial Automated Registration Information System (PARIS).

Note: This includes GHQ civilian members and deployed civilian members at an OPP facility, e.g. detachment.

Not Recorded on Personnel File

The results of the annual security clearance investigation check shall not be referenced on the civilian member's personnel file 291-00.

Results of Security Clearance Investigation Check

The reporting manager shall address any security concerns identified by the police information systems checks with the civilian member and notify the SEU.

SEU & CDB

The reporting manager, SEU and CDB shall work together to make a decision to:

- redeploy the civilian member to another position within the OPP that requires a lower level security clearance;
- grant a restricted security clearance; or
- grant an unrestricted security clearance.

Note: Restricted security clearance may result in conditions being placed on employment such as, restricted access to information (databases), or within an OPP facility.

Charges Following Security Check

Where a civilian member has been charged with an offence subsequent to his/her last security check, or a circumstance arises that may affect his/her security clearance and/or employment status, the civilian member shall immediately provide written disclosure to his/her reporting manager. The reporting manager shall notify the SEU of any charge that has been laid against the civilian member under federal statutes.

Note: See Police Orders, Chapter 6, Professionalism in the OPP—[Complaint of Misconduct of a Serious Nature](#) for additional information about an employee apprising his/her immediate supervisor when he/she is charged under any statute, or has had his/her driver's licence suspended for any reason for any length of time.

Civilian Member Applying for New Position

Permanent (Classified) Civilian Member

At the discretion of the hiring manager, a permanent (classified) civilian member may be subject to a security clearance investigation check when applying for a new position within the OPP. The hiring manager may consult with Human Resources, CDB and/or SEU when making this determination.

Fixed Term (Unclassified) Civilian Member

A fixed term (unclassified) civilian member shall have a new security clearance investigation completed prior to the commencement of each new contract, or renewal of contract.

**Checks**

See [Mandatory Checks](#) and [Discretionary Checks](#) for information about what security checks are conducted for a permanent or a fixed term civilian member applying for a new position.

**Records Retention
for All Civilian
Security
Background
Investigations**

In accordance with Police Orders, Chapter 2, CPIC [policy](#), civilian security background investigation records shall be secured in the SEU for the current year plus two years.

6.4.12: STAFFING APPROVAL

The Staffing Approval (SA) process applies to the creation and/or staffing of all uniform and civilian positions with specified exceptions.

The SA [website](#) under [CDB](#) is designed to assist managers with the recruitment (vacancy filling) process for [employee](#) staffing for the OPP. The site includes all forms and draft letters required, along with basic instructions. Many of the forms have been standardized so they can be used for either uniform or civilian recruitment.

The CDB [website](#) also contains resources, templates and standard operating procedures for uniform selection and clearance processes.

6.4.13: TRANSFER**Introduction**

The mandate, nature and operations of the OPP require that a [uniform member](#) be posted throughout the province. It is inevitable, therefore, that a uniform member may expect to be transferred during his/her career in order that the OPP may meet its responsibilities.

Fairness & Equity

While functioning within constraints placed upon it, the OPP, in meeting its responsibilities, is committed to providing a fair and equitable method of staffing all locations.

Eligibility

At any time a [uniform member](#) may submit, in writing, personal reasons he/she believes may affect his/her eligibility for transfer. These reasons will be considered in assessing his/her transfer. The uniform member is responsible for ensuring that any such submission is updated as required.

Posting Preference

In order to assist the OPP in meeting its responsibilities, [CDB](#) will maintain a list of preferred postings for each [uniform member](#). This list will be updated on a regular basis and at any time at the request of a uniform member.

A uniform member may, at any time and in writing through channels, request a transfer to any OPP location, outlining any personal or other pertinent considerations.

