



# **Police Promotions 2.0**

## **Procedures Manual**

### **(Commissioned Officers)**

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## 1. SCOPE

The procedures outlined in this manual apply to the promotion of Commissioned Officers (excluding Deputy Commissioner and Commissioner of Police) through the Police Promotions 2.0 promotion system and the *Police Act 1892*.

These procedures provide a set of guiding principles and standards of merit, equity and probity for selection panels, applicants, Police Promotions Branch and all others involved in the conduct of the selection process.

The procedures have been developed using the Western Australian Public Sector Standards in Human Resource Management (in particular, the Employment Standard) as a guide.

The promotion system and this manual are subject to continuous improvement to ensure they are consistent with contemporary best practice, meet the needs of the WA Police Force and are fair and transparent to applicants.

Police Promotions 2.0 is designed to select the most competitive applicants for promotion. Further information is available on the Police Promotions Intranet Site.

## 2. TERMS USED IN THIS MANUAL

### **Advertised Vacancy (AV) Process**

A selection process to fill a vacant position(s).

### **Application Form**

Form utilised by applicants to register in a selection process.

### **Capability Framework**

The WA Police Force Capability Framework defines the behavioural requirements for each rank of officer. It comprises of five key capability areas, which form the generic Promotion Selection Criteria of the Police Promotion System. It is these five Promotion Selection Criteria which applicants are assessed against.

### **Competitive/Not Competitive**

The promotion system assesses applicants on merit and applicants compete for a place in a promotional pool or for a position. Those who are 'competitive' performed better than other applicants and were successful in either placement in a pool or position. Those 'not competitive' did not perform as well as others in that process and will not be considered for substantive promotion.

## **Curriculum Vitae (CV) Verification**

Process to verify claims made by an applicant in a CV.

## **External Applicant**

An applicant with operational experience in a compatible policing jurisdiction or law enforcement environment who holds/has held the eligible rank or higher/equivalent and applies for a Commissioned Officer position within the WA Police Force.

## **Formal Offer**

Written offer of promotion to a specific position made to an officer within a rank pool by the Assistant Commissioner Professional Development or their nominated delegate.

## **Just Cause**

Demonstrated hardship or exceptional circumstances provided to justify the decline of promotion to a vacant position offered via a Formal Offer.

## **Positional Promotion**

Temporary appointment (not substantive) to a higher rank or specific position for a specified period of time, which has been approved by the Commissioner of Police.

## **Primary and Secondary Rank Pools**

The primary rank pool is the initial pool. A secondary rank pool may be created whilst the primary rank pool is still in existence.

## **Process Review**

A formal request from an applicant for a selection process to be reviewed on the basis that the selection process outlined herein was breached resulting in their individual skills, knowledge and capabilities not being fairly assessed.

## **Promotion**

Advancement to the commissioned ranks of Inspector, Superintendent, Commander and Assistant Commissioner.

## **Rank Pool**

A pool of officers deemed suitable and competitive for promotion. Officers in a rank pool are eligible for consideration for promotion to fill all position types including specialist positions as long as essential specialist work related requirements and/or pre-requisites are met.

## **Selection Process**

An assessment process to select and/or promote the most suitable and competitive applicant for placement in a rank pool or to fill a vacant position.

## **Specialist Positions**

Positions that have essential specialist work related requirements and/or specialist pre-requisites.

## **Substantive Rank**

The actual approved rank of an officer which excludes temporary promotions/appointments, acting opportunities, and positional promotion.

## **3. CONFIDENTIALITY**

All matters associated with the promotion system are treated in the highest confidence with information relating to a selection process restricted to the selection panel, Police Promotions Branch, the Assistant Director People Planning and Deployment, Assistant Commissioner Professional Development and authorised administration staff only.

Applicants and selection panel members are required to complete and comply with confidentiality agreements. Breaches of confidentiality are viewed seriously and dealt with accordingly. Applicants and selection panel members are prohibited from divulging any information which may disclose details about selection assessments, including interview and promotion assessment questions. Any such disclosure may be subject to disciplinary proceedings as per Regulations 603 and 607 of the *Police Force Regulations 1979*.

