



AB22

## TRAINING

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### POLICY

#### Qualified Constable

1. The Delta Police Board (“Board”) must ensure that every member of the Delta Police Department (“Department”):
  - a) attains the status of qualified constable within 18 months of their appointment under Section 4.1, 18.1 or 26 of the *Police Act*; or
  - b) is granted an extension to the time limit under (a) from the Director of the Police Academy, upon application by the Chief Constable.

#### Certified Constable

2. The Board must ensure that every qualified constable of the Department:
  - a) attains the status of Certified Constable prior to the third anniversary of their appointment under Section 4.1, 18.1 or 26 of the *Police Act*; or
  - b) is granted an extension to the time limit under (a) from the Director of the Police Academy, upon application by the Chief Constable.

#### Exemptions

3. The Chief Constable of the Department must apply to the Director of Police Services to exempt a police officer employed outside of British Columbia or a person with previous police experience from attending the police recruit training program (blocks 1, 2 and 3 only).

#### Exemption Process

4. In accordance with B.C. Provincial Policing Standards (“BCPPS”) 2.1.1 (3), the Chief Constable must ensure that any candidate seeking to be

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- exempted from attending blocks 1, 2 or 3 of the police recruit training program is certified as exempt through one of the following processes:
- a) exemption process for candidates from within Canada; or
  - b) exemption process for candidates from outside Canada.
5. Candidates from within Canada may be exempted from blocks 1, 2 and 3 of the police recruit training program while international candidates may be exempted from block 3 only.
6. Candidates from within B.C. who are currently working for a municipal police department, designated policing unit, designated law enforcement unit or the provincial police force may satisfy the definition of qualified or certified constable under BCPPS 2.1.1 and would therefore not be required to go through the exemption process.

### **Training Function**

7. The Chief Constable must ensure that a training function is established for the Department.
8. The Department Training Section will be responsible for the following training functions which include:
  - a) maintaining training records;
  - b) ensuring that all required training, requalification and re-certifications are completed;
  - c) ensuring that training is provided through a provincially-approved training course where required. This includes recruit, core advanced and fee-for-service training;
  - d) ensuring that records are maintained of each training class, including:
    - i) course content;
    - ii) names of attendees; and
    - iii) performance of individual attendees, as measured by tests, if administered;



### **Municipal Constable Registry**

9. The Board must ensure that members of the Department are registered with the Police Academy by submitting, within 30 days of the commencement of their employment, and keeping current the following information:
- a) full name and date of birth;
  - b) date of appointment;
  - c) termination of employment; and
  - d) successfully completed training or educational courses which are prerequisites to a status or rank.

### **Termination of Training**

10. Where the Director of the Police Academy has determined, in consultation with the Deputy Chief of Administration of the Department that a student's participation in a course or program is unsatisfactory and the Director of the Police Academy so terminates the student's participation in the course or program, the Chief Constable must:
- a) inform the Board; and
  - b) accept the decision; or
  - c) appeal the decision to the Director of Police Services.

### **REASON FOR POLICY**

11. To ensure that the policies and procedures of the Department respecting training are consistent with the BCPPS.
12. To provide for initial and continuing training needs of the Department.
13. To satisfy any required training in accordance with the Collective Agreement requirements.



14. To maintain a record of training required, requested, provided and received.
15. To provide the required training, and evaluation of, police recruits to ensure that only properly trained members are assigned to operational field duty.
16. To provide police staff with the training required to support and represent the Department in the best possible manner.

## **Definitions**

**Certified Constable** – a member who:

- a) on or prior to April 1, 1977 was and has since that date been a continuous employee of a board by virtue of Section 26 (3) of the *Police Act*;
- b) was appointed under Section 4.1, 18.1 or 26 of the *Police Act* and is certified by the Director of the Police Academy to have:
  - i) successfully completed the police recruit training program (blocks 1-4);
  - ii) been exempted from blocks 1-3 of the police recruit training program;
  - iii) successfully completed block 4 of the police recruit training program.
- c) is an officer of the provincial police force who has served in the province for a minimum of two continuous years or more, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

**Police Recruit Training Program** - periods of training at or under the auspices of the Police Academy during which students will acquire the knowledge, skills, experience and understanding to function as police officers. The police recruit training program is divided into 4 distinct blocks of training:

- d) the first and third are comprised of curriculum developed by the Police Academy in consultation with the police training advisory



committee and in compliance with standards set by the Director of Police Services.

- e) the second block is a practicum monitored by the Director of the Police Academy or designate, during which the recruit works under the direct supervision of a field trainer.
- f) the fourth block is a minimum 1 year field practicum requiring a satisfactory competency-based assessment of performance by the recruit's supervisor and approved by the recruit's Chief Constable and training officer and certified by the Director of the Police Academy.