Lateral Transfer

Where a vacancy is to be filled by a lateral transfer, a candidate for transfer will be chosen through:

- [uniform member](#) preference or request, in which case [CDB](#) will, where preferences or requests are on file for a transfer to that location or general area:
- identify the uniform member(s) qualified to fill the vacancy by virtue of present or eligible rank;



- as appropriate, compare uniform member profiles to that of the community where the vacancy exists; and
- select the most appropriate uniform member(s) for further consideration.
- response to an advertised vacancy, in which case CDB will, where no expressed preference is on file for transfer to that location or general area or where a requesting uniform member is not eligible for the vacant position:
 - advertise the vacancy in the most expedient manner to ensure that each eligible uniform member is aware of the vacancy; and
 - review the applications received.
- an administrative selection; or
- management prerogative; in which case, the Commissioner may transfer a uniform member to any OPP location at any time where such action is necessary to meet the needs of the OPP.

6.4.14: ADMINISTRATIVE SELECTION

Where a vacancy is not filled by uniform member preference or request, or in response to an advertised vacancy, and at other times when a candidate for transfer must be selected, the Commander, CDB in concert with the bureau/ regional commander having the existing vacancy, shall be responsible to identify an appropriate candidate. In doing so, the following will be considered:

- qualifications, eligibility, skills, in order to match a candidate with the vacant position;
- career experience, including, as appropriate:
 - seniority on the OPP;
 - seniority in present rank;
 - length of service at present location;
 - number of transfers;
 - length of time since last transfer;
 - duration posting service;
 - isolation posting service;
 - any other pertinent career information;
- personal considerations; and
- community profile where the vacancy exists.

A list of candidates will be submitted to the appropriate regional commander who shall:

- review the list;
- comment on each candidate's suitability and eligibility for transfer, or lack thereof; and
- return the list and comments to the respective bureau commander.

Uniform Member Seniority

Where a uniform member is identified as a candidate for transfer under the provisions of lateral transfer at management prerogative or administrative selection and he/she has completed 11 or more years service with the OPP,



CDB will consult with this uniform member on his/her preferred postings and consider those preferences.

These provisions are intended to assist uniform members and shall not interfere with the operational needs of the OPP.

Any uniform member who has completed 20 or more years service with the OPP will not be subject to transfer under administrative selection.

Transfer Incentive

Except in the case of a duration posting, where a candidate for transfer is selected by way of administrative selection, the **Commissioner** or a person authorized by the Commissioner may offer a non-monetary incentive to the selected **uniform member** where such action is deemed appropriate under prevailing circumstances.

Where a uniform member has completed a term of service at a duration posting and has expressed preferred areas of posting, the Commander, **CDB** will endeavour to transfer him/her to a preferred area to the extent that the transfer does not interfere with the operational requirements of the OPP.

Transfer Approval

The name of each candidate for transfer will be submitted to the Executive Council for final decision and approval.

6.4.15: PERSONNEL FILE 291-00

Introduction

The **CDB** maintains a system, titled The Computerized Personnel Inventory, of gathering and storing personnel, career and educational histories on each **employee**. Input to the system is compiled during orientation and is updated automatically during the employee's career as changes occur.

Inquiry/Reference Request

Except as otherwise provided in this policy, where an inquiry or request is received for a reference or recommendation in respect to an **employee** or former employee, such inquiry or request shall be forwarded, together with any recommendation, to the Commander, **CDB**, for response direct to requester.

FIPPA

A response prepared as the result of an inquiry shall be in accordance with the [Freedom of Information and Protection of Privacy Act](#) (FIPPA) and shall include such information as deemed appropriate by the Commander, **CDB**.

Alternative Response

As an alternative to the above, an **employee** or former employee may authorize a current or former manager or **supervisor** to provide a perspective employer(s) with work performance information provided this **authorization** is in writing and contains the following:

- name(s) the prospective employer(s);
- the duration of the authorization;
- authorization for the current or former manager or supervisor to speak freely on any matter relating to the employee's or former employee's work performance.

Filing

Upon receipt, the current or former manager or supervisor shall place the written authorization in the **employee's** personnel file 291-00 or in the case of a former employee, forward the document to **CDB** for inclusion in the former employee's personnel file 291-00 corporate file.

Fingerprint Destruction

Fingerprints of a former **employee** shall be destroyed when a written request is received from the individual concerned or his/her solicitor.

**Request**

A **detachment commander** in receipt of a written request for the destruction of fingerprints shall forward a memorandum to **CDB** requesting the return of the **employee's** fingerprints.