## **4. RELEVANT LEGISLATION, POLICY & RESOURCES**

The relevant legislation, standards and policies applicable to these procedures are listed below:

### **Statute Law**

- Part V Police Force Regulations 1979
- Police Act 1892
- Salaries and Allowances Act 1975 Determination of the Salaries and Allowances Tribunal for Prescribed Office Holders
- Equal Opportunity Act 1984
- Public Sector Management Act 1994
- Racial Discrimination Act 1975 (Cth)

## Other Supporting Documents/Resources

- Police Promotions Intranet Site
- Relevant Industrial Agreement
- HR-14.3 Promotions & Selection Issues
- HR 14.7 Deployment Policy
- Delegation Schedule: ADS 1 Human Resource Management and Administration – ADS – Promotions – Police Officers

## 5. ELIGIBILITY REQUIREMENTS

### 5.1. General

- 5.1.1. Prior to applying for promotion, officers must satisfy the prescribed eligibility requirements in Table 1 below, and/or those specified in advertisements.
- 5.1.2. Applicants must meet the eligibility requirements at the nominated closing date/time.
- 5.1.3. External applicants are eligible to apply for Commissioned Officer ranks, subject to the eligibility requirements prescribed in Table 1 below, and/or those specified in advertisements.

**Table 1**

	Rank Applied For - Eligibility to Apply			
	Commissioned			
Substantive Rank	Inspector	Superintendent	Commander	Assistant Commissioner
Sergeant	YES			
First Class Sergeant	YES			
Senior Sergeant	YES	YES	YES	YES
Inspector		YES	YES	YES
Superintendent			YES	YES
Commander				YES

## **6. ROLES AND RESPONSIBILITIES**

### **6.1. *Police Promotions Branch***

6.1.1. The Police Promotions Branch is responsible for managing the promotion system including:

- Managing selection processes, ensuring fairness, equity and compliance with relevant policies, procedures and standards
- Provision of consultancy, advice and outcomes to parties involved in the selection process
- Implementing quality assurance and continuous improvement on all activities associated with the promotion system
- Establishing and maintaining records
- Managing process review requests

### **6.2. *Selection Panel***

6.2.1. The selection panel are responsible for:

- Conducting assessments in accordance with this manual and the advice provided by Police Promotions Branch
- Making recommendations on the most suitable and competitive applicant(s) for promotion

6.2.2. Selection panel membership is approved by the Commissioner of Police for commissioned officer selection processes.

6.2.3. The selection panel comprises of a minimum of three people which includes:

- Chairperson (a Commissioned Officer)
- A panel member who has knowledge of the rank and role requirements including any specialist requirements (above or equal to the rank being selected)
- The selection panel will also include a minimum of one male and one female

6.2.4. Any essential specialist work related requirements and/or specialist pre-requisites may be assessed by obtaining additional evidence or advice from other Subject Matter Experts.

- 6.2.5. Selection panel members are informed/trained in the promotion system and the principles of equal opportunity, diversity and substantive equality.
- 6.2.6. All selection panel members undergo a Professional Conduct Clearance.
- 6.2.7. All selection panel members are subject to a Confidentiality Declaration and sign a Declaration of Impartiality.
- 6.2.8. Any person involved in the selection process, who is aware of any circumstance where it may be asserted that they lack impartiality, must bring this matter to the attention of the Executive Manager, Police Promotions Branch, prior to commencement of any assessments. A decision will be made regarding their continued participation in the selection process by the Assistant Commissioner Professional Development.
- 6.2.9. The Selection Panel will:
- Consider all of the information gathered from the assessment(s)
  - Reach consensus on applicants to be shortlisted for further assessment
  - Reach consensus on the competitive and/or recommended applicant(s)
  - Submit a recommendation on the most competitive and suitable applicant(s)
  - Rank competitive applicants, if applicable

### **6.3. *Applicants***

- 6.3.1. Applicants must:
- Be eligible to apply for the rank
  - Read and comply with the advertisement, applicable instructions, policies and procedures in relation to the promotion system
  - Submit an application by the stated time and date, ensuring that they allow sufficient time for electronic submission of applications and potential computer issues
  - Be honest and truthful at all times; plagiarism or the provision of misleading information will be referred to Professional Standards and will affect ratings in the assessment process



- Sign a confidentiality declaration and keep all matters relating to the selection process confidential
- 6.3.2. Applicants are encouraged to meet with their manager/supervisor following a selection process to discuss the feedback provided, as part of the Performance Management process.