**Qualified Constable** - a member who:

- g) was appointed under Section 4.1, 18.1 or 26 of the *Police Act* and is certified by the Director of the Police Academy to have successfully completed blocks 1, 2, and 3 of the recruit training program.
- h) has been exempted from blocks 1, 2, and 3 of the recruit training program.
- i) was an officer of the provincial police force who has served in the province for a minimum of 12 continuous months but less than 24 continuous months, and who successfully applied to be a constable in a municipal police department, designated policing unit or designated law enforcement unit.

## **RELATED B.C. PROVINCIAL POLICING STANDARDS**

- Section 1.0 – Use of Force
  - Sub Section 1.1 – Firearms
    - Subject 1.1.1 – Firearms and Ammunition
  - Sub Section 1.2. – Intermediate Weapons
    - Subject 1.2.2. – Intermediate Weapons
  - Sub Section 1.3. – Conducted Energy Weapons
    - Subject 1.3.1. – Threshold and Circumstances of Use
    - Subject 1.3.2. – Approved CEW Models
    - Subject 1.3.3. – Approved CEW Controls and Monitoring
    - Subject 1.3.4. – Medical Assistance to CEW Discharges
    - Subject 1.3.5. – CEW Testing



- Sub Section 1.7. – Reporting and Investigations
- Subject 1.7.1. – Reporting and Investigations following the Use of Weapons
- Sub Section 1.9. – Use of Force Model
- Subject 1.9.1. – Use of force Models and Techniques
- Section 2.0 – Training for Police Officers
- Sub Section 2.1. – Recruit and Advanced Training
- Subject 2.1.1. – Recruit and Advanced Training
- Sub Section 2.2. – Exemptions
- Subject 2.2.1.P – Exemption Process

## **RELATED DEPARTMENT POLICIES**

- OB10 – Use of Force
- OB20 – Firearms
- OB30 – Intermediate Weapons
- OB31 – Conducted Energy Weapons

## **PROCEDURE**

17. The Deputy Chief of Administration will establish training programs for all members that:
  - a) provide for in-service training requirements, continuing development and specialized training;
  - b) meet the criteria for the delivery of annual Increment training; and
  - c) provide appropriate training to satisfy the following:
    - i) local needs;
    - ii) updating of knowledge and skills;
    - iii) required qualifications;
    - iv) changes in policy and procedures;
    - v) case law; and
    - vi) legislative changes.



18. The Deputy Chief of Administration will undertake and apply training programs through the following activities:
- a) liaison with the Police Academy.
  - b) planning, developing, delivering or facilitating in-service, increment or fee for service training programs.
  - c) selection and development of instructors.
  - d) notifying members of the training required and training that is available.
  - e) ensuring that required training programs are attended.
  - f) maintaining training records.
  - g) evaluating and revising in-service, increment or fee for service training programs.

### **Training Records**

19. The Deputy Chief of Administration will maintain training records, including:
- a) training programs and program details;
  - b) member participation, attendance and performance;
  - c) current status levels of member qualifications within the Department; and
  - d) training required and requested by members.

### **Police Recruit Training**

20. As established under the authority of the BCPPS and administered by the Justice Institute of British Columbia (“JIBC”) Police Academy, the Deputy Chief of Administration will provide appropriate training for police recruits, through a training program that:
- a) is described and maintained in writing;



- b) establishes performance objectives for recruit training programs;  
and
  - c) includes a field training program.
21. The Department will require all members, other than exemption candidates, to complete block I through block III of the Peace Officers Basic Training Program at the Police Academy, prior to any field assignment, except as part of a formal field training program.

### **Advanced Training**

22. The Deputy Chief of Administration will govern advanced training for members that will include:
- a) selection criteria; and
  - b) post training assignment.

### **Management and Specialized Training**

23. The Deputy Chief of Administration will identify positions and ranks for which management or specialized training is required.

### **Non-Sworn Police Staff**

24. The Deputy Chief of Administration will provide appropriate training for police staff, through a training program that:
- a) is described and maintained in writing;
  - b) provides for initial training and continuing development;
  - c) governs advanced training, which will include selection criteria and post-training assignment; and
  - d) identifies the police staff positions for which training, in addition to orientation, is required prior to assumption of job responsibilities.
25. The Deputy Chief of Administration in conjunction with the City of Delta, will establish a training program for newly hired police staff with provision for the following:



- a) orientation to the Service's role, purpose, goals, policies and procedure;
- b) working conditions and regulations; and
- c) responsibilities and rights of employees.

### **In-Service Training**

- 26. Continuing in-service training is offered through the Department, the JIBC, the Canadian Police College in Ottawa or other approved institutions. All training courses must be approved by the Police Educators Training Committee and/or the Deputy Chief of Administration.
- 27. Members may request training courses by:
  - a) stating, in writing, their interest to their supervisor during their annual performance appraisal;
  - b) submitting a written request to the Human Resources Section via their supervisor;
  - c) registering for a Mandatory or Elective Increment training program via the Intranet; or
  - d) registering for an in-service training program via the Intranet.
- 28. External, outside agency and/or fee for service courses are assigned and approved by the management on the following basis:
  - a) on the recommendation of the member's NCO based on the needs of the Section;
  - b) on the needs of the member based on their present or future assignment; or
  - c) the ongoing developmental needs of the member.
- 29. The Deputy Chief of Administration will review and assign members to courses as required.