Information

The memorandum referred to in the above policy shall contain the following information:

- name of the **employee**;
- date of birth;
- position/rank;
- location;
- date of appointment; and
- termination date.

Notice

A **detachment commander** upon receipt of fingerprints and palm prints, and where applicable, photocopies, shall advise the requester of the time and date of destruction of the material and invite the requester to attend.

Restriction

Fingerprints, palm prints or photocopies shall not be given to the **employee**.

**Personnel File
291-00**

A file termed a personnel file 291-00 shall be maintained for each **employee** at the following locations:

- **CDB** for each employee;
- **RHQ** for each employee within that **region**; and
- employee's bureau/**detachment**.

Correspondence

Except as otherwise provided, an **employee's** personnel file 291-00 shall contain only **correspondence** pertaining to that employee's career.

Photograph

An **employee's** personnel file 291-00 shall contain a 3 cm x 4.3 cm colour head and shoulder pose photograph of the employee that adequately depicts his/her present appearance. When significant change in the employee's appearance occurs, a new photograph shall be obtained.

Transfer

Where an **employee** is transferred, his/her personnel file 291-00, together with the latest personal photograph and negative held at **RHQ**, shall be forwarded to the pertinent levels at the new location.

LTIP

The staff personnel record of an **employee** granted long-term income protector (LTIP) shall be transferred to the regional inactive payroll using the regional control number.

GHQ

CDB shall maintain the staff personnel record of each **GHQ employee** and in special circumstances the record of a regional or **detachment** employee granted **LTIP** and transferred to the inactive payroll.

Detachment/Region

The staff personnel record or file of an **employee** granted **LTIP** shall be retained at the **detachment** or regional level.



Reassignment Where reassignment occurs of an **employee** from **LTIP**, the staff personnel record will be forwarded to the location of reassignment.

Notification

A **regional commander** receiving notification that an **employee** has been transferred from the **region**, shall inform the regional in-service training (IST) co-ordinator of the transfer.

Separation Review Where an **employee** terminates service with the OPP, the personnel file 291-00 maintained at a bureau or **detachment** shall be forwarded to the respective bureau or **RHQ** for review in conjunction with the personnel file 291-00 maintained at that location.

Purging A review of a personnel file 291-00 received in accordance with the above policy shall be conducted for the removal and destruction of all material except:

- any document which has not passed through **CDB** and therefore will not be duplicated at that location; and
- any document which, in the opinion of the reviewing **employee**, has historical value.

Benefit of Doubt

Where, in the review of a personnel file 291-00, doubt exists that a specific document should be destroyed, such document shall be retained.

Archive

On completion of the review as provided by **CDB**, the material remaining shall be forwarded to the Commander, CDB for final analysis and retention of career or historical documents not present in the CDB file.

Advice

When such a review, in accordance with the above policy, leaves no material to be forwarded, the Commander, **CDB** shall be advised accordingly by memorandum.

Security Except as otherwise provided, a personnel file 291-00 maintained at **CDB**, a bureau, **RHQ** or **detachment** shall be confidential, and all reasonable steps shall be taken to protect its security. Access to these files shall be restricted to:

- commissioner ranks;
- respective **regional commander**;
- Commander, Professional Standards Bureau (PSB);
- Commander, **CDB**; and
- an **employee** specifically designated in writing by one of the above.

**Personnel File
Request—
Employee**

Detachment

Where an **employee** seeks access to his/her individual personnel file 291-00 held at a **detachment** or bureau, the respective **detachment commander** or **bureau commander** may grant access provided the following information is removed prior to disclosure:

- any personal information about any individual other than the employee;



- any medical information which, if disclosed, may prejudice the mental or physical health of the employee;
- any employment references where the source's identity was to remain confidential; and
- information of police investigations or the names of individuals being investigated.

RHQ/GHQ Where an **employee** seeks access to his/her individual personnel file 291-00 maintained at **GHQ** or **RHQ** he/she shall submit a memorandum through normal channels to:

- the Commander, **CDB**, where access to his/her individual staff file maintained at GHQ is sought; or
- the **regional commander**, where access to his/her personnel file 291-00 maintained at RHQ is sought.