#### **6.4. *Assistant Director People Planning and Deployment***

6.4.1. The Assistant Director People Planning and Deployment:

- Has oversight of the promotion system and all selection processes being undertaken
- Provides guidance to Police Promotions Branch and the Panel Chair during the selection process
- Has authority to direct the Selection Panel during the selection process in areas of compliance
- Has authority to intervene at any stage of a selection process if breaches of the process are committed
- Makes recommendations on breaches of confidentiality
- Is provided confidential information as required by Personnel Security Vetting Unit (PSVU)
- Conducts 'Stage 1' of the Process Review process

#### **6.5. *Assistant Commissioner Professional Development***

6.5.1. The Assistant Commissioner Professional Development:

- Approves changes to this manual
- Has oversight of the promotion system and all selection processes being undertaken
- Makes recommendations regarding the removal of officers from a rank pool
- Conducts 'Stage 2' of the Process Review process

## **6.6. Assistant Commissioner Professional Standards**

6.6.1. The Assistant Commissioner Professional Standards:

- Provides advice to the Assistant Commissioner Professional Development and Assistant Director People Planning and Deployment on professional conduct related matters
- In conjunction with the Assistant Commissioner Professional Development makes recommendations to the Commissioner of Police on individual selections that involve decisions regarding an applicant's professional conduct
- Through the Professional Standards Portfolio, conducts internal investigations into matters of breach of confidentiality, plagiarism or provision of misleading information

## **7. SELECTION PROCESS FOR COMMISSIONED OFFICERS**

The following applies to selection processes for the ranks of Inspector, Superintendent, Commander and Assistant Commissioner.

### **7.1. Advertising**

7.1.1. An advertisement calling for applications will be placed in the Western Australia Police Gazette and/or any other form of printed and/or electronic media deemed appropriate.

### **7.2. Applications**

- 7.2.1. Applications must comply with all the requirements as outlined in the advertisement.
- 7.2.2. Applications are to be submitted electronically as outlined in the advertisement.
- 7.2.3. All applicants will receive an auto-reply from Police Promotions Branch to verify receipt of their application. Applicants should retain this record or any delivery status notification from sent emails.
- 7.2.4. The application must be received no later than the published closing date and time. Police Promotions Branch will not accept or consider late applications unless approved by the Chair of the selection panel.
- 7.2.5. Late applications may be accepted where an applicant can provide clear evidence that the delay was out of their control and caused by no fault of their own. Any such request must be in writing, detailing the exceptional circumstances preventing the

application from being received on time, be accompanied by evidence and be sent to the Police Promotions Station Mail attention: Executive Manager Police Promotions Branch

### **7.3. *Shortlisting***

**PURPOSE: To identify those applicants who have demonstrated their suitability for further assessment.**

7.3.1. The most suitable and competitive applicants will be shortlisted for further assessment based on the information requested in the advertisement or application package.

7.3.2. All applicants will be notified of the outcome of the shortlisting stage. Successful applicants will be invited to attend a further assessment.

### **7.4. *Curriculum Vitae (CV) Verification / Referee Verification***

7.4.1. CV verification / Referee verification applies to applicants for all Commissioned Officer ranks.

### **7.5. *Further Assessment***

**PURPOSE: To identify the most suitable and competitive applicants.**

7.5.1. Shortlisted applicants will be further assessed against the Promotion Selection Criteria.

7.5.2. The selection panel will use assessment methods designed to assist in determining potential for the rank applied for, which may include but are not limited to any of the following:

- Interview
- Scenario based assessment
- Oral presentations
- Referee checking

7.5.3. Determination of the assessment methodology is at the discretion of the selection panel.

## **7.6. Recommendation**

**PURPOSE: To recommend the most suitable and competitive applicant(s)**

- 7.6.1. All decisions made by the Selection Panel in a selection process are documented in a Recommendation Report for the approval of the Commissioner of Police.
- 7.6.2. Commissioned Officer appointments are forwarded for the approval of The Governor of Western Australia in Executive Council.
- 7.6.3. The Selection Panel will rank applicants in order of merit.
- 7.6.4. The Selection Panel will make recommendations for immediate appointment to current vacancies, and/or rank applicants in order of merit where future vacancies may be filled and/or for the creation of a rank pool for a finite period.
- 7.6.5. The recommendation will not be approved until the final process review period has closed.
- 7.6.6. All applicants, prior to being promoted to fill a vacancy or being placed into a rank pool will undergo a Professional Conduct Clearance. Holdings identified through the Professional Conduct Clearance may prevent inclusion in a rank pool or selection to a position.