### **Shift Briefing Training Sessions**



30. The objective of shift briefing training sessions is improved performance. Shift briefing training should:
- a) be conducted by a Supervisor or designate; and
  - b) be accomplished within a brief period.
31. The following subjects should be reviewed during roll call training:
- a) training bulletins;
  - b) Department policies and procedures;
  - c) duty assignments;
  - d) matters of current interest;
  - e) professional conduct; and
  - f) criminal intelligence and related information.

### **In-Service or Increment Training Courses**

32. In-Service or Increment training courses include those courses that members attend, either annually, or at scheduled intervals throughout their career in order to ensure the maintenance and currency of their job knowledge, skill sets and weapons qualifications.
33. Members must attend all Department approved Increment Training sessions per year as required.
34. The topics for the approved Increment training sessions will be:
- a) approved by Deputy Chief of Administration; and
  - b) designated as a Mandatory or an Elective Topic.
    - i) Mandatory Topic – this would consist of annual control tactics and/or firearms re-qualifications or other topics that all sworn members must attend.
    - ii) Elective Topic – This would consist of a variety of listed topics on the Intranet training calendar that the member is



free to choose from based on their current interest level or developmental needs.

35. The Training Section will ensure formal training objectives exist (i.e. course training standards) for approved in-service and increment training courses.

### **Other Courses**

36. Other courses may include seminars, workshops etc. that are made available to all members for their personal development, interest and information or to those members working in specialized sections who wish to enhance their job knowledge.
37. These courses may be facilitated by the Department through the in-service or increment training model or through various other modes of delivery.
38. Where there is specialized training required, the Deputy Chief of Administration will identify and facilitate courses required for that position.

### **Police Staff**

39. Where practicable, the Deputy Chief of Administration and the City of Delta shall provide police staff with job specific training prior to the commencement of a position. If necessary and where practicable, the Department shall provide police staff with ongoing training.

### **Exemption Candidates**

#### **Exemption candidates from within Canada**

40. The Chief Constable must submit a written request to the Director of Police Services to consider a candidate's exemption from blocks 1, 2 and 3 of the police recruit training program. Candidates must complete block 4.
41. The request must include a description of the candidate's previous police experience, all education and training transcripts, and a minimum of two reference letters confirming the competence and expertise claimed.
42. If the Director of Police Services is satisfied that the candidate is eligible for consideration, he/she will refer the candidate to the Police Academy for examinations and testing of skills.



43. The Police Academy will coordinate the examinations and testing. Testing will consist of a written exam and the Police Officers' Physical Abilities Test (POPAT).
44. To be exempted from the police recruit training program (blocks 1, 2 and 3 only), candidates must score at least 70% on the written exam and complete the POPAT in a time of less than 4 minutes 15 seconds. When the examination and testing are completed, the Director of the Police Academy will notify in writing the Chief Constable and the Director of Police services of the candidate's test results and the Police Academy's decision on exemption. The Director of the Police Academy may specify additional training requirements or attach conditions to the exemption.
45. If the Director of the Police Academy certifies a candidate as exempt from block 1, 2 and 3 of the police recruit training program, the candidate attains the status of qualified constable.
46. A candidate's exemption from blocks 1, 2 and 3 of the police recruit training program may remain in place for a period not exceeding 12 months.

#### **Exemption candidates from outside Canada**

47. Upon hiring a police officer employed outside Canada or a person with previous policing experience from outside Canada, the Chief Constable must submit a written request to the Director of Police Services and the Director of the Police Academy to consider a candidate's exemption from block 3 of the police recruit training program. Candidates must complete blocks 1, 2 and 4.
48. The request must include a certificate confirming completion of a police recruit training program and a course outline from that program, and all education and training transcripts.
49. If the Director of Police Services is satisfied that the candidate is eligible for consideration, the Director of Police Services will refer the candidate to the Police Academy for assessment.
50. The Police Academy will assess the candidate's performance during block 1 and 2. The Director of the Police Academy will notify in writing the Chief Constable and the Director of Police Services of the candidate's performance and the Police Academy's decision on exemption. The



- Director of the Police Academy may specify additional training requirements or attach conditions to the exemption.
51. If the Director of the Police Academy certifies a candidate as exempt from block 3 of the police recruit training program, the candidate attains the status of qualified constable.
  52. A candidate's exemption from block 3 of the police recruit training program may remain in place for a period not exceeding 12 months.

**General**

53. The Director of the Police Academy, in consultation with the Director of Police Services, shall make policies regarding the examination and testing of skills, the distribution of study material, periods of time for familiarization of program content, rewriting of examinations, invigilation and like matters relevant to the exemption process, to which the Department will comply.