Viewing

Upon receipt of such a memorandum, the Commander, **CDB**, **regional commander**, or designee, shall arrange a viewing of the individual personnel file 291-00 at the location where it is maintained, at a time and date convenient to all persons concerned, provided the information set out in the above policy is removed prior to disclosure.

Personnel File Request—Former Employee

GHQ

The Commander, **CDB** shall receive and review requests from former employees to view and obtain copies of their individual personnel file 291-00, and may grant approval. Signed consent of the former employee is required for each request, in absence of a court motion. Approvals are considered on a case-by-case basis, with respect to the nature of the request, e.g. litigation against the employer or Crown.

File Review

Prior to a former employee attending at OPP GHQ, **CDB** personnel shall review file information to ensure, where applicable, the following information is redacted:

- ongoing investigation information;
- confidential or sensitive corporate information; and
- disciplinary and/or suspension records.

Note: When a former employee does not agree with the scope of the redactions in the records provided by the OPP, they shall be advised to seek production via an appropriate court motion.

Viewing

Once approval is granted, CDB shall provide the former employee with a date and time to attend OPP **GHQ**, CDB. In the presence of a Human Resources representative, the former employee shall review his/her file, identify documents, and request copies.

Personnel File Request—External or FIPPA

Where an individual, other than the **employee**, requests information contained in an OPP personnel file 291-00, care shall be taken to ensure that any disclosure is consistent with the provisions of the [Freedom of Information and Protection of Privacy Act](#). Access to, or a photocopy of, the requested information may be provided, subject to the following conditions:



- the request must set out the specific information or document sought, normally, the entire file shall not be provided;
- the individual to whom the information relates has identified that information in particular and consented to its disclosure;
- any information making reference to:
 - any individual other than the employee;
 - a police investigation or the name of an individual being investigated;
 - any medical information which, if disclosed, may prejudice the mental or physical health of the employee; and
 - any employment reference, where the source's identity was to remain confidential, shall be removed prior to disclosure.

Advice A record may be severed where it is practical to do so, however, where doubt exists, seek advice from the Ministry's [FOI co-ordinator](#).

Denial Where requested information is not provided pursuant to this policy, the requester shall be advised and provided with the reason.

Change—Personal Status Form FB006—Notification of Change of Personal Status, shall be completed in the following circumstances:

- marriage;
- divorce;
- separation;
- childbirth, adoption or death;
- death of spouse; or
- name change by court action.

Distribution Form FB006—Notification of Change of Personal Status, shall, with supporting documents where applicable, be submitted within 15 days of a change in personal status, and distributed as follows:

Unit 1	Benefits Section, Human Resources— MCSCS
Unit 2	section or detachment file
Units 3 & 4	destroy

Work Location Address An [employee](#) may use an OPP work location address for mailing, shipping, or receiving items only for purposes directly related to his/her employment responsibilities.

Restriction An [employee](#) shall not use an OPP work location to conduct personal business transactions, e.g. secondary employment or transactions that do not relate directly to his/her employment responsibilities.

MTO Documents

In renewing/revising a [driver's licence](#)/vehicle permit, an [employee](#) shall not;

- use the assigned OPP location as the required address of record, unless as a participant in the Address Suppression Program (ASP); or
- have a personal business address containing any reference to the OPP.

**Exception**

An **employee** residing in quarters forming part of the **detachment** premises shall use such address for the purposes of the above policy, indicating where possible only the street name and number of the post office box.

6.4.16: REGULAR PART-TIME**Introduction**

The purpose of this policy is to govern the application and approval of an **employee** to work **regular part-time** without an established regular part-time position vacancy. This opportunity exists to accommodate the needs of an employee to better address personal requirements, with primary consideration being given to family issues, including child care and care of elderly family members. The policy permits a **uniform member** to perform full policing duties on a part-time basis to address an immediate need for a specific duration and to assess each and every situation on its own merit.

Approval

It must be understood that the approval of such working conditions will be at the discretion of the **bureau/regional commander**, having due regard for the known or anticipated workload for the time period in question and the circumstances of the request.