## **7.7. Feedback**

- 7.7.1. Feedback will be provided to applicants after approval of the recommendation report and will be provided in a format as determined by the selection panel.

## **7.8. Notice of Promotion**

- 7.8.1. The name(s) of the applicant(s) promoted to a position advertised through the promotion system will be published in the Western Australia Police Force Gazette.

## 8. VACANCY MANAGEMENT

**PURPOSE: To fill a commissioned officer vacancy through the promotion system**

- 8.1. The Deputy Commissioners or Commissioner of Police determine which applicant will be appointed to a vacancy.
- 8.2. Police Promotions Branch will formally offer the particular vacancy and officers who accept the vacancy are accepting the terms of that vacancy.
- 8.3. An officer who has received a Formal Offer is required to respond in writing to the Deputy Commissioners or Commissioner of Police:
  - via the Executive Manager Police Promotions or
  - via the Assistant Commissioner Professional Development to either accept the Formal Offer, or provide Just Cause for their decline.
- 8.4. Determination of sufficient Just Cause is at the discretion of the Deputy Commissioners or Commissioner of Police.
- 8.5. Any officer who declines a Formal Offer and cannot demonstrate Just Cause to the satisfaction of the Deputy Commissioners or Commissioner of Police will again be provided the opportunity of the promotion. The officer may then reconsider and either accept the promotion or be removed from the rank pool or selection process/file.

## 9. RANK POOLS

**PURPOSE: To fill vacancies through the Rank Pool.**

- 9.1. Applicants placed into a rank pool remain in the pool until such time as they have accepted a promotion, declined a Formal Offer without Just Cause or withdraw their application for promotion or until the rank pool expires as specified in the advertisement.
- 9.2. There may be instances where there is more than one rank pool in existence. Officers in the Primary Pool will be given preference over officers in the Secondary Pool when considering recommendations for promotion.
- 9.3. The number of officers to be placed in a rank pool is based on forecasting. The number of applicants placed in a rank pool may differ to the original estimated number based on a reassessment organisational need or where applicants have not been considered suitable and/or competitive.

9.4. Should the number of applicants initially placed in a rank pool from a promotion process need to be increased following reassessment of organisational need (at any stage of the process or prior to the rank pool formally closing i.e. through the life of the rank pool) the Commissioner may add further applicants to the rank pool given their previously assessed suitability and competitiveness.

## **10. SELECTION OR ADVERTISED VACANCY (AV) PROCESS**

**PURPOSE: To fill commissioned officer vacancies through a selection or AV process.**

10.1. Suitable applicants from a selection or AV process may be promoted to fill similar vacancies for a specified period (from the date of approval by the Commissioner of Police) as outlined in the advertisement.

## **11. PROCESS REVIEW**

**PURPOSE: To identify breaches of the selection process which have caused detriment**

### **11.1. General**

11.1.1. Applicants may lodge a request for a process review if they believe the selection process outlined herein has been breached resulting in their individual skills, knowledge and capabilities not being fairly assessed.

11.1.2. An applicant cannot lodge a request for process review on the basis that they consider they are a better applicant than those selected (on merit).

11.1.3. There may be up to two process review periods within a selection process. In the case of two process review periods, they will be held:

- Prior to notification of shortlisted applicants
- After the completion of the further assessment stage and prior to notification of the successful applicant(s)

11.1.4. In the case of two process review periods only shortlisted applicants will be eligible to lodge a request for a process review after the completion of the further assessment stage.

11.1.5. The selection process will not proceed until all process review requests have been resolved or a determination by the Assistant Commissioner Professional Development is made to continue.

11.1.6. Applicants may not request an In House Grievance in relation to any Promotion

System selection process issue, which could have been raised through the process review process.

## **11.2. Requesting a Process Review**

11.2.1. Requests for process review will only be accepted when lodged prior to the specified closing date and time. Applicants will be notified of the closing date and time of the process review period. No late requests will be accepted.

11.2.2. Applicants must clearly identify where they consider a breach in the process has occurred which has resulted in a detriment to them.

11.2.3. To initiate a formal review, an applicant shall lodge a 'process review' request on the relevant form, with the Executive Manager Police Promotions Branch.

