



<b>Policy Name:</b>	<b>SECONDMENTS</b>		
<b>Policy #:</b>	AD 1.9	<b>Last Updated:</b>	2021-12-03
<b>Issued By:</b>	SUPPORT SERVICES BUREAU	<b>Approved By:</b>	SURREY POLICE BOARD
		<b>Review Frequency:</b>	AS REQUIRED

**RELATED POLICIES**

**1. PURPOSE**

1.1. To provide guidance to Surrey Police Service (SPS) Employees regarding rules, entitlements and responsibilities when SPS employees are deployed on secondment to integrated provincial and regional police agencies or units.

**2. SCOPE**

2.1. This policy applies to all SPS Employees, including sworn Members and civilian staff.

**3. POLICY**

3.1. The SPS supports the secondment of SPS Members and civilian Employees to integrated provincial and regional police agencies or units when there is an administrative, operational, or investigative need that benefits:

- i. SPS;
- ii. SPS Members and civilian staff; and
- iii. public safety.

3.2. The SPS will not second Members or civilian staff to integrated provincial and regional police agencies or units unless a Memorandum of Understanding (MOU) or other Secondment Agreement exists between SPS and the police agency and has been signed by the Chief Constable.

## 4. PROCEDURE

### **New Secondments**

- 4.1. Where the SPS is approached by another agency or agencies to provide resources for a seconded position, the Chief Constable or delegate will be notified of the request.
- 4.2. The Chief Constable or delegate will liaise with the potential partner agency to determine their requirements, any financial impact to the SPS, and identify the required skill set for the seconded Member(s).
- 4.3. The Chief Constable or delegate will confirm with the Employee Services Section (ESS) that the SPS has the desire and capability to engage in a secondment relationship with the potential partner agency. Consideration may include current SPS operational vacancies, benefit to the SPS, benefits to SPS Members and overall benefit to the public.
- 4.4. The Chief Constable or delegate will prepare a draft MOU or Secondment Agreement in consultation with the partner agency.
- 4.5. Upon expiry of an MOU or replacement of a seconded Member, the MOU will be reviewed to determine whether the terms are consistent with current standards and expectations.
- 4.6. All secondments will be entered into on a 100% cost recovery basis (unless an exception is granted by SPS Executive Leadership Team). Where the partner agency requires the seconded Member to be of a rank which the SPS does not have, (e.g., Corporal) ESS will advise the requesting agency of SPS's rank structure and identify the appropriate rank to fill the position. SPS Members will be paid based on the rank of the seconded position where applicable.
- 4.7. The MOU must comply and be consistent with any Collective Agreements.
- 4.8. A Member will not be transferred to a seconded position unless an MOU is approved according to this procedure, or other Secondment Agreement is entered into specifically authorized by the Chief Constable.
- 4.9. Only the Chief Constable or delegate may sign an MOU or Secondment Agreement.

### **Secondment Competition Process**

- 4.10. Upon agreement of the terms of the MOU, ESS will draft a position posting consistent with current SPS standards for review by the host agency.

- 4.11. In the case of civilian Employee secondments, ESS will coordinate the secondment process where it involves CUPE Employees.
- 4.12. All postings for seconded positions will be reviewed by the partner agency and upon acceptance, the position will be posted on SPS's SharePoint site following current SPS standards.
- 4.13. Any variance from current SPS working conditions, requirements or expectations must be specified in the position posting.
- 4.14. An ESS delegate will chair all selection panels for secondment postings.
- 4.15. The selection process may include an interview, background checks including consultations with former Supervisors, a review of performance appraisals and input from the Professional Standards Section. Background checks may be conducted by ESS and/or the partner agency with guidance from ESS.
- 4.16. Interview questions will be developed in consultation with the partnering agency and approved by ESS.
- 4.17. Where an interview is conducted as part of the selection process, the panel will consist of a representative from ESS, an SPS Member with similar experience to the position being sought, and a representative of the seconding agency.
- 4.18. Selection interviews will only be conducted at an SPS Facility.
- 4.19. The operational and administrative needs of SPS will be considered in selecting the successful candidate(s).
- 4.20. ESS, with input from the host agency, retains sole authority to identify a successful candidate(s).
- 4.21. All documentation relating to the selection process including applicant resumes, applications and interview questions will be retained by ESS.
- 4.22. ESS is responsible to ensure all agreements contained within the MOU are complied with and to monitor any changes in seconded positions which may have an impact on the SPS or its employees.
- 4.23. ESS will act as a liaison with SPS's Finance Section for all seconded positions.
- 4.24. ESS will conduct regular reviews of a seconded Employee's leave banks. If the Employee's leave banks are not in compliance with the terms of a collective agreement, ESS will notify the Employee

and the partner agency of the requirements of SPS policy and any collective agreement to ensure compliance.

- 4.25. ESS will ensure that each seconded Employee receives a yearly Performance Evaluation and mid-year check-in conducted by the Employee's immediate Supervisor in a format approved by SPS.
- 4.26. ESS will monitor the tenure of all seconded Employees and provide Employees a minimum of six (6) months' notice of return prior to the end of their tenure.
- 4.27. ESS will liaise with the partner agencies to ensure that competitions are conducted to identify incumbent Employees to replace those returning to the SPS due to tenure or transfer. Wherever practicable, replacement of seconded Employees will be conducted so that the partner agency's staffing requirements are considered.
- 4.28. An Employee who has previously completed a secondment will return to the SPS for a minimum of two (2) years before applying for another seconded position.

**Surrey Police Board Notification**

- 4.29. The Chief Constable will inform the Surrey Police Board on an annual basis of all SPS Employees seconded to provincial or regional integrated police agencies or units.

## **APPENDIX A: DEFINITIONS**

“Employee” means a sworn Member or civilian employee appointed by the Surrey Police Board.

“Member” means a sworn Police Officer appointed by the Surrey Police Board.

“MOU” means a Memorandum of Understanding between SPS and another agency.

“Secondment” means an SPS employee’s temporary reassignment to an integrated provincial or regional police agency or unit.

“Secondment Agreement” means a written agreement between SPS and another agency, where an SPS Employee is assigned on a temporary basis to work for an integrated provincial or regional police agency or unit for the duration of the secondment and then return to SPS once the secondment ends.

“Supervisor” means a Team Leader, Manager, Sergeant, Staff Sergeant, Inspector, Superintendent, Deputy Chief Constable, Chief Constable, and any other person acting in a Supervisory capacity who is accountable for a particular area or shift on behalf of the SPS.

**APPENDIX B: REFERENCES**