Request

Any **employee** who wishes consideration for a **regular part-time** working arrangement shall apply by memorandum through normal channels setting out the following:

- reason(s) for the request;
- proposed total weekly hours worked;
- duration of the requirement for regular part-time;
- anticipated scheduling limitations;
- variables to be addressed; and
- alternatives to be considered.

Feasibility

A **detachment commander** in receipt of an application, shall, within 10 days of receipt, forward it to his/her **bureau/regional commander** with his/her comments addressing the feasibility of the working arrangement. The comments shall take into account:

- the reason for the request;
- what impact, approval of the request, will have on service delivery at the applicant's work location; and
- any alternatives that should be explored.

Decision

A **bureau/regional commander** in receipt of an application shall, within 10 days of receipt, review all documentation submitted, having regard for the personal needs of the **employee** and the operational requirements of the **detachment**, and bureau or **region**. The decision of the bureau/regional commander shall be forwarded to the applicant, by memorandum, within 30 days of the initial application.

Specific Information/Alternative

At any stage of the application process, a **detachment commander** may discuss the request with the applicant with respect to developing more specific information or alternatives to accommodate the needs of the **employee** and the operational requirements of the **detachment**, **region** or bureau.



- Agreement** If a regular part-time working arrangement is approved, the detachment commander shall develop an agreement of working conditions with the assistance of CDB. The agreement shall contain all of the agreed upon items required to be included in the application.
- Review** Should a regular part-time working agreement be approved for a period in excess of nine months, a detachment commander shall conduct a review of the requirement for the working arrangement at each six month interval.
- Other Arrangement** If a determination is made at a six month review that the requirement for the employee to remain on regular part-time is significantly diminished or outweighed by the known or anticipated workload requirements of that location, other arrangements shall be explored to address the needs of both the employee and the OPP, prior to considering ending the working arrangement.
- Notice** Should the employer or employee wish to end the working arrangement, the requester shall give 30 days written notice.
- Diminished Need** Consideration shall be given to all existing requirements for regular part-time working arrangements. If a determination is made at a six month review that the need for the employee to remain on regular part-time is significantly diminished, and another employee has a greater need, the employee with the diminished need may be given 30 days notice to return to full-time duty. The employee with the greater need may then be approved.

6.4.17: TEMPORARY ASSIGNMENTS

For more information regarding temporary assignments, please refer to the [CDB website](#).

6.4.18: ALTERNATE SELECTION PROCESS

Introduction In fulfilling its mandate to provide a policing service, the OPP is required to move human resources to various locations to meet its needs. Traditionally, there have been two methods used to accomplish this task:

- the advertising of a vacant position to elicit a volunteer; or when no volunteer has been identified; and
- the Administrative Selection Process.

Due to the impact that the Administrative Selection Process may have on the selected uniform member and family, it has been decided to implement an alternative.

The following policy outlines a procedure that will reduce the need for utilization of the Administrative Selection Process for each uniform position above the rank of constable and yet permit the OPP to continue to meet the mandate of providing policing services to the people of Ontario. This policy will be known as the Alternate Selection Process.

Management Tool The Alternate Selection Process is not intended to supersede or replace the regular selection process. This process will only be used as a management tool in lieu of Administrative Selection. It shall not be used to avoid a paid transfer for rank qualified candidate.



Commissioner's Prerogative

Nothing in the Alternate Selection Process should be viewed as negating the Commissioner's right to either transfer laterally or promote in accordance with the Commissioner's prerogative.

Promotional Competition

In the event that a promotional competition is announced during the acting period for which the appointed **uniform member** is eligible to compete, he/she shall not be required to enter the competition to remain in the Alternate Selection Process.

Utilization Criteria

The Alternate Selection Process may be initiated only after the following procedures have been utilized unsuccessfully, and Alternative Selection is considered more expedient and practical than Administrative Selection:

- the vacant uniform position above the rank of constable was advertised and no applications were received or no suitable candidate was identified;
- the **bureau/regional commander** may contact, through channels, any qualified candidate for the position who have not applied; and
- the only means left available to fill the position are Administrative Selection or the Alternate Selection Process.

Area of Search

The **bureau/regional commander** shall consult with the Commander, **CDB**, to determine the area of search for a candidate.