## **11.3. Process Review Stage 1**

**PURPOSE: Review of claim and determination by Assistant Director People Planning and Deployment Division**

11.3.1. On receipt of the notification, the Assistant Director People Planning and Deployment Division will review the selection process at the point where the breach is alleged to have occurred. The Assistant Director People Planning and Deployment Division will review the facts and circumstances of the claim. This may include, but is not limited to:

- Reviewing any documentation relating to the selection process
- Contacting any person(s) associated with the selection process

11.3.2. On completion of the review, the Assistant Director People Planning and Deployment Division will consider the findings and make a determination if there has been a breach. The Assistant Director People Planning and Deployment Division will notify the aggrieved applicant of the outcome.

## **11.4. Process Review Stage 2**

**PURPOSE: Review by Assistant Commissioner Professional Development**

11.4.1. Where an applicant is not satisfied with the outcome of 'Stage 1', the applicant may request a further process review, 'Stage 2'.

11.4.2. To initiate a 'Stage 2' process review, the applicant must notify the Assistant Director People Planning and Deployment Division via the Executive Manager

Police Promotions Branch within the time frame specified in the outcome notification of the 'Stage 1' process review.

11.4.3. The Assistant Commissioner Professional Development will review the 'Stage 1' determination made by the Assistant Director People Planning and Deployment Division. The Assistant Commissioner Professional Development will make a determination based on the report and any other relevant information.

11.4.4. The outcome will be communicated to the aggrieved applicant in writing by the Assistant Commissioner Professional Development.

### **11.5. *Final Determination by Director Human Resources***

11.5.1. If the applicant is not satisfied with the determination of the Assistant Commissioner Professional Development, the applicant may request a final determination by the Director Human Resources.

11.5.2. The Director Human Resources will review the 'Stage 2' determination made by the Assistant Commissioner Professional Development and consider any other relevant information to make a determination.

11.5.3. The determination by the Director Human Resources will be final and no further reviews can be requested.

### **11.6. *Resolution of Process Review***

11.6.1. The Process Review will be resolved if any of the following occur:

- The applicant withdraws the claim
- The applicant accepts the determination of the Assistant Director People Planning and Deployment Division that no breach occurred
- The applicant accepts the determination of the Assistant Commissioner Professional Development that no breach occurred
- The applicant, having received a notification at 'Stage 1' or 'Stage 2' does not lodge a further request for review
- It is determined at any stage that a breach has occurred and action is taken to remedy the breach

11.6.2. The action required to remedy a breach will be determined by the position with resolving authority at the stage where the breach is identified.



## **12. DISCRETION OF THE COMMISSIONER OF POLICE**

12.1. The Commissioner may, in respect to organisational needs or special skills and qualifications of an officer, elect to:

- Recommend to the Governor of Western Australia the appointment of a member to the rank of Commissioned Officer (Section 6, Police Act 1892)
- Approve a Positional Promotion for a period of time considered appropriate
- Make changes to selection processes to meet the needs of the WA Police Force. These changes will be clearly outlined prior to the commencement of the process

## **13. PROFESSIONAL CONDUCT CLEARANCE**

13.1. A Professional Conduct Clearance will be undertaken on all recommended applicants prior to being placed in a rank pool or promoted to fill a vacant position. This Professional Conduct Clearance assessment may include, but is not limited to, an internal Risk Assessment, Equal Opportunity and/or Corruption and Crime Commission check.

13.2. In circumstances where the Professional Conduct Clearance process demonstrates that a recommended officer's professional conduct is in doubt, the Assistant Commissioner Professional Development, will notify the officer and provide the officer the opportunity to respond.

13.3. The Commissioner of Police is responsible for making the final decision as to whether an officer is to be excluded or removed from a rank pool.

13.4. Adverse holdings identified through a Professional Conduct Clearance for an officer within an existing rank pool may prevent promotion at that time.

13.5. An officer under investigation will not be considered for promotion whilst in an existing rank pool until a supported Professional Conduct Clearance is provided.

13.6. Adverse holdings examined under the Professional Conduct Clearance process may result in removal from a rank pool, selection or AV file.

13.7. Any external applicant applying for promotion to a Commissioned Officer rank will need to consent to the Western Australia Police Force Professional Standards Portfolio having access to all available background data held in the serving/served jurisdictions.