Selection of Candidate

Where there has not been an applicant for a position, a **bureau/regional commander** may initiate the Alternate Selection Process, having consideration for the following criteria:

- the successful candidate must be confirmed in the rank one level below the rank of the vacant position;
- the successful candidate must meet the eligibility requirements for a promotional competition;
- there should be documented evidence of noteworthy performance and suitability for a supervisory role; and
- the successful candidate agrees to be appointed to the position in an acting capacity for a period of one year:
 - upon being confirmed in the rank, to remain in the position for an additional four years; or
 - for a period which when combined with the one year in the acting rank, does not exceed the maximum duration at that location.

Initiating the Process

Where a **bureau/regional commander** (requester) has a vacant uniform position above the rank of constable that could not be filled through the required (see Utilization Criteria) process set out in the heading **Selection**, a request may be made through channels to his/her respective provincial commander to utilize the Alternate Selection Process.

Request

The request shall contain information such as:

- the background of the position;
- qualifications;
- area of search;
- selection panel (if any); and



- proposed minimum duration that the successful candidate must commit to.

Approval	Upon approval of the request by his/her respective provincial commander, the requester shall commence the advertising and selection procedures.
Candidate List	The requester, upon completing the selection of a nominee(s), shall forward a candidate list and comments to the appropriate <u>bureau/regional commander</u> .
Selection	The <u>bureau/regional commander</u> in consultation with the Commander, <u>CDB</u> , shall choose a <u>uniform member</u> from the list of nominees for appointment to the vacant position.
Executive Council	Upon making a selection from the list of nominees, the <u>bureau/regional commander</u> responsible for the location in which the vacancy is situated shall instruct the requester to prepare the necessary documentation for presentation and approval at Executive Council.
Commencement	When Executive Council has approved a candidate for the position in question, the successful <u>uniform member</u> shall be advised in writing of the date the acting appointment commences and of any conditions that may be applied to the appointment. A copy will be placed in the uniform member's personnel file 291-00 at all locations.
Appointment	The selected <u>uniform member</u> shall be appointed to the vacant position in an acting capacity for a period of one year.
Rank Insignia	A <u>uniform member</u> appointed to the Alternate Selection Process shall wear the rank insignia for the position in which he/she is acting.
Acting Appointment	
Performance Evaluation	The one-year acting appointment is equated to on-the-job development. For that purpose a developmental plan shall be prepared. Documentation of performance is necessary for the purpose of either recommending confirmation in the rank or reversion to the previous confirmed rank should performance be inadequate.
Documentation	The documentation shall be in the form of quarterly special <u>performance evaluation</u> , utilizing Form PCS065—Personnel Evaluation Report.
Completion	
Each evaluation report shall be completed by the appointee's immediate <u>supervisor</u> and forwarded through normal channels to the <u>bureau/regional commander</u> responsible for the area in which the appointee is located.	
Rank Advancement	A <u>uniform member</u> appointed to an acting position through this process shall only be advanced one rank level at a time.
Confirmation	Upon the <u>uniform member's</u> successful completion of one year's service in an acting capacity, the respective <u>bureau/regional commander</u> shall submit a recommendation to the appropriate provincial commander that the uniform member be confirmed in the rank in which the uniform member was acting.
Approval	
Confirmation in the rank shall be by means of Executive Council approval.	



6.4.19: SHIFT SCHEDULING

Introduction

The allocation and deployment of OPP resources must be aligned to maximize the OPP's capacity to fulfill its core policing responsibilities, i.e. crime prevention, law enforcement, assistance to victims of crime, emergency response and public order maintenance.

The priority of any shift schedule is to support organizational priorities, e.g. calls for service demand, preventative proactive patrols, public and officer safety, intelligence led policing (ILP), results driven policing (RDP) principles, and fiscal accountability.

Determining the optimal shift schedule for any location must also account for other factors. As stated in both the [Shift Scheduling Manual 2000](#) and the [Civilian Shift Scheduling Manual](#), the goal is to develop more innovative and responsive shift schedules which will:

- meet the needs of the community and address workload demands for service;
- be responsive to the impact of various shift schedules on the lives of Ontario Provincial Police Association (OPPA) members;
- be flexible and not be dependent on approved set schedules; and
- be evaluated against and conform to existing shift scheduling criteria.

This policy has been established to guide the development, assessment and implementation of shift schedules within the OPP consistent with the:

- [Shift Scheduling Manual 2000](#) (Uniform)/[Civilian Shift Scheduling Manual](#); and
- the respective Collective Agreements, i.e. [OPPA Uniform Collective Agreement](#) and [OPPA Civilian Collective Agreement](#).

Note: additional shift scheduling tools are available on the Career Development Bureau (CDB) [website](#).

General Requirement

Where a shift schedule is required, it shall be in accordance with the respective [Collective Agreement](#) and Shift Scheduling Manual.

Workplace Accommodation

Wherever possible, an **employee** requiring accommodation shall remain on his/her regular shift schedule/platoon. From time-to-time employees may be placed on an administrative schedule in response to accommodation requirements. Consideration to do so is in accordance with the employer's duty to accommodate, the [Attendance Support Program](#), and:

- Police Orders, Chapter 6, Administration and Infrastructure, [Professionalism in the OPP](#);
- in the case of a **uniform member**, Police Orders, Chapter 2, Supervision—[Member](#); and
- Police Order, Chapter 6, [Protocol and Dress](#).

Uniform Member

Extended Absence

Where a notice is received, or it can be foreseen that a **uniform member** will be absent for an extended period of time, e.g. illness, work injury, the uniform member's rest days shall be shown on the shift schedule as Sunday and Saturday of each week.

This includes a uniform member on the 4-10 plan, who shall revert to the five-



day week for the duration of the absence. In this latter circumstance, regardless of when a uniform member returns to work, care must be taken to ensure that the 4-10 plan is resumed only at the beginning of a full week, so as to ensure that the proper number of rest days are received.

Revision

Any revision required as a result of an extended foreseeable absence to a shift schedule already in effect shall be made:

- beginning with the week first following the date that the notice is received; or
- when it is foreseen that the uniform member will be absent for an extended period of time.

The uniform member making the revisions shall initial the posted schedule.

Reporting While on Sick Leave

While on sick leave, it is the responsibility of the uniform member to report to the appropriate supervisor at the earliest opportunity:

- any change in the medical situation that would permit a full return to duties; or
- if the uniform member can return to work in a limited capacity.

Completion Instructions regarding the completion of a shift schedule are set out in the [Daily Activity Reporting](#) (DAR) application in the Administrator's Guide, under the Help Tab.

Distribution A detachment commander shall sign, post, and distribute a shift schedule upon completion and ensure it is up to date in DAR in accordance with Chapter 2, Police Records, [Daily Activity Reporting](#).

Alteration An alteration to a posted shift schedule shall be initialled by the authorizing uniform member.

Major Alteration Where a major alteration to a posted shift schedule is required, a detachment commander shall forthwith advise the regional commander.

Annual Review

Purpose The annual shift schedule review process is intended to ensure OPP shift schedules are reviewed at a minimum annually, utilizing a standardized methodology that is consistent with the [OPPA Uniform Collective Agreement](#), [OPPA Civilian Collective Agreement](#) and Shift Scheduling Manuals.

Responsibilities **Career Development Bureau**

Under the guidance of the Provincial Shift Schedule Committee, the Bureau Commander, CDB shall maintain and make available for use:

- [Annual Shift Schedule Review—Detachment Commander Questionnaire](#); and
- resources/checklists/information in support of shift schedule review requirements set out in this policy, the [OPPA Collective Agreements](#) and respective Shift Scheduling Manual.



Provincial Shift Schedule Committee

The Provincial Shift Schedule Committee shall ensure all necessary resources/checklists/information are up to date and provided to **CDB** prior to 30 April each year.

Regional Commander

A **regional commander** shall ensure each **detachment commander** within his/her region undertakes a shift schedule review between 01 and 31 May each year.

Detachment Commander

A **detachment commander** undertaking an annual review of shift schedules utilized in his/her detachment shall ensure the review includes an evaluation of the existing schedule as well as an examination of alternative schedules and/or scheduling options, including but not limited to:

- staggered start times—varying scheduled start times for **uniform members** of a platoon with the same shift length, e.g., 12 hour shift with 1600 hours, 1700 hours and 1800 hours start times designed to enhance staff availability during peak workload periods and minimize staff availability during periods of minimal workload;
- hybrid schedules - **rotating schedule** wherein the shift length for individual uniform members varies in duration (12, 10, 9, or 8 hours) throughout the period of the schedule resulting in no accrued time being earned;
- assigning Differential Response Unit (DRU) members and those performing a **specialized patrol** on rotating schedules; and
- subject to operational needs, schedules that avoid start times prior to 0600 hours.

**Definition—
Specialized Patrol**

Specialized patrol is defined as front-line **uniform members** assigned to unique policing responsibilities, e.g., marine patrol, motorized snow vehicle (MSV), and may include an OPP team or unit whose members provide a functionally differentiated service on a full-time basis for which there is specialized training, knowledge and skills and the uniform members would be recognized as having a degree of expertise in his/her particular field of work.

Rotating Schedule

A rotating schedule is a roster with a minimum of 20 hours of daily coverage seven days per week including weekends and statutory holidays and involves **uniform members** on continuous rotating rosters involving:

- day shift (commencing at or after 0600 hours and concluding at or before 1600hrs);
- afternoon shift (commencing at or after 1100 hours and where the majority of hours worked are prior to midnight); and/or
- night shift (commencing at or after 1600 hours and concluding at or before 0700hrs).

**Detachment
Commander
Questionnaire**

As part of the review, a **detachment commander** shall utilize [Annual Shift Schedule Review—Detachment Commander Questionnaire](#).

**New Shift
Schedule**

Where it is determined that a new shift schedule may be required the respective [Shift Scheduling Manual](#) shall be complied with.



Report	A detachment commander shall submit the completed annual review of shift schedule report to the regional commander no later than 15 June each year.
Regional Summary	The regional commander shall prepare a summary report upon the completion of all shift schedule reviews within his/her region. The report shall be in a format established by the Provincial Shift Schedule Committee and submitted to the Provincial Commander prior to 15 July each year.
Review Resulting From Shift Scheduling Manual 2000 Proposal	Where a shift scheduling proposal is submitted to a detachment commander in accordance with the Shift Scheduling Manual 2000—Shift Schedules—Proposals by Affected Member(s), the detachment commander shall evaluate the effectiveness of the proposed shift schedule against the one presently being worked, utilizing Annual Shift Schedule Review—Detachment Commander Questionnaire .
Provincial Shift Schedule Committee	
Purpose/Mandate	The Provincial Shift Schedule Committee shall: <ul style="list-style-type: none"> • conduct a post-review of the annual shift schedule review process and where appropriate make recommendations for improvement; and • facilitate the development of tools/resources in support of the shift schedule review process.
Composition	The committee shall be co-chaired by the provincial commanders of Traffic Safety and Operational Support Commands and Field Operations Command, one of whom shall be designated as the committee chair. The Committee shall be comprised of employees appointed by the committee chair and shall include: <ul style="list-style-type: none"> • a regional commander; • a detachment commander; • a Director from the OPPA; • representatives from: <ul style="list-style-type: none"> • CDB; • Operational Policy & Strategic Planning Bureau (OPSPB); and • Contract Policing Section, Business & Financial Services Bureau (BFSB); and • any other employee at the discretion of the Committee Chair.
Meetings	At minimum the Committee shall meet semi-annually (twice annually): <ul style="list-style-type: none"> • prior to the start of the annual shift schedule review process to ensure all necessary resources, tools, procedures are in place to support the review, e.g. ensure all action items arising from the previous review have been implemented/acted on; and • subsequent to the completion of the annual review process, to ensure a review of the process is undertaken and, where appropriate, make recommendations for improvement.
Annual Reporting	The Committee shall provide an annual report to Commissioner's Committee no later than 25 August each year, outlining its findings with respect to the



review of the previous shift schedule review process, problems/lessons learned, corrective action taken and recommendations for improvement.